



SAN LUIS OBISPO COUNTY JUVENILE HALL POLICY AND PROCEDURE MANUAL



Review and updated; 01/2022
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CHAPTER 1. GENERAL INSTRUCTIONS

1.1 Definitions Pursuant to Section 1302

1. **“Administering Medication”** as if it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.
2. **“Alternate Means of Compliance”** means a process for meeting or exceeding the intent of the standards in an innovative way, approved by the Board pursuant to an application.
3. **“Appeal Hearing”** means 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 hearings may be conducted using oral and/or written testimony as specified by the Executive Director of the Board or the Board.
4. **“Appellant”** means a county or city, which files a request for an appeal hearing.
5. **“Authorized and Representative”** means an individual authorized by the appellant to act as his representative in any or all aspects of the hearing.
6. **“Board”** means the Board of State and Community Corrections, which acts through its executive director, deputy directors and field representatives.
7. **“Camp”** means a juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code (WIC), to which youth made wards of the court on the grounds of fitting the description in Section 602 of the WIC, may be committed.
8. **“Cell Extraction”** means the forceful removal of a youth from a room.
9. **“Chief Deputy”** is the Departmental term for Facilities Manager.
10. **“Clergy”** means anyone ordained for religious duties.
11. **“Committed”** means 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.
12. **“Contraband”** is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a

juvenile facility, would interfere with the orderly day-to-day operations of a juvenile facility, or violate facility rules.

13. **“Control Room”** is a continuously staffed secure area within the facility where staff is responsible for safety, security, emergency response, communications, electronics and movement.
14. **“Control JSO”** is the Juvenile Services Officer assigned to the control room for a specific shift.
15. **“Court Holding Facility for Youth”** means a local detention area constructed within a court building used for the confinement of youth and adults for the purpose of a court appearance, for a period not to exceed twelve (12) hours.
16. **“Delivering Medication”** as it relates to pharmaceutical management, means the act of providing one or more doses of a prescribed and dispensed medication to a youth.
17. **“Developmentally Disabled”** means those persons who have a disability, which originates before the individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or that require treatment similar to that required for mentally retarded individuals.
18. **“Direct Visual Observation”** means staff must personally see youth’s movement and/or skin. Audio/video monitoring may supplement, but not substitute for, direct visual observation.
19. **“Direct Visual Supervision”** means staff constantly in the presence of the youth. Audio/video monitoring may supplement, but not substitute for, direct visual supervision.
20. **“Dispensing”** as it relates to pharmaceutical management, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.
21. **“Disposal”** as it relates to pharmaceutical management, means the destruction of medication or its return to the manufacturer or supplier.
22. **“DNA”** or Deoxyribonucleic acid means 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.
23. **“Emergency”** means a significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of juveniles or the occurrence of natural disasters such as flood, fire, or earthquake, and which requires immediate action to avert death or injury and to maintain security.

24. **“Executive Director”** means the Executive Director of the Board of State and Community Corrections.
25. **“Exercise”** means an activity that requires physical exertion of the large muscle group.
26. **“Exigent”** means an urgent and unanticipated event that requires immediate action.
27. **“Facility Administrator”** means chief probation officer, sheriff, marshal, chief of police or other official charged by law with administration of the facility.
28. **“Facility Manager”** or **“Chief Deputy of the Custody Division”** means director, superintendent, police or sheriff commander or other person in charge of the day-to-day operation of a facility holding youths.
29. **“Filing Date”** means the date a request for an appeal hearing is received by the Executive Director of the Board.
30. **“504 Plan”** means a written educational plan developed by a group of educators, administrators, parents and other relevant participants that addresses the needs of a disabled student with a physical or mental impairment which may substantially limit major life activities, including caring for one’s self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning as defined under section 504.
31. **“Furlough”** means the conditional or temporary release of a youth from the facility.
32. **“Gender Expression”** means the manner in which a person expresses his or her gender through a manner of dress, speech, behavior, or physical attributes.
33. **“Gender Identity”** is about how a person views and understands their own gender (man, woman, transgender, queer, etc.)
34. **“Group Punishment”** means a group of uninvolved youth is disciplined due to the actions of one or more youth.
35. **“Health Administrator”** means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency. In those instances where medical and Behavioral Health services are provided by separate entities, decisions regarding Behavioral Health services shall be made in cooperation with the Behavioral Health director. When the administrator is other than a physician, final clinical judgments rest with a designated responsible physician.
36. **“Health Care”** means medical, Behavioral Health and dental services.
37. **“Health Care Clearance”** means a non-confidential statement which indicates to youth supervision staff that there are no health contradictions to a youth being admitted to a facility and specifies any limitations to full program participation.

38. **“Hearing Panel”** means a panel comprised of three members of the Board who shall be selected by the Chairman 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 citizens of, the county or city submitting an appeal.
39. **“Individual Education Program”** (IEP) means a written statement for each individual with exceptional needs that is developed, reviewed and revised in a meeting in accordance with Education Code Section 56345 and applicable federal laws and regulation.
40. **“Juvenile Facility”** means a juvenile hall, ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.
41. **“Juvenile Hall”** means a county facility designed for the reception and temporary care of youth detained in accordance with the provisions of this subchapter and the juvenile court law.
42. **“Labeling”** as it relates to pharmaceutical management, means the act of preparing and affixing an appropriate label to a medication container.
43. **“Legend Drugs”** are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4211 of the California 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.
44. **“Living Unit”** shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of youth housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention or other action if needed.
45. **“Local Health Officer”** means that licensed physician who is appointed by the Board of Supervisors pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.
46. **“Maximum Capacity”** means the number of youth that can be housed at any one time in a juvenile hall, camp, ranch, home, forestry camp, regional youth education facility or boot camp in accordance with provisions in this subchapter.
47. **“Behavioral Health Director”** means that individual who is designated by contract, written agreement or job description to have administrative responsibility for the Behavioral Health program. The health administrator shall work in cooperation with the Behavioral Health director to develop and implement Behavioral Health policies and procedures.
48. **“Minor”** means a person less than 18 years of age. Minor has been replaced with “youth.”

49. **“Monitor”** is the department’s case management system.
50. **“Non-School Day”** means a day when school is not in operation. It also applies when an individual youth is not enrolled in school and is not required to be in attendance.
51. **“Notice of Decision”** means a written statement by the Executive Director of the Board of State and Community Corrections which contains the formal decision of the Executive Director and the reason for that decision.
52. **“On-Site Health Care Staff”** means licensed, certified or registered health care personnel 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 personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.
53. **“Over-the-Counter (OTC) Drugs”** as it relates to pharmaceutical management, are medications which do not require a prescription (non-legend).
54. **“Pilot Project”** means 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 of State and Community Corrections.
55. **“Popular Design”** means 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.
56. **“Primary Responsibility”** is the ability of a youth supervision staff member to independently supervise one or more youth.
57. **“Procurement”** as it relates to pharmaceutical management, means the system for ordering and obtaining medications for facility stock.
58. **“Proposed Decision”** means 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.
59. **“Prostheses”** means 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.
60. **“Psychotropic Medication”** means those drugs that are used to treat psychiatric symptoms. Drugs used to reduce the toxic side effects of psychotropic medications are not included.
61. **“Recreation”** means activities that occupy the attention and offer the opportunity for relaxation. Such activities may include Ping-Pong, TV, reading, board games, or letter writing.

62. **“Regional Facility”** means 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.
63. **“Remodeling”** means to alter 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.
64. **“Repackaging”** as it relates to pharmaceutical management, means transferring medications from the original manufacturers’ container to another properly labeled container.
65. **“Request for Appeal Hearing”** means 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 of State and Community Corrections.
66. **“Responsible Physician”** means that 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 Behavioral Health matters involving clinical judgments. The responsible physician may also be the health administrator.
67. **“Secure Youth”** a youth who has been adjudicated for a WIC 707(b) offense and committed to the secure youth dispositional track.
68. **“Secure Youth Track”** is an in custody dispositional program for youth adjudicated of a WIC 707(b) offense.
67. **“Security Glazing”** means 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.
68. **“Separation”** means limiting a youth’s participation in regular programming for a specific purpose.
69. **“Shall”** is mandatory; **“May”** is permissive.
70. **“Sexual Orientation”** means a person’s emotional, romantic, and sexual attraction for members of the same, opposite, or both sexes.
71. **“SOGIE”** is an acronym that stands for Sexual Orientation, Gender Identity and Expression.
72. **“Special Purpose Juvenile Hall”** means 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.
73. **“Special Visits”** mean visits by persons that may not be parents or guardians, as outlined in Section 1374 of these regulations, and may include mentors, extended family members, role models and spouses.

74. **“Status Offender”** means a youth alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.
75. **“Storage”** as it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.
76. **“Supervisory Staff”** means a staff person or Juvenile Services Officer or Officer whose primary duties may include, but are not limited to, scheduling and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff shall not be included in the youth to supervision staff ratio, although some of their duties could include the periodic supervision of youth.
77. **“Transgender Youth”** describes a youth who uses hormonal and/or physical alterations to change their body so that their sex and gender identity are congruent.
78. **“Use of Force”** means an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.
79. **“Youth”** means a person who is in the custody of the juvenile detention facility. This person may be under 18 years of age or 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 court.
80. **“Youth Supervision Staff”** means a juvenile facility employee, whose duty is primarily the supervision of youth. Administrative, supervisory, food services, janitorial and other auxiliary staff are not considered youth supervision staff.

1.2 Non Discrimination Statement

All youth detained at the Juvenile Hall shall have fair and equal access to all available services, placement, care, treatment, benefits, education, and spiritual and recreational programs. No person shall be subject to discrimination or harassment on the basis of actual or perceived: race, ethnicity, ancestry, age, national origin, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, political beliefs, pregnancy status, or HIV status. Youth shall not be penalized or retaliated against for seeking administrative or judicial relief to address grievances.

1.3 Policy Statement

The purpose of this document is to provide guidance and assistance in achieving consistency in the overall treatment of detained youth, and in the general operations of the Juvenile Hall. This document, if followed closely, will minimize the exposure to civil liability of the staff, Department, and the County, by providing justification and reason for our actions and decisions, and enhances the overall safety and security of the facility.

The policies and procedures within this document are designed to inform employees of the principles, values, and mandates, which are required in the performance of their duties, and the basis of their employment expectations. Additionally, these policies establish operational standards to assist Department employees in the necessary exercise of discretion in discharging their duties and responsibilities.

This policy was formulated by analyzing the goals and objectives of the Juvenile Hall, and by identifying those values which guide us in achieving our objectives, and attaining our goals. These policies are based upon past experience, Department needs, and the statutory mandates included within the Board Titles 15 and 24 regulations and specific sections of the Penal and Welfare and Institutions Codes.

It is the responsibility of the Chief Deputy of the Custody Division to prepare, modify and update the Facility Policy and the Procedure Manual as required, but at least annually. This review shall include an annual security evaluation. This evaluation shall address internal and external security, including but not limited to key control, security equipment and related training. The Chief Deputy of the Custody Division shall forward each annual review to the Chief Probation Officer and place a copy within this manual. The annual review shall be completed each year. Each staff person is responsible for maintaining a current awareness of the contents, including revisions, of this manual.

The Chief Deputy of the Custody Division has been authorized by the Chief Probation Officer to change policy or procedures in this manual under emergency circumstances to comply with changes in the law or state standards.

Newly hired staff at Juvenile Hall will have a minimum of one hundred and sixty (160) hours of orientation and training to become familiar with the philosophy and general operations of the facility, as well as the contents of this document. Updated Juvenile Hall Policy and Procedure Manuals are available on the Department's intranet site. This site is available on each of the desktop computers in the facility administered by the Probation Department. To ensure that staff has access to the most up to date manuals, they are discouraged from referencing any "hard copy" policies and should use exclusively the manuals available on the Department's intranet site.

1.4 Mission Statement

The Mission of the San Luis Obispo Juvenile Hall is to assess and detain youth who are a danger to the community, or who have violated Court Orders. Juvenile Hall is a positive institutional environment that is nurturing and humane, and provides rehabilitation in the form of structured programs and educational opportunities.

1.5 The Role of the Juvenile Hall

The Juvenile Hall provides temporary custody, care and discipline for youth removed from their family. The primary role and responsibilities of Juvenile Hall staff are outlined in Sections 202 of the Welfare and Institutions Code, and Title 15 of the California Minimum Standards for Local Juvenile Facilities.

When a youth is removed from his/her family, it is the responsibility of the Juvenile Hall staff to provide for the youth, custody, care and discipline consistent with positive parenting techniques.

Youth detained in the Juvenile Hall shall receive care, treatment, and guidance consistent with their best interests and the best interest of the public. This care should appropriately hold them accountable for their behavior, facilitate and support the rehabilitative process, and remain consistent with our goals of family reunification and preservation whenever possible and appropriate.

1.6 Departmental Values

The following Departmental values should serve as guidelines when dealing with youth, their parents, volunteers, members of the public, and coworkers.

INTEGRITY

- Being honest in our contacts with others
- Doing the “right thing”
- Following the law
- Following through on commitments

RESPECT

- Leading by example
- Taking personal responsibility for our actions
- Treating others as we would like to be treated

EMPATHY

- Being a good listener
- Seeking to understand

- Being open-minded
- Being non-judgmental
- Being supportive of the staff and the community

PROFESSIONALISM

- Inspiring confidence
- Being competent in daily tasks
- Seeking personal development and growth
- Continuing improvement and measuring progress
- Welcoming positive and negative feedback
- Remaining objective in all encounters

HUMILITY

- Respecting and acknowledging limitations
- Using authority responsibly
- Avoiding arrogance
- Being willing to learn

DIVERSITY

- Appreciating and valuing the differences within the organization and community
- Encouraging a variety of opinions, and providing a safe environment for them to be heard
- Practicing tolerance

A. Role and Expectations

1. Juvenile Hall staff is expected to recognize, embrace and carry out their role as a counselor reflecting the Department's values.
2. Juvenile Hall staff is expected to understand that the use of counseling and de-escalation techniques is a term of their employment.
3. Youth in custody shall be treated with respect and dignity, and never with contempt and/or antagonism regardless of their negative behavior or actions.

4. Staff shall always keep in mind that our objective is to approach chaotic and crisis situations in a manner that will bring calm, order, and safe resolution, and never in a way that incites or inflames existing tension.
5. Staff shall **never** treat youth in custody in such a way that would be unacceptable to established Department policy, statutory law and professional standards.

1.7 Juvenile Hall Function

- A. The Juvenile Hall is the temporary juvenile detention and treatment facility in and for the County of San Luis Obispo. (Detention, Secure Youth Track, and The Coastal Valley Academy). The Juvenile Hall is operated under the authority granted in the Welfare and Institutions Code, the Penal Code and the California Administrative Code. The Chief Probation Officer shall appoint the Chief Deputy of the Custody Division of who will be in charge of the facility and its employees.
- B. Pursuant to Section 851 of the Welfare and Institutions Code, the facility shall **not** be treated as a jail, prison or penal institution and shall be operated in all respects as nearly like a home as possible.
- C. The Juvenile Hall is a detention and treatment facility for youth who are described by Sections 601 and 602 of the Welfare and Institutions Code and who is either a risk to themselves or are viewed as being a risk to the community.
- D. The facility receives all youth brought by any peace officer with a few specific exceptions as provided by law. The facility may be used to house youth being reviewed for detention, awaiting Court proceedings and/or for Court commitments and status offenders awaiting pick-up by parent(s), legal guardian(s), community-based agencies or the Department of Social Services.
- E. The Juvenile Hall may also be used to safely house youth while the Probation Department gathers sufficient information regarding the youth's background, to make an appropriate placement decision based on the safety of the community, and the needs of the youth.
- F. The facility is designed to be part of a treatment/rehabilitative program. It is not punitive in nature and does not provide a punitive atmosphere beyond the security necessary to prohibit an escape and to protect staff and other youth.

1.8 Legal Aspects

Section 628 of the Welfare and Institutions Code specifies certain provisions under which youth may be detained.

- A. The youth is in need of proper, effective, parental care or control and has no actual or willing parent, guardian or responsible relative to exercise, or who is capable of exercising, such care or control.
- B. The youth is destitute or is not provided with the necessities of life or is not provided with a home or suitable place to abide.
- C. The youth's home is unfit for him/her due to neglect, cruelty, depravity or physical abuse by his/her parent, guardian or other person responsible for his/her custody.
- D. Continued detention of the youth is a matter of immediate and urgent necessity for the protection of the youth or a reasonable necessity to protect the person or property of another.
- E. The youth is likely to flee the jurisdiction of the Court.
- F. The youth has violated an order of the Juvenile Court.
- G. The youth is physically dangerous to the public because of mental or physical deficiency, disorder or abnormality.

CHAPTER 2. APPLICATION OF STANDARDS AND INSPECTIONS

2.1 Applicability of Standards Pursuant to Section 1310

- A. The Juvenile Hall operations, procedures and staff shall comply with all Title 15 regulations to meet the minimum operational standards for but not limited to standards and inspections; training, personnel and management; records and public information; classification and separation; programs and activities; discipline; health services; food; clothing and personal hygiene; bedding and linens; and facility sanitation and safety.

2.2 Emergency Suspension of Standards and Requirements Pursuant to Section 1311

- A. The Chief Probation Officer or Chief Deputy of the Custody Division may temporarily suspend any Title 15 standard or requirement in the event of any emergency which threatens the safety of the Juvenile Hall, youth, staff or the public.
- B. "Emergency" means a significant disruption of normal facility procedure, policy or operation which requires immediate action to avert death or injury and to maintain security.
- C. Types of Emergencies
 - 1. Civil disorder
 - 2. Single incident of mass arrest of juveniles
 - 3. The occurrence of natural disasters such as flood, fire, or earthquake
 - 4. Contagious disease outbreak
 - 5. Immediate need to repair a major facility system
 - 6. Major behavior incident
 - 7. A medical condition suffered by either a youth or staff, resulting in an EMS response.
- D. Notification
 - 1. The Chief Probation Officer shall notify the Board in writing if the emergency continues for more than three (3) days.
 - 2. The Chief Probation Officer shall obtain approval of the Board Chairperson if the emergency requires suspension of regulations for more than fifteen (15) days.

2.3 Annual Facility Inspections Pursuant to Section 1313

- A. On an annual basis, or as otherwise required by law, the Chief Deputy of the Custody Division shall obtain a documented inspection and evaluation of the following:
 - 1. County Building Inspector or person designated by the Board of Supervisors to approve building safety (General Services);

2. Fire Authority having jurisdiction including a fire clearance as required by Health and Safety code Section 13146.1(a) and (b);

13146.1.

(a) Notwithstanding Section 13146, the State Fire Marshal, or the State Fire Marshal's authorized representative, shall inspect every jail or place of detention for persons charged with or convicted of a crime, unless the chief of any city, county, or city and county fire department or fire protection district, or that chief's authorized representative, indicates in writing to the State Fire Marshal, by June 30 of each applicable year pursuant to subdivision (b), that inspections of jails or places of detention, therein, shall be conducted by the chief, or the chief's authorized representative, and submits the reports as required in subdivision (c).

(b) The inspections shall be made at least once every two years for the purpose of enforcing the regulations adopted by the State Fire Marshal, pursuant to Section 13143, and the minimum standards pertaining to fire and life safety adopted by the Board of State and Community Corrections, pursuant to Section 6030 of the Penal Code.

3. Local health officer, inspection in accordance with Health and Safety Code Section 101045;
 4. County Superintendent of Schools on the adequacy of educational services and facilities as required in Section 1370;
 5. Juvenile Court as required by Section 209 of the Welfare and Institutions Code; and
 6. 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.
- B. All Annual Inspections will be forwarded to the Board of State and Community Corrections during the biannual inspection of the facility or any other time as deemed appropriate.

CHAPTER 3. TRAINING, PERSONNEL AND QUALIFICATIONS

3.1 Appointment and Qualifications Pursuant to Section 1320

A. The Chief Probation Officer shall appoint a Chief Deputy of the Custody Division to be responsible for the Juvenile Hall programming, staff and operations, pursuant to the applicable provisions of the law.

B. Staff Appointment and Qualifications:

The Juvenile Hall shall:

1. Recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules.
2. Require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illness of childhood (i.e. diphtheria, rubella, rubella and mumps).
3. Adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code.
4. Conduct a criminal records review and psychological examination in accordance with Section 1029 et seq. of the Government Code.
5. Require a psychological examination, pursuant to Section 1031 of the Government Code.
6. Require successful completion of the peace officer training requirements in accordance with Section 832 of the Penal Code.
7. Contract personnel, volunteers, and other non-employees of the facility who may be present at the facility, shall have such clearance and qualifications as may be required by law and their presence at the facility shall be subject to the approval and control of the Chief Deputy of the Custody Division.
8. Juvenile Services Officers (Officers) are considered Youth Supervision Staff pursuant to Title 15.

3.2 Staffing Pursuant to Section 1321 and 1323

A. Juvenile Hall and Coastal Valley Academy Staffing

1. No required services shall be denied because of insufficient numbers of officers on duty absent exigent circumstances.

2. The Juvenile Hall shall, at all times have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations.
3. The Juvenile Hall shall at all times have an officer who is present and identified and is responsible for the operations and activities of the Juvenile Hall. This officer shall have completed the Juvenile Correctional Officers Core Course, and PC 832 training.
4. One officer shall be present on each unit whenever there are youth in the unit.
5. The minimum staffing pattern requires that officers have, as their primary duty, the supervision of youth in custody. Administrative, clerical, volunteers and auxiliary staff does not satisfy the minimum-staffing pattern. Exception: the graveyard shift can be staffed with five officers, provided that all five are Probation Officers, Juvenile Service Officers or management level personnel within the Deputy Probation Officer classification.
6. At all times, there shall be a minimum of five wide-awake officers on duty.
7. Sufficient administrative, clerical, recreational, medical, dental, Behavioral Health, building maintenance, transportation, control room, facility security, and other support staff shall be provided to ensure that staff comprising the minimum staffing pattern will not be diverted from the supervision of youth as their primary duty.
8. During the hours youth are awake, there shall be one wide-awake officer on duty for each ten (10) youth in detention, to provide supervision of youth.
9. During the hours that youth are confined to their room for the purpose of sleeping, there shall be one wide-awake officer on duty for each thirty (30) youth in detention.
10. Shall have at least one (1) female and one (1) male officer on duty at all times.
11. Shall be at least one (1) wide awake person on duty at all times who is trained in fire and life safety.
12. Shall have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.

B. Minimum Staffing Pattern

1. The Facility(Juvenile Hall (Detention) and The Coastal Valley Academy) minimum shift staffing patterns are as follows: Please note, modifications to the 1st shift staffing pattern may be made by a Supervising Deputy Probation Officer's approval.
 - 2200-00-0600 1 Shift Leader; 4 JSOs ()
 - 0600-2200: 1 SDPO; 1 Shift Leader; 5 JSOs
2. Staffing levels may change based upon but not limited to such factors as:
 - Vacations and sick calls
 - Training
 - Transportation
 - Population
 - Special assignments
 - Medical/Hospital escort
 - Building emergencies
4. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, or maintenance shall not be classified as officers.

3.3 Youth Supervision Staff Orientation and Training Pursuant to Section 1322

- A. Orientation: Each youth supervision staff (Deputy Probation Officers and Juvenile Services Officers) shall be properly oriented to his/her duties. Orientation shall include, but not be limited to the following:
1. Youth supervision duties, including detention, Coastal Valley Academy and the Control Room;
 2. Scope of decisions they shall make; factors to consider when making decisions;
 3. The identity of his/her supervisor and the facility and Probation Department chain of command;
 4. Identity of persons who are responsible to them;
 5. Person to contact for decisions that are beyond his/her responsibility;

6. Ethical responsibilities;
 7. Probation Department mission, vision and values;
 8. Juvenile Hall philosophy regarding the care of detained youth;
 9. An overview of Positive Behavior Interventions and Support (PBIS);
 10. Review of the Employee Responsibility and Conduct Policy.
 11. Review of the Use of Force Policy
- B. Training: Prior to assuming any responsibility for the supervision of youth, each youth supervision staff shall receive a minimum of 80 hours of training pursuant to Title 15, by completing the Facility Training Program prior to assuming responsibility for the supervision of youths. The training includes but is not limited to the following:
1. Individual and group supervision techniques;
 2. Regulations and policies related to discipline, the use of force and basic rights of youth pursuant to law and the provisions of this chapter;
 3. Basic health, sanitation and safety measures;
 4. Suicide prevention and response to suicide attempts;
 5. Review of policies regarding Use of force, de-escalation techniques, chemical agents, and mechanical / physical restraint use;
 6. Review of policies and procedures referencing trauma and trauma-informed approaches;
 7. Emergency procedures including response to fire, medical, organized disturbance, fight and/or facility maintenance emergencies;
 8. Routine security measures; including facility perimeter and grounds;
 9. Crisis intervention and Behavioral Health referrals to Behavioral Health services;
 10. Documentation; and
 11. Fire / life safety training.
- C. Each Juvenile Services Officer, Shift Leader and Supervising Deputy Probation Officer shall successfully complete the requirements of the Juvenile Corrections Core Course pursuant to Penal Code Section 6035 prior to assuming primary responsibility for supervision of youth.

- D. Juvenile Services Officers shall successfully complete training pursuant to Section 830 et. seq. of the Penal Code prior to exercising the powers of a peace officer.
- E. The Chief Deputy of the Custody Division and Supervising Deputy Probation Officers shall complete forty (40) hours of STC-approved training annually.
- F. All Juvenile Services Officers shall complete twenty-four (24) hours of STC-approved training annually.
- H. Support staff, contract employees, non-sworn staff, school and medical staff, program providers and volunteers shall receive orientation training, including safety and security issues.
- I. JSO's in Control shall receive additional training in the following areas: emergency procedures and evacuation procedure.

3.4 Facility Training Program

- A. The Facility Training Program is designed to orient and mentor entry-level Juvenile Services Officers to the Juvenile Hall mission, philosophy, values and their responsibilities, duties and tasks required by state law and the Juvenile Hall Policy and Procedures Manual.
- B. The Facility Training Program shall serve entry-level officers by:
 - 1. Informing them of the Probation/Juvenile Hall missions, vision, values and philosophy;
 - 2. Guiding and instructing them in the supervision techniques required to support the physical, emotional, intellectual and social development of youth in detention;
 - 3. Instructing them with regard to the laws, regulations, policies and procedures related to the detention of youths; and
 - 4. Providing them with timely verbal and written assessment of their performance to support the successful completion of the Facility Training Program.
- C. Facility Training Officers (FTOs) shall meet the following minimum standards and be recommended by the Juvenile Hall Leadership Team to the Chief Deputy of the Custody Division for approval:
 - 1. Be a Juvenile Services Officer II in good standing, having completed one (1) year of full-time service and successfully completed Juvenile Corrections Officer CORE training and demonstrated good judgment and skill technique.

2. Voluntarily agree to perform the duties of a FTO.
3. Successfully completed the FTO training program established by the Facility Training program and approved by the Chief Deputy of the Custody Division.
4. FTO's are entitled to receive differential pay while they are acting in the capacity of a FTO.

D. Facility Training Program Procedure

1. Entry level Juvenile Services Officers shall complete the Facility Training Program orientation prior to beginning training.
2. Entry JSOs shall complete 120 hours of designated training and perform all tasks and duties contained in the Facility Training Handbook. (Note: Title XV only requires 40 hours)
3. Entry JSOs shall be assigned weekly to a FTO by the Facility Training Coordinator.
4. FTOs shall complete Performance Reports upon the completion of each training shift.
5. In some cases, remediation training up to an additional forty (40) hours may be authorized by the Chief Deputy of the Custody Division based on the recommendation of the Leadership Team when it is determined that an entry level JSO is deficient in one or more performance areas.
6. Every new JSO shall read the Policy and Procedures Manual and sign off verifying they have done so.
7. An End of Training Report shall be completed by the Facility Training Coordinator assessing the strengths, areas of development and recommended training or exercises for each entry level JSO who completes the training.

- E. The Facility Training Program shall be reviewed annually by the Chief Deputy of the Custody Division, in consultation with the Leadership Team to ensure the continued relevance and integrity of the program and to make any necessary modifications based on changes in law, policies and procedures.

3.5 Annual Training

- A. All Probation facility staff shall participate in annual updates pursuant to the Department Annual Training Plan.

3.6 Policy and Procedures Manual Pursuant to Section 1324

- A. The Chief Deputy of the Custody Division shall be responsible for formulating policies, procedures and rules that address all regulations that are applicable to the operation of the Juvenile Hall pursuant to Section 1324 of Title 15

- B. The Juvenile Hall Policy and Procedure Manual shall be made available to all employees, reviewed by all employees and administratively reviewed and updated a minimum of every two years by the Chief Deputy of the Custody Division. Each employee shall sign documenting they have read and understand the Juvenile Hall Policy and Procedures Manual.
- C. The manual shall include:
1. Table of organization, including channels of communications and a description of job classifications;
 2. Responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;
 3. Responsibilities of all employees;
 4. Initial orientation and training program for employees;
 5. Initial orientation, including safety and security issues, for support staff, contract employees, school and medical staff, anti-discrimination policy program providers and volunteers;
 6. Maintenance of record-keeping, statistics and communication systems to ensure:
 - a. Efficient operation of the juvenile facility;
 - b. Legal and proper care of youth;
 - c. Maintenance of individual youth's records;
 - d. Supply of information to the juvenile court and those authorized by the court or by the law; and,
 - e. Release of information regarding youth.
 7. Ethical responsibilities;
 8. trauma-informed approaches;
 9. culturally responsive approaches
 10. gender responsive approaches (SOGIE)
 11. A non-discrimination provision that provides that all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, immigration status, or HIV status; including restrictive housing or classification decisions based solely on any of the above mentioned categories;

12. Storage and maintenance requirements for any chemical agents, related security devices, and weapons and ammunition, where applicable;
 13. Establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth.
 14. Establishment of 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 or a third party. (PREA)
- D. Procedures shall be written, and include but not be limited to, areas that instruct staff as follows:
1. Procedures relating to admissions, releases, visiting, correspondence, counseling, classification grievances, health and welfare of youths, responsibility of employees, programs and activities, unit operation, behavior control, food and nutrition, use of emergency equipment and security.
 2. Instructions for handling deaths, emergencies, escapes, attempted suicides, medical problems, processing warrants and subpoenas and emergency evacuation in case of fire or natural disaster.
 3. Once formulated, each member of the department shall be notified of the change in procedure and have access to copies of all procedures.

3.7 Fire Safety Plan Pursuant to Section 1325

- A. The Chief Deputy of the Custody Division shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshall, in developing a plan for fire safety, which shall include, but not be limited to:
1. A fire prevention plan to be included as part of the manual of policy and procedures;
 2. Monthly fire and life safety inspections by facility staff with two year retention of the inspection records;
 3. Annual fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires annual inspections;
 4. Documented fire drills no less than quarterly;
 5. An evacuation plan;
 6. A written plan for the emergency housing of youth in the case of fire, and;
 7. Development of a fire-suppression pre-plan in cooperation with the local fire department.

- C. Supervising Deputy Probation Officers—Assist in the implementation on the emergency action plan and to act in the absence of the Chief Deputy of the Custody Division.
- D. All Staff – To be familiar with and understand the emergency action plan and to take all reasonable actions necessary to protect life and property in an emergency. All staff shall receive a refresher on the proper use of a fire extinguisher.
- E. The San Luis County Juvenile Hall contracts with a third party, Deep Blue Integration, Inc., who monitors the smoke and fire alarm system remotely 24 hours a day.
- F. Monthly Fire and Life Safety Inspection
 - 1. Juvenile Hall staff shall complete monthly fire inspections of the facility to insure the following are well-maintained and functioning properly by the 15th of each month:
 - a. Electrical cords, motors, wires and appliances are in good condition, not frayed or of excessive length and properly grounded;
 - b. Doors at each floor level are free of obstruction, properly lighted and functional;
 - c. Exit lights are in working order including proper size and wattage;
 - d. Exit ways are free of obstacles and properly lighted;
 - e. Fire doors function properly and are unobstructed;
 - f. Extinguishers are accessible, visible and in the correct location, have been serviced within the last 12 months and properly decal for type of fire.
 - g. Fire alarms properly identified, boxes unobstructed, have been tested within the last thirty (30) days and auxiliary boxes have sign indicating the system is connected to the fire department;
 - h. Sprinkler system heads and controls are unobstructed;
 - i. Flues and vents in good condition;
 - j. Housekeeping-no combustible items stored under stairways, janitorial and cleaning equipment stored in proper area, oily rags and paint rags stored in covered metal cans and no excessive accumulation of combustible litter;

- k. Flammable liquids stored outside the facility, containers in good condition and no smoking signs observable;
- l. Auxiliary emergency generator working properly; and
- m. Fire alarm system components in working order.
- n. All emergency equipment

F. Fire Drills

- 1. As part of the Fire and Safety Plan all Juvenile Hall, Staff will be required to participate in monthly fire drill training which will test their knowledge of, but not limited to, the following areas:

G. Fire Alarm

- 1. In the event that a fire alarm is sounded, the on-duty Supervising Deputy Probation Officer or Shift Leader will have the location investigated to attempt to determine the cause of the alarm.
- 2. All personnel in the area in which the problem is suspected will evacuate youth in that area (code yellow evacuation) except for one staff that will remain to conduct the investigation.
- 3. Staff conducting the investigation will start looking for smoke or visible fire. The on-duty Control JSO will be notified to call for a “code red evacuation” if a visible fire is discovered.
- 4. The following will be called, giving all known information:
 - a. Supervising Deputy Probation Officers
 - b. Chief Deputy of the Custody Division;
 - c. Asst. Chief Probation Officer; and
 - d. Chief Probation Officer
- 5. If no visible fire is found, smoke detectors will be checked. A ceiling smoke detector, which triggered the alarm, will have a constant red light on.
- 6. A door closer smoke alarm will have a red light on if it triggered the alarm. In normal operation, a ceiling smoke detector will have a flashing red light and a door closer smoke detector will have a green light.
- 7. If there are no further problems, the on-duty Supervising Deputy Probation Officer or Shift Leader will contact CAL FIRE to report that no smoke or fire was observed.

H. Sprinkler System

1. In the event that the sprinkler system is activated, the fire alarm will sound and indicate that the sprinkler system triggered the alarm.
2. The following procedure will apply:
 - a. The on-duty Supervising Deputy Probation Officer or Shift Leader will call a “code red evacuation” and silence the alarm after people have left the building.
 - b. The following will be called, giving all known information:
 - 1) On-call Supervising Deputy Probation Officer;
 - 2) Chief Deputy of the Custody Division;
 - 3) Chief Probation Officer; and
 - 4) General Services/Maintenance.
 - c. If available, staff will investigate and determine the area(s) in which the sprinkler system is operating.
 - d. If smoke is present, stay on the floor and crawl.
 - e. If no fire is detected in the area where the sprinklers are operating, the fire department will be responsible for shutting down the sprinkler system.

I. Smoke / Fire – Observed

1. In the event that a fire is observed in the facility, the first priority is the safety of the residents.
2. The following procedure is to be followed:
 - a. Staff will move youth to designated area outside of the building (code red evacuation).
 - b. Staff will account for all youth.
 - c. The on-duty Control JSO will call for assistance as follows:
 - 1) On-call Supervising Deputy Probation Officer;
 - 2) Chief Deputy of the Custody Division;
 - 3) Asst. Chief Probation Officer;
 - 4) Chief Probation Officer; and
 - 5) General Services/Maintenance.

3. If safe to do so, staff will attempt to control or extinguish the fire with fire extinguishers, aiming at the base of the fire rather than directly at the flames.
4. The Sheriff's Department shall be notified to request assistance with the evacuation in the case of a "code blue."
5. In the worst possible case, usually at the direction of fire personnel, a "code blue evacuation" may be necessary.

J. Fire Response

1. The Fire Department will arrive at the secure sally port. The on-duty Control JSO will admit the fire personnel and the Supervising Deputy Probation Officer or Shift Leader shall brief them on the situation.
2. **Cal Fire on Highway One** is the primary station to respond.
3. In case mutual aid is used, the following will respond in order:
 - a. CMC – Staffed by inmate crews and only available when civilian supervisor is on duty.
 - b. San Luis City Fire Station 3 – 10 minute response
 - c. Morro Bay Fire Department – Over 15 minutes response time.

K. Fire Suppression

1. The On-Duty Supervising Deputy Probation Officer or Shift Leader will advise staff to evacuate the building pursuant to Chapter 4 Section 4-1 subsection H 4 of this policy manual, until an assessment can be made of the living units and areas involved and a determination of the safety of the facility.
2. The On-Duty Supervising Deputy Probation Officer or Shift Leader will notify the Chief Probation Officer and Chief Deputy Probation Officer of the Custody Division.
3. The On-Duty Supervising Deputy Probation Officer or Shift Leader will meet with the Fire Department personnel as they enter the facility and provide any information, which will enable them to effectively suppress the fire.
4.
 - a. Code Yellow – This is used to move people out of a specific area of the building into other areas without going outside. Staff on duty will direct such an evacuation.
 - b. Code Red – This is used to move people out of the building. Residents will remain within the secure perimeter of the facility. "Code Red evacuation is in effect. Please move quietly and orderly

to the outside.” See evacuation plan for routes below. Staff will be responsible to see that residents move in a proper and safe manner and that all residents are accounted for.

- c. Code Blue – This is used to disburse people away from the confines of the facility. Opening the gates and the play fields and directing youth to move to the frontage road at the West end or the parking lot at the East end of the building will accomplish it. In this mode, custody is of secondary importance to safety.
- d. Evacuation Plan – all Juvenile Hall staff and youth will be evacuated to an area within the secure perimeter of the facility, such as the CVA, Center and West yards. Alternate sites would be the frontage road beyond the West Yard or the JSC parking lot. Evacuation to the frontage road will be accomplished by opening the West Yard gate and then the exterior perimeter gate. Evacuation to the JSC parking lot site will be accomplished by opening the gate at the CVA yard perimeter fence leading to the fire road on the back of the facility. This will lead to the east end of the facility, where the emergency vehicle gate will be opened. In this instance, custody is of secondary importance to safety. In the event the Juvenile Hall cannot be returned to at full status, due to damage, the youth will be transported to an alternate facility pursuant to agreements established with adjoining counties and/or the sheriff's department.
- e. High risk protocol – all high risk youth as defined by the classification system, Chapter 3 Section 3-1 of this manual, will be supervised and escorted to the evacuation site by the On-Site Supervising Deputy Probation Officer or Shift Leader. Prior to evacuation of these youth, the On-Site Supervising Deputy Probation Officer or Shift Leader will obtain restraint gear and upon reaching the evacuation site, will apply the restraint gear on the high-risk youth.

3.8 Security Review Pursuant to Section 1326

- A. A facility security inspection shall be conducted annually and a written report submitted to the Chief Probation Officer.
- B. The security inspection shall examine internal and external security measures including but not limited to perimeter security, fencing and lighting, key control, safety equipment, firearms control, movement and searches of youths, chemical agents, mechanical restraint devices and staff training.
- C. The Deputy Chief of the Custody Division shall review and evaluate the findings and recommendations of the security inspection report.

3.9 Emergency Chain of Command

- A. In the event of an emergency in the Juvenile Hall as described in Section 3.9 of this policy, the highest ranking officer in the facility at the time of the emergency shall be the Incident Commander with the following responsibilities:

1. Conduct an initial evaluation of the emergency and ascertain pertinent information required to safely resolve the emergency.
 2. If required, contact the Sheriff's Department and/or Fire or Emergency Medical Services and request assistance.
 3. Ensure that appropriate ranking personnel are notified.
 4. Authorize facility entry and exit.
 5. Assign a staff member to document all pertinent information in an Incident Log.
 6. When reasonable, assign staff to tasks to ensure that operational mandates are met during the emergency.
- B. The Incident Commander shall remain in control during the emergency until relieved by a ranking member of the Probation Department.
- C. In the event ranking Probation Department personnel arrive at the facility during the emergency, they may, after conducting an initial evaluation of the situation, delegate the duties of Incident Commander to a subordinate officer and assume a support and consultation role.

3.10 Emergency Procedures Pursuant to Section 1327

- A. The Deputy Chief of the Custody Division shall develop facility-specific policies and procedures for emergencies that shall include, but not be limited to:
1. Escapes, disturbances and the taking of hostages;
 2. Civil disturbances;
 3. Fire and natural disasters;
 4. Active Shooter
 5. Terrorist Attack;
 6. Bomb Threats
 7. Periodic testing of emergency equipment;
 8. Storage, issue and use of chemical agents, related security devices, and weapons and ammunition, where applicable;
 9. Emergency evacuation of the facility;
 10. A program to provide all youth supervision staff with an annual review of emergency procedures

11. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual.

B. Definitions:

1. Emergency – Any situation in which there is reasonable cause to believe that life or property is in imminent danger.
2. Evacuation – The removal of all persons from the interior of the facility, the safety of persons takes precedence over security.
3. Evacuation Routes – The identified route of travel for personnel within the facility to exit in a predetermined manner.
4. Civil Disturbance – An action (demonstration or physical activity) located beyond the secure perimeter of the facility or outside the physical confines of the building perpetrated by “outsiders.”
5. Riot – A coordinated action between three youth or more, designed and with the intent of: utilizing violence to either attain control of the facility, or; create a significant disruption in program; or, injure staff or destroy property.
6. Disaster – A disaster includes any unusual occurrence that may threaten the safety or security of the facility and occupants. A disaster can include, but may not be limited to:
 - Grass fire;
 - Accident from air, rail or land vehicles;
 - Chemical spills;
 - Radiation;
 - Explosion;
 - Gas main leak;
 - Flood;
 - Toxic fumes;
 - Escapes from other custodial facilities; or
 - Earthquake

C. In any emergency it is imperative to remember:

1. Do not panic.

2. Think and act in a reasonable, deliberate and methodical way.
3. Speak in a calm voice because confidence instills confidence.
4. Move quickly but do not allow anyone to run.
5. It is better to err in favor of safety.

D. Bomb Threat

1. Any bomb threat received by Juvenile Hall by phone or in writing will be handled with due caution and seriousness. This includes the finding of any suspicious objects, which might be believed to be a bomb.
2. Any bomb threat received is to be immediately reported to the on-site Supervising Deputy Probation Officer or Shift Leader who will notify the Chief Deputy of the Custody Division, who in turn shall notify the Chief Probation Officer.
3. The Supervising Deputy Probation Officer or Shift Leader, in conjunction with the Chief Deputy of the Custody Division and the Chief Probation Officer, will assess the seriousness of the threat and make the decision to evacuate the building.
4. Anyone receiving a bomb threat by phone will document the call using the bomb threat checklist. All documenting information will be given to the Sheriff's Department Bomb Squad.
5. If the decision is made to evacuate, the on-site Supervising Deputy Probation Officer or Shift Leader is responsible for the following:
 - a. Notify all staff to evacuate the building with the youth they are responsible for, ensuring no youth are left in their rooms or restrooms. Youth in visiting rooms or in the nurses' station will be escorted to CVA and evacuated by the CVA Staff Person.
 - b. Contact the appropriate emergency response agencies (i.e. Sheriff's Bomb Squad, Sierra Vista Hospital for potential injuries, and the Fire Department.)
 - c. The on-duty Control JSO will open the electrically operated locks, using the master switch, and announce over the PA system that an evacuation is in effect, please move quietly and effectively to your evacuation site.
 - d. Make sure all personnel and youth are accounted for at the designated evacuation site.
 - e. Maintain communication with the emergency response agencies to find out when and if it is safe to return to the building.

NOTE: All communications should, when possible, be telephonic because of the possibility that a cellular telephone or radio communications might detonate an explosive device.

- f. Staff and youth will remain at the evacuation site until directed to either evacuate to a new site or return inside the building by the Chief, the On-Site Supervising Deputy Probation Officer/Shift Leader, or the Chief Deputy of the Custody Division.
- g. All staff at the Juvenile Hall will participate in an evacuation drill on at least an annual basis.

E. Earthquake

The greatest danger in an earthquake is from falling objects. Have everyone remain where they are and move only to avoid being near glass (which can break) or furniture (which can tip over). All people should sit or lay down, preferably in a doorway or under sturdy furniture. Anyone near a stairway or railing should carefully crawl away to avoid falling or being “bounced” off an elevated area or having things fall on him or her from above.

F. Civil Disturbance; Active Shooter, and Terrorist Attack

The first priority in a civil disturbance, Active Shooter or Terrorist Attack is to keep the occupants of the facility safe and the building secure. The following procedure will apply:

1. Ensure all staff and residents are inside the building.
2. Lock all outside doors and remain in the building.
3. Call the Sheriff’s Department immediately.
4. All records and files should be secured as much as possible.
5. Promptly call:
 - a. Chief Deputy of the Custody Division
 - b. Chief Probation Officer
6. Stay away from the windows.
7. Keep residents together in a central location, preferably the center unit or west unit (code yellow evacuation).
8. Call General Services/Maintenance if damage occurs to the facility.

G. Riot

The first priority in a riot is to ensure the safety of nonparticipating residents. The following procedure will apply:

1. Promptly call:
 - a. Chief Deputy of the Custody Division
 - b. Chief Probation Officer.
2. If necessary, call:
 - a. Ambulance
 - b. If fire (Cal Fire–543-4242); and General Services/Maintenance.
 - c. The Chief Deputy of the Custody Division will make the determination whether or not law enforcement is needed.
3. Staff will escort non-participants to an area removed from the riot area, if possible. One staff will remain with non-participants (code yellow evacuation).
4. Remaining staff will attempt, without incurring unreasonable risk, to protect injured or assaulted residents and contain and neutralize the riot. If life is in danger, available weapons (flashlights, fire extinguishers) may be used for defense.
5. First aid should be given as appropriate and possible.
6. Participants removed from the scene will be restrained and placed in the holding rooms.
7. At the conclusion of the riot, all staff will complete incident reports on the situation and use of force reports.
8. The on-duty Supervising Deputy Probation Officer or Shift Leader, Chief Deputy of the Custody Division or Chief Probation Officer will debrief the group prior to their going off duty and may call for a Behavioral Health consultation to deal with stress/anxiety.

H. Natural Disaster

In the event of a disaster, staff will use reasonable judgment and prepare a plan of action appropriate to the situation. Other agencies may be called as necessary to protect lives and property. In all cases, the on-call Supervising Deputy Probation Officer or Shift Leader shall promptly notify the Chief Deputy of the Custody Division or Chief Probation Officer.

I. Duties of the Control JSO:

The Control Room Desk is the control point during any emergency. All calls will be made by the Control JSO and areas of the building monitored as necessary. The Control Room Desk will be staffed at all times during an emergency. In the case of a “code blue evacuation,” the staff at the Control Room Desk will be the last to leave the building and will exit through the staff entrance and wait in the parking lot to coordinate with emergency response personnel (Sheriff/Fire).

3.11 Facility Evacuation Plan

It may be necessary to evacuate part or all of the facility. There are three levels of evacuation from the facility and secured perimeter, as follows:

- A. Code Yellow – This is used to move people out of a specific area of the building into other areas without going outside. Staff on duty will direct such an evacuation.
- B. Code Red – This is used to move people out of the building. Residents will be retained within the secure perimeter of the facility. This will be directed by the on-duty Control JSO who will open the electronically-operated locks using the master switch and announcing over the PIM (red button) that a “Code Red evacuation is in effect. Please move quietly and orderly to the outside.” The telephone paging system will be used to advise the administration area. See attached evacuation plan for routes. Staff will be responsible to see that residents move in a proper and safe manner and that all residents are accounted for.
- C. Code Blue – This is used to disburse people away from the confines of the facility. Opening the gates and the play fields and directing residents to move to the frontage road beyond the West end of the building or the parking lot at the East end of the building will accomplish it. In this mode, custody is of secondary importance to safety.
- D. Evacuation Plan – all Juvenile Hall staff and youth will be evacuated to an area within the secure perimeter of the facility, such as the CVA, Center and West yards. Alternate sites would be the frontage road beyond the West Yard or the JSC parking lot. Evacuation to the frontage road will be accomplished by opening the West Yard gate and then the exterior perimeter gate. Evacuation to the JSC parking lot site will be accomplished by opening the gate at the CVA yard perimeter fence leading to the fire road on the back of the facility. This will lead to the east end of the facility, where the emergency vehicle gate will be opened. In this instance, custody is of secondary importance to safety. In the event the Juvenile Hall cannot be returned to at full status, due to damage, the youth will be transported to an alternate facility pursuant to agreements established with adjoining counties and/or the sheriff’s department.
- E. High risk protocol – all high-risk youth as defined by the classification system, Chapter 3 Section 3-1 of this manual, will be supervised and escorted to the evacuation site by the On-Site Supervising Deputy Probation Officer or Shift Leader. Prior to evacuation of these youths, the On-Site Supervising Deputy Probation Officer or Shift Leader will obtain restraint gear, and upon reaching

the evacuation site will apply the restraint gear on the high-risk youths. All high-risk youth will be designated on a list kept at the control desk.

- F. Medical staff will report to the Control Room Desk so they will be able to respond to any medical emergencies.
- G. In the event of a “code red” or “code blue” evacuation, DPOs in the administration area are expected to be responsible to:
 - 1. Ensure that all people are out of the administration section of the facility;
 - 2. Assist in the supervision of youth in detention; or
 - 3. Relieve Juvenile Hall staff that returned into the facility to conduct investigation, search for unaccounted residents or other tasks as necessary.

3.12 Emergency Housing of Youth

- A. In the event the Juvenile Hall has been declared unsafe for habitation due to a natural disaster such as fire, flood, and earthquake or by the order of the Court or other authority, the Chief Deputy of the Custody Division or the Chief Probation Officer shall make the decision to evacuate the facility. The Chief Deputy of the Custody Division shall immediately notify the Chief Probation Officer of this decision and the circumstances making evacuation necessary.
- B. Procedure
 - 1. Once the decision to evacuate is made, the Chief Deputy of the Custody Division shall contact:
 - a. The San Luis Obispo County Sheriff’s Department to arrange emergency housing at the County Jail if the need for housing is twenty-four (24) hours or less.
 - b. All necessary staff shall be called in to provide transportation and supervision of the youth to and while detained at the County Jail.
 - c. Juvenile Hall Youth Supervision Staff shall provide for the supervision, security and safety of the youth while they are detained at the County Jail. The staffing ratio shall be one staff to ten youth.
 - d. The Chief Deputy of the Custody Division shall ensure that all the youth’s personal hygiene, medical and Behavioral Health needs are met while they are detained at County Jail.
- C. Long Term Housing

1. If the Juvenile Hall is declared unsafe, and cannot be inhabited for a period longer than twenty-four (24) hours, the following arrangements will be made by the Chief Deputy of the Custody Division.
 - a. Contact the Chief Deputy of the Custody Division of Santa Barbara County Juvenile Hall, Santa Cruz County Juvenile Hall, Monterey County Juvenile Hall, and Kern County Juvenile Hall to ascertain how many bed spaces are available at each facility. Every effort will be made to house as many youth in one location as possible for security reasons.
 - b. The Chief Deputy of the Custody Division will contact either the County Superintendent of Schools or the California Men's Colony to procure buses and drivers to transport the youth to the available Juvenile Hall(s)
 - c. The Chief Deputy of the Custody Division shall also report the emergency and the need for emergency housing to the Board of Corrections as soon as practical pursuant to Section 1311 of Title 15.
 - d. The Chief Deputy of the Custody Division shall arrange for Youth Supervision Staff to provide for the supervision, security and safety of the youth during transport. The staffing ratio shall be one staff to ten youth.
 - e. The Chief Deputy of the Custody Division shall be responsible for obtaining all approvals needed by the Board of Corrections for emergency actions pursuant to Section 1311 of Title 15.
 - f. Youth in custody on less severe offenses may be considered for home supervision.

3.13 Escapes

- A. Probation Department personnel shall make every reasonable effort to prevent youth(s) from escaping.
- B. Suspected Escape- Initial Response.

When a youth(s) is suspected to have escaped, the highest ranking officer in the building will act as the Incident Commander until relieved by a higher ranking officer. The Incident Commander shall:

1. Immediately direct staff to secure all youth in their rooms and conduct a facility count per the count policy. The youth shall not be allowed out of their rooms until the facility is deemed to be secure by the Incident Commander.
2. Notify the Control JSO to not allow anyone in or out of the facility unless authorized by the Incident Commander.

3. In the event that the facility count indicates that a youth(s) is missing, Incident Commander shall conduct a thorough search of the entire facility.

C. Confirmed Escape-Initial Response

1. Once it has been confirmed that a youth(s) has escaped, the Incident Commander shall notify the Sheriff's Department Dispatcher of the escape, pursuant to section 1155 of the Welfare and Institutions Code. This notification shall include the following:
 - a. A detailed physical description, including clothing and photograph of the escapee.
 - b. Last time and place the escapee was seen and, if known, the direction of travel.
 - c. Method of escape and weapon used if any.
 - d. Escapee's last known home address.
 - e. Any relevant information within the escapee's records.
2. A secondary search of the facility shall then be conducted. This secondary search shall include a thorough assessment of all exits and openings to ensure that, in the event an exit point has been breached, it is made secure prior to youth being allowed out of their rooms.
3. The Incident Commander shall coordinate the community search and the issuance of a BOL.
4. The on-duty Control JSO shall record a detailed chronology of all notifications related to the escape.
8. The Incident Commander shall collect and provide preliminary incident reports from all on-duty staff involved in or having knowledge of the circumstances surrounding the escape or suspected escape.

D. Facility Access

1. The Control JSO shall **not** allow anyone in or out of the facility with the following exceptions: medical, fire, law enforcement, Probation Department personnel, etc., specifically responding to the facility in an official capacity in regards to the emergency.
2. The Control JSO shall not share any details regarding the emergency to any incoming callers who are not directly involved with responding to the emergency in an official capacity (i.e. medical, fire, law enforcement, Probation Department personnel).

E. Staff Communication

1. In the event of an escape, staff shall not communicate any information pertaining to this incident to any individual(s) beyond those staff members on duty at the time of the incident. This includes, but is not limited to, phone calls, e-mails, or any other social media.

F. Notifications

1. Once an escape has been determined, the Incident Commander shall immediately notify the on-call Supervising Deputy Probation Officer, Chief Deputy Probation Officer of the Custody Division, and Chief Probation Officer.

3.14 Hostage Resolution

A. It is the intent of this policy to provide procedure to safely and effectively resolve hostage situations and to minimize risk of injury to staff, youth, and visitors.

1. The Probation Department has a “no hostage” policy and will not negotiate or bargain with those who are holding hostages in the Juvenile Hall.
2. The Probation Department will do everything reasonable to resolve a hostage situation without injury to anyone.

B. Staff encountering a hostage situation is/are to immediately report the situation to the Incident Commander before taking any action.

C. Immediate Action

1. In the event that staff determines that hostages have been taken and are under immediate threat of death or serious bodily injury, they may take immediate action to assist the hostages.
2. This action may involve the use of force pursuant to Section C. 1 of the Use of Force Policy.
3. This action shall take place only after an initial assessment including:
 - a. the nature of the incident;
 - b. the presence of weapons;
 - c. the level of training and experience of the officer’s present, and the availability of necessary equipment;
 - d. The likelihood that the officers themselves may become hostages.

D. Initial Response

Once notified, the Incident Commander shall be responsible for the following:

1. Ensure that the location of the hostage(s) is isolated from the rest of the facility, including moving all uninvolved youth and non-sworn staff as far away from the scene as reasonable.
2. Direct that all uninvolved youth are secured in sleeping and/or visiting rooms.
3. Have all visitors and volunteers escorted to the public lobby and directed to not leave until released.
4. Assign a staff member to begin a written log of all activities related to the emergency.
5. Conduct a count of the uninvolved youth, and identify those youth who are directly involved with the taking of hostage(s)
6. Attempt to determine whether or not the involved youth have possession of or access to weapons.
7. Make verbal contact with the involved youth and direct them to release the hostage(s).
8. In the event the hostage(s) are not released, contact the Sheriff's Department and request they respond to the facility immediately.

E. Facility Access

1. The Control JSO shall not allow anyone in or out of the facility with the following exception: medical, fire, law enforcement, Probation Department personnel, etc. specifically responding to the facility in an official capacity in regards to the emergency.
2. The Control JSO shall not share any details regarding the emergency to any incoming callers who are not directly involved with responding to the emergency in an official capacity (i.e. medical, fire, law enforcement, Probation Department personnel).

F. Staff Communication

1. In the event of a hostage situation, staff shall not communicate any information pertaining to this incident to any individual(s) beyond those

staff members on duty at the time of the incident. This includes but is not limited to phone calls, e-mails, or any other social media.

G. Notification

The on-call Supervising Deputy Probation Officer, Chief Deputy of the Custody Division and the Chief Probation Officer shall be contacted immediately.

H. Jurisdictional Authority

The Probation Department shall retain jurisdictional authority and control of the facility throughout the incident.

3.15 Safety Checks Pursuant to Section 1328

A. Staff shall conduct direct visual observation of each youth when in a sleeping room, holding room, and alone in a visiting room without the presence of facility or probation staff. Safety checks shall be at random or varied intervals and a minimum of every 15 minutes or less. Staff will visually observe each youth when in the shower every (5) minutes or less.

B. Staff shall perform and complete safety checks by positioning themselves in a manner which allows direct visual observation of the youth to establish the youth is safe and secure in the designated room.

C. All safety checks shall be documented with the actual time the check is completed. The Guard 1/Pipe system shall be utilized to document all direct visual safety checks which shall include: officer, location, time, and youth in or out of room.

D. Guard Procedure

1. Staff shall utilize the hand-held Guard device, identification (ID) fob and "in and out" fob, which is a part of the Guard system.

2. The Guard device will remain in its protective pouch secured in the sharps drawer on the unit when not in use.

3. The Guard device will be placed on the downloader only when transferring data from the pipe to the "Rounds Tracker" data base.

4. The Guard device shall be placed in the downloader prior to each facility shift change or every eight (8) hours to update the "Rounds Tracker" database.

5. Each sworn staff shall first sync the Guard to their assigned individual ID button (fob) located on his/her key ring. Syncing the Guard device to an individual ID button will allow the Guard to record the safety checks conducted by that individual officer, documenting that that officer has conducted room checks at a particular location and time on

their respective unit. The Guard shall remain assigned to that officer until such time as it is placed in the downloader and cleared or transferred to another officer while the preceding officer observes the subsequent sync to the new officer's ID button (fob). When transferring a Guard to another officer, the transferring officer shall observe the new officer sync his/her ID button (fob) to the Guard.

6. At each room, the officer will press the Guard against the stainless steel mount located on each door until the Guard beeps and flashes indicating a good read. The officer will position themselves to where they are able to visually observe the status of the youth. The officer must take sufficient time to observe some body part and a portion of skin and that the youth is breathing and not engaged in any dangerous activity before completing the observation. The Officer will then record the appropriate observation on the "in or out" fob to record the observed presence of the youth(s) inside the room.
7. In the event of a malfunction of the Guard system, the officer that has conducted the safety checks will record the safety checks on a Unit Room Check form along with his/her name, the actual time the safety checks were completed and the status of the youth at that time.

E. Guard Review Procedures

1. Each JSO III will be responsible for monitoring and reviewing the "Rounds Tracker". Prior to accessing the "Rounds Tracker", the JSO III shall ensure each Guard device in use in the facility has been recently synced with the Direct Downloader so that "Rounds Tracker" software is up to date upon review.
2. The JSO III will review "Rounds Tracker" data for the specified period of their shift to determine if there were any missed, late or undocumented/improperly documented checks.
3. Upon discovery of missed, late, undocumented/improperly documented check the JSO III will:
 - a. Determine the responsible Officer for the missed, late, undocumented/improperly documented check;
 - b. Review the incident with the Officer;
 - c. Send an email to PR_JUV_HALL_SDPO with the date, time, location, and extent of the missed, late, undocumented/improperly documented check from the "Rounds Tracker" with the context/officer explanation of the missed, late, undocumented/improperly documented check.

4. Upon receipt of the email from the JSO III a SDPO will:
 - a. Review the date, time, location in the "Rounds Tracker" software.
 - b. Review surveillance video from the date, time, location to confirm the late, missed, undocumented/improperly documented check and responsible officer
 - c. Send an email to the responsible Officer regarding the date, time, location and extent noticing them of the confirmed late, missed, undocumented/improperly documented check.
5. In the event a facility/unit emergency causes the interruption of safety checks, safety checks shall be commenced at the earliest time possible following the resolution of the emergency.
 - a. The on-duty SDPO / JSO III shall record the events that caused the interruption of safety checks in an incident report form if safety checks were late and route to the Superintendent/Chief Deputy
6. Recurring failure to meet the safety check standard may result in disciplinary action.

3.16 Suicide Prevention Plan Pursuant to Section 1329

- A. The facility administrator, in collaboration with the healthcare and behavioral/Behavioral Health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. This plan shall be reviewed by the Law Enforcement Medical Committee (LEMC) once a year minimally, or as required. The plan shall include the following elements:
- B. Suicide prevention training, in accordance with Section 1322, youth supervision orientation and training (Facility Training Program), and Juvenile Corrections Officer Core Course.
 1. Suicide Prevention Training
 - a. Every officer shall receive an initial facility specific orientation on screening youth for risk of suicide, suicide prevention, treatment strategies to include trauma-informed approaches, and responses to suicide attempts.
 - b. Every officer will receive a minimum of 4 hours of suicide prevention and training during Juvenile Counselor CORE.
 - c. Every officer will receive a yearly 2 hours suicide prevention update.
 2. Screening, Identification Assessment and Precautionary Protocols.

- a. Each youth will be screened for suicide at intake, and as needed during detention, by a Juvenile Service Officer (JSO) prior to housing and have a follow up Behavioral Health screening and risk assessment by the on-duty Behavioral Health Therapist (BHT).
- b. When a youth is brought into custody, the booking officer will ask the arresting/transporting officer if the youth has made any suicidal remarks or is believed to have any suicidal history.
- c. The booking officer will obtain any history of suicidal ideations, attempts, hospitalization, and medication use from the parent or guardian.
- d. The booking officer will inform medical and Behavioral Health staff of any suicidal ideations, attempts, hospitalization, and medication use.
- e. If a youth presents as a suicide risk, the Safety Protocol will be initiated to ensure the youth's safety pending the behavioral health assessment.
 - 1. The Safety Protocol sheet will be completed identifying housing, clothing, showering, programming, eating utensils, and room safety checks.
 - 2. If an BHT is not on duty to assess the youth, and a youth presents as a suicide risk, Juvenile Hall staff will contact the Behavioral Health Evaluation Team.
- f. During any period of a youth's detention, they are able to request to speak with an BHT by using the appropriate request forms found on the unit, or verbally asking an officer to complete one for them.

C. Safety Interventions (Protocol) pursuant to WIC 5585.

Procedures to address interventions protocols for youth identified at risk for suicide which may include, but are not limited to:

- 1. Housing considerations
 - a. The JSO III will house the youth according to their Behavioral Health needs by utilizing Holding and/or a camera room when necessary.
 - b. Youth who are on a suicide safety protocol will be housed in Holding in a camera room and be one on one with an officer.

2. Treatment strategies including trauma-informed approaches
 - a. Treatment strategies are evidence based including trauma informed care, stages of change and motivational interviewing.
3. Supervision
 - a. Based on the level of suicide risk addressed in the Safety Protocol, appropriate supervision levels will be applied.
 - b. Room checks will be outlined in the safety protocol; 5 minutes or 15 minutes.
 - c. One on One direct supervision will be instituted when a 5585 is in process.
 - d. If needed, specifically during sleeping hours, additional staff will be called in to monitor.
4. Programming
 - a. Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services, and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility.
 - b. And deprivation of programs, services, or activities for youth at risk of suicide shall be documented and approved by facility superintendent (Chief Deputy).
5. Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.
 - a. All threats or comments will be taken seriously.
 - b. A youth's known trauma will be taken into consideration when implementing the safety plan.
 - c. All threats or comments by youth to harm themselves or others will immediately be reported to the Behavioral Health, the JSO III/Shift Leader, Supervisor, and medical staff.
 - d. The BHT will specify which Safety Protocol precautions will be utilized including housing, clothing, showering, programming, eating utensils, and room safety checks.
 - e. The BHT will post the completed Safety Protocol to the door of the youth's room. The BHT will make an entry in the JSO's log, noting that the Safety Protocol has been implemented.

6. Suicide Risk Protocol

When it is determined that a youth may be a suicide risk:

- a. BHC will call the Psychiatric Crisis Dispatch Center (805-788-2509) to notify them that a youth at the Juvenile Hall is being assessed for suicide and may need a bed in a psychiatric hospital
- b. While the Psychiatric Crisis Dispatch Center (CDC) is seeking a bed, BHC will continue to assess and intervene with the youth to de-escalate and develop a safety plan.
- c. If the youth does de-escalate and is determined to no longer be at imminent risk of suicide, the BHC will inform the CDC that hospitalization is no longer required.
- d. The youth will remain on Safety Protocol for up to 48 hours
 - i. Safety Protocol sheet will be completed, identifying housing, clothing, showering, programming, eating utensils, and room safety checks
- e. BHC will notify Juvenile Hall staff and initiate the youth being put on Safety Protocol.
- f. When it is determined that the youth is a suicide risk:
 1. BHC will confirm with the CDC that youth is a suicide risk
 2. If designated, BHC will write the 5150/5585 hold. If not designated, BHC will coordinate with the CDC to contact the Behavioral Health Evaluation Team (BHET) to determine if the client meets 5150/5585 criteria.
 3. Fax 5585/5150 hold to SLO Youth Services HIT at 805-781-1265
 4. Probation will transport youth to hospital emergency department for medical clearance
- g. If a youth presents as a suicide risk and BHC is not available to assess the youth:
 1. Juvenile Hall staff and/or Public Health nurse will the CDC at 805-788-2509
 2. CDC will dispatch the Behavioral Health Evaluation Team (BHET) to the Juvenile Hall
 3. A medical clearance will be required if the youth is placed on 5585/5150
 - a. Transportation to and from the hospital emergency department, out-of-county inpatient facility, and/or PHF (if youth is 18 or older), will be provided by Probation

4. Public Health nursing staff will be notified of a youth's admittance to and return from the out-of-county inpatient facility (if youth is under 18) or PHF (if the youth is 18 or older)
 - a. Nursing staff will complete a Health Services Discharge Summary when a youth is admitted to the out-of-county inpatient facility/PHF
 - b. Nursing staff will secure prescribed medication upon the youth's return from the out-of-county inpatient facility/PHF
 - c. If there is a phone call from the out-of-county inpatient facility/PHF, the Juvenile Services Office will transfer call to the Public Health nurse and/or get a point of contact at the out-of-county inpatient facility/PHF
7. Once a youth is placed on a 5585/5150 hold and is waiting for placement in an inpatient psychiatric facility the 5585-intervention protocol should be activated to address the needs of the youth:
 - a. CDC will call JH control desk (805-781-5389) within 24 hours to arrange telehealth Medication Support appointments with youth on hold as part of the PHF Staff Psychiatrist's daily rounds
 - b. Public Health nursing staff should be available to take medication orders from the PHF staff psychiatrist when needed while the minor is awaiting placement
 - c. BHC will meet with the youth a minimum of two times per day while youth is on a 5585/5150 hold. Contacts may include Seeking Safety, Journaling or another evidence-based practice that focuses on behaviors and symptoms; contacts will be recorded in the electronic health record, supervisor/shift log, and the Behavioral Health log
 - d. Public Health nursing staff will check-in with youth two times per day
 - e. If a youth has a private therapist and/or psychiatrist, Probation
 - f. Rehabilitation services/TBS may be available for youth on psychiatric holds at the Juvenile Hall; confer with SLO Youth Services Program Supervisor and/or Youth Services Division Manager
8. Youth is reassessed daily by BH, if possible; if the youth no longer meets 5585/5150 criteria, a designated staff (JH BHC or BHET) can rescind the hold in consultation with and approval from PHF Staff Psychiatrist

- a. To contact PHF Staff Psychiatrist call 805-781-4711 and ask to speak with the psychiatrist on duty
 - b. Consult with PHF Staff Psychiatrist to get approval to rescind the hold
 - c. If PHF Staff Psychiatrist approves, draw a line through the current hold and fax to SLO Youth Services HIT at 805-781-1265
 - d. Call CDC at 805-788-2509 to notify that the hold has been rescinded (this will end the bed search)
 - e. Update Safety Protocol
 - f. Document that the hold has been rescinded in a Progress Note in electronic health record, BH Notes (if appropriate), and JH Supervisor Log
9. All youth who return from an inpatient stay will be placed on a Safety Protocol for 48 hours.
- a. Safety protocol may be adjusted by the BHC to reflect the required level of supervision.
 - b. The youth will be assessed by a BHC at the earliest possible time following their return to the Juvenile Hall
 - c. Prior to being taken off the Safety Protocol, the youth and BHC will develop a safety plan.
 - d. Safety plan will be kept on file in the Behavioral Health Office at the Juvenile Hall.

NOTE: Implementation and discontinuation of the Safety Protocol requires the signatures of the on-duty Supervising Deputy Probation Officer (SDPO) or JSO III, Public Health Nurse, and BHT.

D. Suicide Attempt:

- 1. Radio "Code 3 Medical" identifying your location.
- 2. All other youth shall immediately be secured in their rooms.
- 3. Do not enter the youth's room until backup has arrived. It may be a trap.
- 4. Separate the youth from the source of threat.
- 5. If medical and Behavioral Health staff are in the building, request medical and Behavioral Health staff to assess the youth when safe to do so.

6. If determined to be necessary by medical staff or the highest-ranking officer, request Control to call 911 and request immediate medical response to the facility.
7. The responding officer(s) shall commence lifesaving care until Emergency Medical First Responders arrive and either direct that care be discontinued or relieve the responding officer(s).
8. Once 911 is contacted, the Incident Commander or his/her designee shall be prepared to provide the following information:
 - a. Youth's age, gender, approximate weight, and symptoms.
 - b. Any existing medical conditions if known.
 - c. Prescribed medication if known.
 - d. Specific directions to the facility if requested.
9. Officers will post at the designated location to direct EMS to the appropriate entrance. (Side gate parallel to Hwy 1 or CVA garden/yard.)
10. The on-duty or on-call Supervisor shall immediately notify the Chief Deputy of the Custody Division, who will contact the Assistant Chief Probation Officer, and Chief Probation Officer. Once the Chief Probation Officer has been notified, the Assistant Chief Probation Officer or designee shall notify by telephone the involved youth's parents/guardians, or appropriate other.
11. If a suicide attempt does not rise to the level of calling EMS, ALL youth need to be cleared by the hospital emergency room doctor prior to being transported to an in-patient facility.

D. Documentation

1. All suicide attempts will be documented in a Juvenile Hall Incident Report and Use of Force Report as necessary.

F. Critical Incident Debrief

1. All involved staff will be offered to debrief the incident with a trained therapist.
2. All staff will be given referrals to the Employee Assistance Program (1-800-999-7222); AnthemEAP.com
3. If youth are involved with incident, they will have access to Behavioral Health staff.
4. A process for administrative review of the circumstances and responses proceeding, during and after the critical incidents shall be implemented.

5. If deemed necessary, An Internal Administration Investigation Team will conduct a thorough investigation of any suicide and attempted suicide and submit a report to the Chief Probation Officer. The report may suggest operational procedural changes, if any are identified.
6. The Chief Probation Officer, Assistant Chief, and/the Chief Deputy of the Custody division, along with Behavioral Health and medical administrator, responsible physician and other health care and supervision staff shall review the report.
 7. If the suicide attempt results in a death, the death in custody policy and procedure (section 4.2) will be followed.
 8. Corrective action will be taken when necessary

G. Transition Plans

1. If a youth has an open Behavioral Health case, the BHTs at the Juvenile Hall will work with youth, the youth's family, and staff at SLO County Behavioral Health clinics to assure appropriate transition planning for youth being released from Juvenile Hall and needing continued Behavioral Health services.
2. Public Health nursing staff completes a Health Services Discharge Summary that is sent with the youth and includes information about medication that youth is taking and, when appropriate, instructions to follow up with Behavioral Health to schedule an appointment as soon as possible.
3. Referrals are made to Behavioral Health providers outside SLO County Behavioral Health when indicated.

3.17 JH Population Count

A regular systematic and accurate accounting of all detained youth shall be conducted at scheduled intervals in the San Luis Obispo County Juvenile Hall.

A. Population Count Process

1. The shift leader will announce "pop count" in five (5) minutes prior to the formal count. Visits shall not be scheduled from 1430 until 1445 to ensure that the 1430 count is not interrupted, unless authorized by the Chief Deputy or their designee. During a count, all youth will be directed to their room. If a new booking entered the facility prior to the count, they will be secured in the intake or visiting room.
2. Unless directed otherwise, all Officers will remain on their assigned unit until the count is complete

3. During this time, there will be NO unnecessary activity within the facility. The Control JSO and shift leader will ensure that no interior or exterior doors are opened either manually or electronically. Any approved personnel in the facility will remain until the count is clear.
4. Radio traffic regarding the actual physical count numbers is not permitted. All communication regarding the count will be conducted by phone.
5. When youth have entered their assigned rooms and all doors are secured, Officers will commence a formal count.
6. Officers will refer to the Facility Roster in the Monitor system. Officers will verify each youth's presence by going from room to room in an orderly and progressive manner. Each youth will be positively identified visually or by inspecting their wristband.
7. Officers will report their count by phone to the shift leader.
8. Upon completion of the count, the Shift Leader will contact the Control JSO by phone. The Control JSO in consultation with the shift leader will compare the reported population with the Facility Roster including youth(s) on furlough.
9. If the unit counts match the Facility Roster, the Control JSO will make an electronic log book entry noting the date/time, shift leaders name, count of each unit, total population and whether or not a youth(s) are on furlough.
10. The Shift Leader will announce via radio the "count is clear."
11. If the population count does not match the Facility Roster, the Shift Leader will conduct a secondary count and repeat steps 5-8. In addition, the shift leader will physically respond to each unit and conduct their own count independently.
12. Count Times:
 - a. 0630
 - b. 1430
 - c. 2130

3.18 Attendance

The San Luis Obispo County Juvenile Hall is responsible for providing 24 hour supervision for juveniles that require detention for the protection of the community or the youth. Therefore, the Probation Department must be able to schedule employees in support of this mission and be assured employees will be present as scheduled.

The Probation Department expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, attending assigned trainings and leaving at the scheduled time as essential functions of their jobs. Good attendance habits form an integral part of every employee's job description. Therefore, it is important to have a uniform attendance policy to avoid any misunderstandings and maximize facility efficiency and effectiveness.

A. Reporting to Work

Employees are expected to be ready for work at the beginning of their assigned shift.

1. Employees must be in place to assume supervision of their assigned unit or other duty at the start of their scheduled work time.

B. End of Shift

1. Employees are expected to remain at their assigned work station or duty until the end of their shift, unless excused by a supervisor.
2. The Supervising Deputy Probation Officer or Shift Leader is expected to assure that employees are relieved at their designated end of shift time, unless the needs of the facility require employees to work beyond the end of their shift.

C. Breaks

1. JSO's III's will be responsible for scheduling and logging completion of officers' 15-minute breaks each day.
(Three (3) breaks during a twelve (12) hour shift; two (2) breaks during an eight (8) hour shift; and one (1) during a four-hour shift).
2. Each break will be within the first three and a half (3.5) hours of work and close to every three and a half (3.5) hours thereafter.
3. Officers may not decline a break.
4. The JSO III will be responsible to ensure officers take their breaks at their scheduled time.
5. In the event, an officer is unable to take their scheduled break, the JSO III will ensure the officer is given a break at the first available time.
6. Breaks will not be interrupted. Exception: Facility emergency incident as defined in section 3.9 B of the Juvenile Hall Policy.
7. Restroom breaks will not be counted as breaks.

8. Officers must radio the JSO III when they leave their post for a break and when they return.
9. SDPO's will review break logs daily.

D. Tardiness

1. Employees are expected to be at work on time and be ready to assume their duties at the beginning of their assigned shift. In general, road construction, traffic congestion, personal issues and "normal" weather conditions are not acceptable reasons for tardiness. Tardiness for the purpose of this policy is any time an employee reports late for work after the start of their assigned shift or fails to return to work at the scheduled time following a break or rest period.
2. In the event of a public emergency, severe weather or unforeseen accidents that prohibits normal traffic commuting and flow or otherwise, the Chief Deputy of the Custody Division will have the discretion to excuse employee tardiness at-large and not on an individual basis.

E. Notice of Absence or Tardiness

1. Under some circumstances, absence or tardiness on your part may be excused, but only if you notify the on-duty Supervising Deputy Probation Officer or Chief Deputy of the Custody Division before the start of your shift. The Juvenile Hall needs advance notice of illness or tardiness so that other arrangements can be made to cover your absence, if necessary.
2. "Proper notice" means employees call the Juvenile Hall and give as much notice as possible prior to the start of their shift and personally notify the on-duty Supervising Deputy Probation Officer or another member of management about the problem unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else that is not in a supervisory position. Employees not in a supervisory position are instructed to route all such calls to a Supervising Deputy Probation Officer.
3. All on-duty Supervising Deputy Probation Officers and the Chief Deputy of the Custody Division have been advised to make themselves available to take attendance or employee emergency-related phone calls.

F. Attendance Counseling

1. Employees who demonstrate repetitive attendance problems will be counseled by their immediate supervisor to assist them in complying with this policy.

2. Employees who demonstrate frequent or chronic absences or tardiness that hinders an employee's ability or their fellow employee's ability to satisfactorily perform and complete their shift and/or assignments will be subject to progressive corrective action in accordance with established rules and procedures.

3.19 Timecards

A. Completing Timecards

1. The accurate and timely completion of timecards is an important aspect of personnel management and enables the Probation Department to meet its payroll obligations to the County.
2. Individual employees are responsible for accurately completing and submitting their timecards in a timely manner. The Probation Department has established a specific time period for facility employees to submit their timecards by Thursdays at 12:00 Noon.
3. Supervising Deputy Probation Officers are responsible for accurately reviewing and approving submitted timecards by 3 pm on Friday.

B. Overtime / Comp Time Earned

1. Employees are not to code their timecard for overtime pay or comp time earned unless expressly authorized to do so by the Chief Deputy of the Custody Division or their designee.
2. Employees will be granted overtime and comp time earned according to the terms of the appropriate collective bargaining agreement and in conjunction with the needs of the facility.

3.20 Work Hours, Shift Assignments and Time Off

A. Work Hours and Shift Assignments

1. The Chief Deputy of the Custody Division will review and approve employee schedules assigned to the Juvenile Hall. Approval of schedules include consideration of the factors described in sub-sections A (4) through A (7).
2. In May and November of each year, officers will submit two schedule preferences, one for each end of the week.
3. SDPO schedules will be reviewed every January and/or if a new SDPO is assigned to Juvenile Hall.
4. Employees will be assigned to established designated shifts based on the operational needs of the facility. These needs include minimum staffing patterns, population, appropriate gender coverage, and other Title 15 requirements.

5. Other work times may be assigned with 24-hour notice to meet the needs of the facility or to assure the completion of transportation assignments, mandated department training, staff meetings, etc.
6. The needs of the operation of the facility are considered to be paramount and will be used as the final standard of judgment for resolving any disputes related to scheduling.
7. Also included in determining shift assignments are, in order of priority.
 - a. Seniority at the Juvenile Hall.
 - b. Time served on existing shifts.
 - c. Time since last change in shift assignment.

B. Schedule Rotation and Posting

Staff schedules shall be prepared two times per year and posted at least thirty (30) days in advance. Schedules shall show both permanent and extra help officers.

1. Security

The master quarterly schedule is kept on the Probation Department Intranet. It is not to be modified nor changed in any way by anyone but the Chief Deputy of the Custody Division, or the Supervising Deputy Probation Officers.

2. Call Back

Employees on call-back status who are directed to report to the facility shall receive a minimum of two hours' pay.

C. Extra-Help Staff

Extra help staff will:

1. Be scheduled to work on as equal a basis as possible.
2. Be paid at least two hours if called to work.
3. Have their schedule changed as seldom as possible and with as much advance notice as possible.
4. Be allowed time off if arranged and approved in advance.

5. Be considered to be available at any time unless a prior arrangement is made (such as school scheduling).

D. Employee Request for Accrued Leave

1. Employees requesting to use accrued leave time shall make the request using the "Leave Request E-form." This provides for documentation of the request and subsequent approval. Completed "Leave Request E-forms" shall be submitted to the designated Supervising Deputy Probation Officer for approval.
2. The approval of accrued leave time requests shall be based upon the ability to provide sufficient coverage to meet the needs of the facility. In cases of multiple requests for the same time period off, approval will be based on, and considered in this order:
 - a. Facility mandates and needs
 1. staffing levels
 2. Title 15 requirements
 3. Training
 - b. The date and time the request was received
 - c. Seniority
3. "Seniority" is based on length of time employed in the employee's current job class. If an employee's request for time off is granted, and later a more senior employee requests the same time off, the less senior employee's request shall be honored.
4. No more than 1 officer will initially be given the same day off.
 4. Officers are responsible for knowing their leave balances and making appropriate requests for time off.

E. Request procedure

1. Annually, on Dec 1st, Juvenile Services Officers will choose up to 80 hours of vacation time for the following year (January 2-Janary 1) in order of seniority.
2. After all officers have chosen their time off, any officer with additional leave balances may select additional time off in order of seniority.
3. Officers may request to be off 2 of the 4 major holidays: Thanksgiving Day, Christmas, New Years, and the Fourth of July.
4. Additional requests should be submitted as soon as reasonably possible.
5. Leave requests will be responded to within 10 calendar days.
6. Request for time off made less than 10 business days prior to the date of requested absence, will be responded to as soon as reasonably possible.
7. The Master Calendar will be posted in the designated SDPO's office.

F. Sick Leave

1. When a staff calls in sick, they must give as much notice as possible and do so to the on-duty or on-call Supervising Deputy Probation Officer. Supervisors calling in sick must do so to the Chief Deputy of the Custody Division.

G. Shift Swapping

1. Short periods of time off may be authorized through "shift swapping." Such swaps shall be authorized only within a pay period as entered on the timecards.
2. Swapping of shifts must be by mutual agreement, be within the same job classification, and have prior authorization of a Supervising Deputy Probation Officer.

3.21 Annual Leave Program

- A. Parties agreed that County amend County Code Section 2.44.070 to provide:
 1. Employees with approval of their department head shall be given the option to either take advantage of County Code Section 2.44.070, Holidays and Time Off, or request to participate in the Annual Leave Program. The Annual Leave Program will allow employees to accrue holidays and utilize them as paid time off. Both parties understand that for the employees opting for the annual leave concept, holidays will be considered as a regular workday, but that an additional day of paid time off will be added to their leave balance as the holidays identified in County Code Section 2.44.070, Holidays and Time Off, occur.
 2. The total number of annual leave days which may be accrued at any time during a calendar year shall not be limited; provided, however, the total number of annual leave days which the employee shall be entitled to carry over from calendar year to the next, if he/she so desires, shall be limited to twelve days of annual leave in addition to maximum allowable vacation days in any year. This limitation shall be imposed on the last day of the first pay period ending in the following calendar year. Nothing in this chapter shall be deemed to allow any employee to be paid for any accrued annual leave, which is in excess of the twelve annual leave day carry-over limitation.

3.22 Conflict of Interest

- A. Given the sensitive nature of the services offered and the relationship to the Court, it is imperative that no employee shall be engaged in a personal activity or other employment which appears to conflict with the mission of the San Luis Obispo County Probation Department.

3.23 Communication Channels and Notification Procedure

- A. A system of communication shall be established and appropriate channels of communications shall exist in order to operate the Juvenile Hall in an efficient and consistent manner.
- B. Staff Communications:
 - 1. Staff communications shall be consistent with the Probation Department's Employee Conduct and Responsibility Policy.
 - 2. Staff shall utilize the chain of command when possible to communicate ideas, concerns or report mandated information to ensure proper notification.
 - 3. All staff and volunteers shall have the opportunity to discuss, recommend changes, advise and consult with the Chief Deputy of the Custody Division about ongoing facility operations.
- C. Division Staff Meetings:
 - 1. Division staff meetings should be held 2 times a year. An agenda shall be posted to allow for staff to submit discussion items prior to the meeting.
 - 2. Attendees shall include all staff members unless excused by a Supervising Deputy Probation Officer or the Chief Deputy of the Custody Division.
 - 3. The Chief Deputy of the Custody Division may use this meeting to conduct staff training.
- D. Leadership / Supervisor Meetings:
 - 1. A Juvenile Hall Leadership meeting should be held monthly. Staff required to attend the meeting include the Supervising Deputy Probation Officers and Shift Leaders. A representative from Behavioral Health and Public Health will be invited to attend this meeting.
 - 2. Supervisory meetings shall be held two times per month and consist of the Chief Deputy of the Custody Division and Supervising Deputy Probation Officers.
- E. On-Call Supervision:
 - 1. The Chief Deputy of the Custody Division shall be responsible for ensuring that a Supervising Deputy Probation Officer or a Chief Deputy is "on-call", and available by phone whenever the Chief Deputy of the

Custody Division or a Supervising Deputy Probation Officer is not in the facility.

2. In the event of a facility emergency or significant incident requiring the presence of a Supervisor, the on-call Supervising Deputy Probation Officer shall return to the facility. This includes the Supervising Deputy Probation Officers returning to the facility to fill a vacant shift, if by not filling this shift, Title 15 mandates will not be fulfilled, and/or the safety and security of the facility may be at risk.
3. On-call Supervising Deputy Probation Officers required to return to the facility shall do so within one hour of receiving the call to return.
4. If, at any time the on-call Supervising Deputy Probation Officer is unable to return to the facility within one hour, he/she shall notify the Chief Deputy Probation Officer of the Custody Division immediately.

F. On-Call shifts

1. One officer will be on-call and ready to respond to the Juvenile Hall from 2200-0600 every day of the year. Officers will code 8 hours of code 4a (stand-by) to their timecard. If an officer is called in to the facility, they will remove code 4 and use code 25, (call back).
2. At minimum, an officer will code 2 hours of pay if called in to work.
3. JSO's will be given the first choice in on-call shifts, by exclusively signing up between the 1st and 10th of the preceding month.
4. JSO IIIs, DPO's, and DPO III's may sign up for the remaining on-call shifts after the 10th of the preceding month.
5. Deputy Probation Officers shall make their supervisors aware of their on-call status, as it may affect their work schedule.
6. If by the 20th of the preceding month, there are vacant on-call shifts, JSO's (JSO III's excluded) who have not signed, up will be required to sign up for any vacant shifts, in order of seniority.
7. The seniority list will roll over to the next month until all officers have signed up for an on-call shift

G. Contacting Off-duty Probation Officers and Supervisors:

1. Off-duty Probation Officers and supervisors shall not be contacted unless the Juvenile Hall has been informed in writing that they will accept off-duty inquiries.

2. All requests will be forwarded to the officer's voice mail. In the event of an emergency on their caseload or for the purposes of public safety, the on-call Supervising Deputy Probation Officer or Chief Deputy of the Custody Division shall be immediately contacted.
3. An email will be forwarded to the probation officer and their immediate supervisor summarizing the facts and circumstances of the emergency or situation involving public safety.
4. An email notification shall be sent to the assigned probation officer and their immediate supervisor whenever the Juvenile Hall authorizes a on an adult probationer or the detention of a juvenile probationer.

3.24 Facility Dress / Appearance Policy

- A. Juvenile Hall Probation employees shall be well-groomed, appropriately dressed and reflect a personal image as a professional employee in the performance of official duties.
- B. Sworn Officers shall wear the following while on duty:
 1. Black or khaki tactical (BDU) pants;
 2. Black or khaki closed toe, closed heel, flat, rubber soled shoes or boots;
 3. Black or khaki sweatshirts may be worn with the Department's logo
 4. Black or khaki collared polo shirts or t-shirts with the Department logo.
 5. Polo shirts shall have the official Department logo over the left chest area;
 6. Polo shirts shall have the officer's first initial and last name over the right chest area;
 7. Officers have the option to have the appropriate rank underneath their name;
 8. Approved Probation Department ranks:
 - a. Juvenile Services Officer
 - b. Senior Officer
 - c. Supervising Deputy
 - d. Chief Deputy
- C. Only caps or visors affixed with the Probation Department's logo or plain in color may be worn with the bill facing forward. Staff may wear hats outside to protect themselves from the elements including beanies and "Boone hats."
- D. Employees are prohibited from wearing shorts while on-duty. Officers who are assigned to Coastal Valley Academy may wear shorts on outings requiring physical activity, or at the approval of the SDPO.
- E. Officers with hair below their shoulders shall tie it back to preclude their hair from being pulled by a combatant during an attack or use of force situation.

- F. Officers shall keep their fingernails or artificial fingernails trimmed to a length that does not interfere with job duties or cause injury.
- G. Pants tucked into boots in a bloused style are not allowed.
- H. Officers shall maintain an extra uniform in their vehicle or locker, to be used in the event of exposure to OC, or the uniform is damaged and can no longer be worn.
- I. Loose fitting and sharp-ended jewelry is prohibited including looped earrings while on-duty. Visible body piercing other than those through the ear is not permitted.
- J. While off duty, or while driving in their personally owned vehicles, Officers shall refrain from wearing any item of clothing with the Department's logo. This includes while driving in their personal vehicles to or from the facility.
- K. Visible tattoos, determined by the Chief Probation Officer to be of an anti-social and/or offensive nature may be addressed as a violation of the Employee Conduct and Responsibility Policy.
- L. Hair colors and styles that are determined by the Chief Probation Officer to be extreme, create a safety hazard, or have the potential to become a distraction to the employee's co-workers are prohibited.
- M. Officers required to testify in Court in a pre-noticed court appearance shall where business dress attire. Officers are permitted to wear institutional attire in court with no prior notice of a court appearance or when escorting minors to court.
- N. When attending off-site training, Officers may wear their Departmental uniform, or dress in business casual attire, and follow the Department's general Dress and Appearance Policy. Unless otherwise directed, Officers in training do not need to wear safety equipment, and may wear a star badge on their belt.
- O. While on duty, officers shall wear a duty belt or have affixed to a belt the following minimum authorized equipment:
 - 1. One pair of handcuffs;
 - 2. Mk-4 Pepper Spray;
 - 3. Portable Two-way Radio with remote speaker mic and earpiece;
 - 4. Seat Belt Cutter commonly referred to as a "suicide knife;"
 - 5. Department issued star badge
- P. Duty belts and department issued equipment are to be stored in assigned lockers unless needed for an off-site training requiring such equipment.
- Q. Officers are not required to wear earpieces between 2300 and 0700 hours;

however, it is expected that officers' on-duty will have them available if necessary to insure confidentiality, safety or security of the facility.

- R. When working the Control Room, officers are required to have their duty belts and department issued equipment with them. Officers are to wear their duty belts they are on break and leave the Control Room in the event they need to respond to a CODE 3.

3.25 Employee Performance Evaluations

- A. Supervising Deputy Probation Officers shall complete employee performance evaluations within the established timelines noted in the Probation Department Evaluation Report.
- B. Juvenile Services Officers shall complete a "self-evaluation" at NEOGOV.com within the established timelines set forth and confirmed with the individual officer through email reminders from NEOGOV.
- C. Supervising Deputy Probation Officers shall document in the narrative section justifications for improvement needed, above satisfactory or outstanding ratings.
- D. Supervising Deputy Probation Officers shall set aside sufficient time to meet with employees, allow for employee feedback and to address disagreements or concerns regarding their performance evaluation, including meeting with the Chief Deputy of the Custody Division.
- E. Supervising Deputy Probation Officers shall demonstrate knowledge of critical job tasks of employees in the documentation of performance evaluations.
- F. Supervising Deputy Probation Officers shall adhere to the following performance evaluation procedure:
 - 1. Complete evaluation and submit in NEOGOV for the Chief Deputy's review and approval.
 - 2. The Chief Deputy of the Custody Division submits evaluation in Neo Gov to Chief Probation Officer for signature.
 - 3. Supervising Deputy Probation Officer meets with the employee, reviews the evaluation and obtain the employee's electronic signature.
 - 4. Supervising Deputy Probation Officer signs and submits the completed electronic evaluation in NeoGov.

3.26 In custody Harassment of Employees

- A. Facility Supervising Deputy Probation Officer staff shall adhere to the following procedure when it is reported or observed any employee is or has

been the target of verbal harassment by detained youth based on race, ethnicity, gender, age, sexual orientation, gender identity, gender expression or religious preference:

1. Supervising Deputy Probation Officers shall ensure that consequences pursuant to the facility's behavior control system are imposed on the subject youth including removal from the unit when applicable.
2. Supervising Deputy Probation Officers shall admonish the subject youth that further harassment of an employee may result in the request for filing of new charges.
3. Supervising Deputy Probation Officers shall speak with the targeted employee and inquire if the employee requires a break, an alternative shift assignment or a referral to the Employee Assistance Program (EAP).
4. Supervising Deputy Probation Officers shall notify the Chief Deputy of the Custody Division, in writing, describing the incident, what action was taken and if the employee requires further follow-up contact with management.

3.27 Juvenile Hall Volunteers

- A. The purpose of this policy is to define the appropriate use of volunteers at the Juvenile Hall. The San Luis Obispo County Juvenile Hall partners with Restorative Partners to bring appropriate programming to the detained youth.
- B. Volunteers are expected to embrace our departmental values of Professionalism, Humility, Diversity, Integrity, Respect and Empathy.
- C. Volunteer services should enhance and support probation services.
- D. Volunteers not associated with a specific group/program shall be placed in activities based on the needs of the facility and their interests/capabilities/experiences.
- E. Volunteers working with youth must ensure behavior and conduct always conforms to the highest standards. Volunteers must always exercise good judgment while working with youth. It is critical that volunteers abide by departmental professional and ethical standards.
- F. Prior to assignment, each volunteer shall complete a facility orientation. During the orientation, a walk-through of the facility will be scheduled; followed by the volunteer expectations/guidelines, Departmental values, and philosophy and emergency procedures. All volunteers shall complete PREA training during the orientation. This orientation is scheduled in collaboration with Restorative Partners.

- G. Volunteers shall be subject to the same standards of dress and behavior as Department employees. Dress and behavior guidelines are provided at the orientation.
- H. Volunteers for the San Luis Obispo County Probation Department may not disclose any information about any youth or person and his or her alleged crimes committed to anyone outside of the Juvenile Hall. It is also important Volunteers not discuss any incidents that occur while at Juvenile Hall to anyone other than Probation Department employees and on a 'need to know' basis.
- I. Volunteers shall give notice to the on-duty supervisor, JSOIII, or acting shift leader regarding any kind of incident(s) involving a youth, staff member or other volunteer and provide written documentation when requested.
- J. All volunteers shall provide the Control JSO with approved photo identification upon entry to the facility.
- K. A Supervising Deputy Probation Officer (SDPO) will be assigned by the Chief Deputy to be a liaison to Restorative Partners and shall monitor and meet with program coordinator as needed.
- L. Volunteers serve "at the will" of the Chief Deputy of the Custody Division and may be prohibited from volunteering with reasonable cause based on but not limited to the following:
 - 1. Breach of confidentiality
 - 2. Unlawful conduct
 - 3. Activity that threatens the order/safety/security of the facility
 - 4. Activity that threatens any person's safety
 - 5. Poor attendance
 - 6. Unsatisfactory or inappropriate service(s)
- M. Volunteer Screening and Approval Process
 - 1. Restorative Partners recruits, screens, and any prospective volunteers.
 - 2. Each person shall be at least 18 years of age.
 - 3. Volunteers shall complete a criminal background conducted by the department, a Live Scan before being approved to volunteer in the Juvenile Hall.
 - 4. Orientation regarding mandatory reporting pursuant to Section 11166 of the Penal code

3.28 Prison Rape Elimination Act (PREA)

The purpose of this policy is to ensure compliance with Public Law 108-79, the Prison Rape Elimination Act of 2003 (PREA), and the Sexual Abuse in Detention Elimination Act, Chapter 303, Statutes of 2005. It shall provide guidelines for the prevention, detection, response, investigation, and tracking of sexual assaults

and sexual misconduct between youth and/or staff and youth. A further purpose of this policy is to provide guidelines for the successful community re-entry of sexual assault/misconduct victims and treatment of the suspects. Lastly, this policy informs staff of their responsibility and liability as specified by law.

Guidelines

- A. The San Luis Obispo County Probation Department is committed to providing a safe, humane, secure environment, free from sexual misconduct. This shall be accomplished by maintaining a program to address education/prevention, detection, response, investigation, and tracking of sexual misconduct and to address successful community re-entry of the victim. The San Luis Obispo County Probation Department shall maintain a zero tolerance for sexual misconduct in the Juvenile Hall. This shall be posted on the Department's website.
- B. All forms of sexual activity are strictly prohibited and may be referred to the District Attorney for filing of criminal charges. This policy applies to all youth detained in the Juvenile Hall, and persons employed or allowed by the Probation Department to have direct access to detained youth, including volunteers, visitors and independent contractors.
- C. Retaliatory measures against employees or youth who report incidents of sexual abuse shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent an employee or youth from reporting the sexual abuse.

Definitions

Mandated Reporter: Individuals deemed Mandated Reporters include any employee of the Probation Department as well as any Juvenile Hall educational, medical and Behavioral Health staff.

Youth: An individual who is detained in the Juvenile Hall, and is under the care of San Luis Obispo County Probation Department employees.

Rape: The penetration, however slight, of the oral, vaginal, or anal opening for the purpose of sexual arousal, gratification, or abuse under one or more of the following circumstances:

- a. Where the victim is incapable through an unsoundness of mind, physical incapacity, whether temporary or permanent or of youth giving consent;
- b. Where the victim resists but resistance is overcome by force or violence;
- c. Where the victim is prevented from resistance by threats of immediate and bodily harm, accompanied by an apparent power of execution, or is

unable to resist because of any intoxicating, narcotic, or anesthetic substance;

- d. Where the victim submits under the belief that failure to submit will cause physical harm to some person in the future, damage to property, engaging in other conduct constituting a crime, accuse any person of a crime or cause criminal charges to be instituted against the victim, expose a secret or publicize an asserted fact, whether true or false, tending to subject any person to hatred, contempt, or ridicule;
- e. The act involves a youth and an adult.

Sexual Activity: Physical contact between two or more persons of the same or opposite sex for the purpose of arousal or gratification. Such contact includes the following: active or passive contact or fondling of genitals, hands, mouth, buttocks, anus, or breast of another person who expresses or implies consent to the accused offender's conduct.

Sexual Assault: Sexual physical contact without the other person's expressed or implied consent, or the other person is unconscious or otherwise physically incapable of resisting, or verbal or written sexual proposals, threats, or harassment of another person.

Sexual Misconduct: A range of behavior used to obtain sexual gratification or power and control, against another's will or at the expense of another. It includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

Blind Spots: An area which, due to the building design, precludes adequate viewing and monitoring.

PREA Coordinator: A management level member of the staff appointed by the Chief Probation Officer, responsible for ensuring all Departmental PREA efforts are in compliance with the PREA Act.

Aggressor: Youth or staff member, who attempts to commit, or commits a sexual assault and/or coercion of a victim that results in either consensual or non-consensual sexual contact.

Coercion: A threat, however communicated, to commit an offense; to inflict bodily injury in the future on the person threatened or another, to accuse a person of any offense, to harm the credit or business reputation of any person, to take or withhold action as a public servant, or to cause a public servant to take or withhold action.

"Need to Know" Basis: When the information is relevant and necessary in the ordinary performance of that staff person's official duties. Staff members receiving information regarding the sexual assault of a youth **SHALL NOT** share

said information to any individual not directly involved in the response and investigation of the incident.

Non-Consensual: Not giving permission for or consent to an action being taken by another person.

NOTE: In sexual activity between a youth and a staff member, the concept of “consent” **DOES NOT EXIST**. Staff members involved in sexual activity with youth are immediately presumed to be the aggressor regardless of the youth’s level of resistance.

Victim: For purposes of this policy, a youth who is sexually assaulted or is subjected to non-consensual sexual contact by another youth or by a staff member.

Victim Advocate: A community based individual typically employed by a Rape Crisis Center whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program in the counseling of sexual assault victims issued by an approved counseling center. The Victim Advocate will be summoned to assist the alleged victim of an in-custody sexual assault. In cases where an outside Victim Advocate is not available, a designated employee who has completed the required training will be called upon to provide support to a victim of in-custody sexual assault. (Refer to Evidence Code 1035.2)

Victim Support Person: Any person of the alleged victim’s choosing which could include another resident, personal friend or family member.

Reporting Chain of Command: Any uninvolved Juvenile Services Officer III, acting Shift Leader, Supervising Deputy Probation Officer, Chief Deputy Probation Officer or Chief Probation Officer.

A. Education and Prevention

1. Staff/Employee/Volunteer Education

All employees, volunteers and contractors who will have direct contact with youths, shall receive four hours of initial instruction related to PREA, to include the following areas:

- Prevention
- Detection
- Response
- Investigation
- Zero Tolerance Policy
- Dynamics of sexual abuse in juvenile facilities

- Dynamics of sexual abuse between youth and between youth and staff
- Appropriate staff boundaries
- Mandatory reporting
- Issues related to the LGBTQ population

All employees, who will have direct contact with youth, shall receive a PREA training update every two years following the initial four hours of instruction.

Training provided to non-sworn staff may be condensed, at the discretion of the PREA Coordinator. All employees, including volunteers and contractors shall be required to sign a PREA Acknowledgement Form indicating that they have read and understand PREA Policy and Procedure.

The Department's PREA Coordinator shall be responsible for maintaining PREA Acknowledgement Forms for no less than 7 years after the individual who signed the form has left the agency.

2. Youth Education

Verbal and written information shall be provided to the resident population addressing:

1. Prevention and Intervention
2. Reporting
3. Treatment and Counseling

Following admission to the facility, all youth shall be provided with a Juvenile Hall Handbook, which includes information regarding PREA, institutional programming, facility rules and regulations, and youth's rights.

Approved PREA posters, which contain Departmental policy and sexual assault reporting telephone numbers, shall be posted in designated locations throughout each facility. At a minimum, these locations shall include all housing units; the nurse's examination room, visiting rooms, public lobby, and intake area.

Residents not fluent in English may be accommodated through the use of a non-resident translator. Every effort shall be made to accommodate residents with low literacy levels or other disabilities.

B. Detection

All staff, volunteers and contractors are responsible for protecting youth in their custody/care. Every employee, volunteer and contractor is responsible for the immediate and confidential reporting to the Reporting Chain of Command, any information/suspicion that indicates a resident is being, or has been sexually assaulted while detained in the Juvenile Hall. Timeliness is crucial when reporting and investigating sexual assaults. Staff shall not hesitate to report any such findings or reasonable suspicions of sexual misconduct.”

Any mandated reporter, as defined, who has knowledge of or observes a youth, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of a sexual assault shall report such suspected incident to Youth Protection Services verbally within 24 hours and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Any staff member, volunteer or contractor receiving notice of alleged sexual misconduct via a completed grievance form shall immediately notify and hand-carry the document to any non-involved individual in the Reporting Chain of Command.

Any mandated reporter who fails to report an instance of sexual assault involving a youth which he or she knows to exist or reasonably should have known to exist may be guilty of a misdemeanor which is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both.

Non-mandated reporters having contact with youth, including all volunteers and contractors, having knowledge of a sexual assault shall be expected to immediately contact the highest ranking uninvolved staff member on duty. Failure to cooperate could result in the individual being terminated from service.

C. Victim Advocate and Support Person

Pursuant to Section 264.2 of the California Penal Code, a sexual assault victim has the right to have a victim advocate and/or a victim support person, of the victim's choosing, present during their medical examination. In most cases, the victim advocate will be from a local Rape Crisis Center.

Pursuant to Section 679.04, a sexual assault victim has the right to have a victim advocate and/or victim support person, of the victim's choosing, present during all investigatory interviews conducted by law enforcement, the district attorney, or defense counsel.

NOTE: In the event the victim requests that a Victim Support Person's involvement and that person would not otherwise be allowed in the facility (i.e. existing warrant, probation/parole status, etc.) the person shall not be allowed to enter the facility, and the victim shall be invited to select an alternate Victim Support Person.

D. Response

1. General: When interacting with an alleged victim of sexual assault, all staff are expected to remain sensitive as to emotional and/or physical trauma the victim may be experiencing, and to maintain strict confidentiality.
2. Resident/Resident Sexual Assault: All staff will ensure both the victim and offender have no contact with one another and remain separated by sight and sound whenever possible.
3. Staff/Resident Sexual Assault: Immediate efforts must be made to eliminate contact between the staff member and the victim. Reports alleging incidents of staff on resident sexual assault shall be immediately reported to any individual in the Reporting Chain of Command.

NOTE: Victims are to be provided with general information regarding the progress and outcomes of investigations.

E. Medical Services Responsibilities

1. Medical personnel shall immediately notify the Reporting Chain of Command of all youth reported sexual assaults.
2. Medical staff shall be responsible for the preservation of any and all evidence on the victim's body during an initial exam. Institutional clinic staff shall not be responsible for conducting the initial evidence examination.
3. Follow-up testing for sexually transmitted infections/diseases and HIV will be offered.

F. Re-Classification

Any youth deemed the suspect or victim of an alleged sexual assault shall immediately be referred to both Behavioral Health and the Shift Leader or Supervising Deputy Probation Officer for further evaluation and screening for appropriate unit assignment and roommate status.

G. Investigation

All reports of sexual misconduct that are believed to be criminal in nature shall be reported to any uninvolved individual on the Reporting Chain of Command.

In compliance with PREA, following the reporting and response to sexual misconduct or assault, a thorough investigation shall be conducted and thoroughly documented.

H. False Allegations

If upon the completion of an investigation it is determined that the allegations of a sexual assault were willfully and intentionally falsified, the youth(s) making the allegations may be subject to discipline based on Juvenile Hall policy. Willful and intentionally false accusations are to be considered to be a rule violation, and could result in criminal charges.

I. Victim Crisis Counseling

Victims may need assistance in dealing with the trauma associated with a sexual assault. The Shift Leader or Supervising Deputy Probation Officer is responsible to ensure victims receive crisis counseling from Behavioral Health staff, and the Rape Crisis Center at the victim's request. Crisis counseling by a licensed therapist with experience in sexual assault shall be offered as soon as possible following the sexual assault.

Staff should monitor sexual assault victims for suicidal ideation and self-injurious behaviors.

J. Community Re-Entry

The Probation Department will be responsible for coordinating follow-up services once the victim is released from custody.

K. Tracking and Data Collection

All case records associated with claims of sexual abuse, including institution incident reports, investigative reports, resident information, case disposition, medical and Behavioral Health evaluation findings, and recommendations for post-release treatment and/or counseling, shall be retained within the Juvenile Hall, in a location to be determined by the Chief Deputy of the Custody Division.

L. Hiring, Screening and Promotional Decisions

The Probation Department shall not hire or promote anyone, or engage the services of a contractor with direct contact with detained youths, who has engaged in sexual abuse in an institutional setting, who has been convicted of engaging in sexual activity in the community facilitated by force, the threat of force, or coercion, or who has been civilly or administratively adjudicated to have engaged in such activity. This information shall be verified during the applicant's background investigation.

1. The background investigation of any individual who shall have direct contact with detained youth shall include inquiries to the Megan's Law and National Sex Offender Public Website data bases.
2. The Probation Department shall conduct background checks on any existing non-sworn employee, volunteer or contractor with direct contact with detained youth at least every five years.
3. A contractor who is determined to have any of the following shall not be allowed to have direct contact with detained youth.
 - a. Engaged in sexual abuse in a juvenile or adult detention facility (42 U.S.C 1997)
 - b. Convicted of engaging in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of violence, or coercion, or if the victim did not consent or was unable to consent or refuse.
 - c. Has been civilly or administratively adjudicated to have engaged in the activity described in 1. or 2. of this section.

M. Administrative Response and Sanctions

1. All allegations of sexual abuse within the Juvenile Hall shall be referred to the Sheriff's Office for investigation.
2. The presumptive sanction for staff who has engaged in any form of sexual misconduct with any individual under the jurisdiction of the Probation Department is termination.

N. Reporting and Notification

1. Medical, Behavioral Health and educational staff assigned to the Juvenile Hall shall be available to accept any reports of sexual misconduct from youth who may be uncomfortable reporting this information to a member of the Probation Department.
2. Third Party Reporting

The Probation Department shall accept third party reports (reports from an individual other than the victim) in all cases involving alleged sexual misconduct.
3. Notification to Youth and Parents

An explanation of the Probation Department's PREA policy including the Department's position on "Zero Tolerance" shall be

made available to youth and parents through publicly posted material and inclusion within the Juvenile Hall Handbook.

O. Safety Assessment and Planning

1. The PREA coordinator shall ensure that an assessment is conducted annually to determine whether modifications are required in any of the following areas:
 - a. Staffing plan and prevailing staffing patterns
 - b. Deployment of video monitoring systems
 - c. Facility resources are available to ensure adherence to the staffing plan
2. Any future additions and/or modifications to the facility physical plan shall take into consideration the following when developing the building's design:
 - a. Video monitoring
 - b. Blind spots
 - c. Adequate accommodations for protective housing

CHAPTER 4: RECORDS AND PUBLIC INFORMATION

4.1 Reporting of Legal Actions Pursuant to Section 1340

In accordance with Article 4, Section 1340 of Title 15 any legal action, pertaining to conditions of confinement and filed against persons of legal entities responsible for juvenile facility operations shall be reported in writing to the Board of State and Community Corrections.

- A. The Chief Probation Officer shall submit this report. Copies of the report shall be distributed to:
 - 1. The Board of State and Community Corrections
 - 2. The Chief Administrative Officer
 - 3. The Juvenile Justice Commission
 - 4. The Juvenile Court Judge

- B. The report shall include:
 - 1. The nature of the allegations.
 - 2. The parties involved.
 - 3. The resolution or actions taken, if any.

4.2 Death and Serious Illness or Injury of a Youth While Detained Pursuant to Section 1341

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

In the event a death of a youth occurs, the circumstances and conditions surrounding the death shall be investigated by the San Luis Obispo County Sheriff's Department and the Coroner's Office pursuant to §27491 of the California Government Code.

A. Initial Response

In any case in which a youth becomes unresponsive while being detained in the Juvenile Hall, Juvenile Hall staff shall follow these directives:

- 1. The responding officer(s) shall alert all staff on duty, by calling a "CODE 3 Medical" over the facility radio and announcing their location.

- 2. If facility medical staff are on-duty and in the building, they shall be alerted and directed to respond to the youth's location immediately.

3. Control shall be directed to call 9-1-1 and request EMS.
4. If facility medical staff is not on duty, The responding officer(s) shall commence lifesaving care as required until Emergency Medical First Responders arrive and either direct that CPR be discontinued, or relieve the responding officer(s).
5. Once first responders are contacted, medical staff or the Incident Commander shall be prepared to provide the following information:
 - Youth's age, gender, approximate weight, and symptoms.
 - Any existing medical conditions if known.
 - Prescribed medication if known.
 - Specific directions to the facility if requested.
6. All other youth shall immediately be secured in their rooms.
7. Officers will post at the designated location to direct EMS to the appropriate entrance. (Side gate parallel to Hwy 1 or CVA garden/yard.)

B. Preserving the Scene

1. Any in-custody death shall be treated as a crime scene unless otherwise indicated. Thus, preserving the scene of the death and ensuring no cross-contamination or the tampering of evidence is paramount.
2. The Incident Commander shall provide clear instructions to staff during this time.
3. The Incident Commander will assign a staff member to maintain an ongoing written log of the incident including all individuals admitted to the facility.
4. The Incident Commander shall be responsible for the continuous securing of the scene of the death.
5. Unless an exigency exists, no individual shall change, alter, or move any object, item, clothing, furniture, etc., until authorized to do so by the Incident Commander or Sheriff's Office investigators.
6. The Incident Commander shall relinquish control of the scene of the incident to representatives from the Sheriff's Department upon their arrival to the facility.

D. Facility Access

1. The Control JSO shall not allow anyone in or out of the facility with the following exceptions: medical, fire, law enforcement, Probation Department personnel, etc. specifically responding to the facility in an official capacity in regards to the emergency.
2. The Control JSO shall not share any details regarding the emergency to any incoming callers who are not directly involved with responding to the emergency in an official capacity (i.e. medical, fire, law enforcement, Probation Department personnel).

E. Staff Communication

1. In the event of an in-custody death, staff shall not communicate any information pertaining to this incident to any individual(s) beyond those staff members on duty at the time of the incident. This includes but is not limited to phone calls, e-mails, or any other social media.

F. Notifications

1. Once a death has been determined, the Incident Commander shall immediately notify the on-call Supervising Deputy Probation Officer, Chief Deputy Probation Officer of the Custody Division, and the Chief Probation Officer.
2. The Chief Probation Officer shall then notify the following parties:
 - a. The youth's parent, guardian, or person standing in loco parentis
 - b. Presiding Juvenile Court Judge, or if unavailable, any available on-call Judge.
 - c. County Administrative Officer.
 - d. County Counsel.
 - e. Youth's Deputy Probation Officer.
3. Notification to youth's parent, guardian, or person standing in loco parentis shall be conducted by a representative of the Probation Department at the direction of the Chief Probation Officer,
4. The Chief Probation Officer, Chief Deputy Probation Officer of the Custody Division may be accompanied by a Chaplain, Behavioral Health professional and/or any other individual deemed appropriate.
5. Pursuant to California Government Code §12325, written notification following an in-custody death shall be made within 10 days to the following:
 - a. California Department of Justice, Bureau of Criminal Statistics
Statistical Data Center
P. O. Box 903427
Sacramento, CA 94203-4270

Refer to California Government Code §12525.

b. Reports shall be forwarded to the Attorney General of the State of California in writing within ten days. The reports shall consist of the following:

- 1) A form letter for detainee's death reporting (see attached).
- 2) All departments' and investigating departments' reports.
- 3) The Coroner's autopsy report.

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

G. Operational Review

1. The Health Administrator, in cooperation with the Chief Deputy Probation Officer of the Custody Division, shall develop written policy and procedures to assure there is a medical and operational review of every in-custody death of a youth. The review team shall include the facility administrator, and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.
2. A team of qualified staff will conduct an administrative review of every in-custody death. At a minimum, the review team should include the following:
 - a. Chief Probation Officer
 - b. County Counsel
 - c. District Attorney
 - d. Investigative staff
 - e. Responsible Physician, qualified health care professionals, supervisors or other staff who are relevant to the incident.

H. Investigative Authority

1. Upon arrival of the Sheriff's Office, the Incident Commander shall turn authority of the investigation over to Sheriff's Department personnel and assume a logistical support and advisory role.

I. Notifications for Serious Illness or Injury of Youth

1. If a youth in custody requires EMS, and the youth is routed to the Emergency Department, the parents, guardian, or person standing in loco parentis, will be notified upon the youth's return to the Juvenile Hall.

2. If a youth requires hospitalization, the youth's parent(s), guardian, or person standing in loco parentis shall be notified once the need for hospitalization is required.
3. Upon admission into a hospital the attorney of record will be notified by phone and the presiding judge will be notified through an email.

4.3 Population Accounting Pursuant to Section 1342

- A. The Juvenile Hall Roster is extracted from Monitor
- B. Monthly Report

The monthly report form is extracted from Monitor by the Department's Program Manager.

1. Reasons for detention are to be listed for all admissions during the month, but not for youth in custody at the start of the month. Only one offense, the most serious, is to be listed for each youth. The total number of "reasons" must correspond to the admissions family.

- C. Juvenile Hall Population Report

1. Pursuant to Section 1342 of Title 15, information regarding the population of the Juvenile Hall shall be submitted to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.
2. 601's do not appear on the front of the report. Detained means secure detention as described in WIC 207. It does not include a court-ordered stay (non-secure).
3. Whenever there is a 601 being securely detained during any part of the day, that number will be shown in the "total" column as well as the appropriate sex column.
4. The Probation Department's Program Manager will utilize Monitor to process the BSCC Monthly and Quarterly Juvenile Detention Reports. These reports are uploaded and directed to BSCC at <http://app.bscc.ca.gov/jds/login.asp>
5. The BSCC Camp Population (Coastal Valley Academy) is emailed to Camp@bscc.ca.gov

- D. Status Offender Detention Report

1. This form is required by the Board of Corrections to report any WIC 601 who is kept in secure detention as outlined in WIC 207. An electronic form is on the BSCC website. The report is to be completed by the Chief Deputy and electronically sent to BSCC by the 10th of the month following the status offender's or non-offenders release. A copy will be retained in juvenile hall's file.

2. Secure detention is defined as locked in the facility.
3. Pursuant to WIC 207(b), the time limits for secure detention are as follows:
 - a. For up to 12 hours for the purpose of determining if there are any outstanding wants, warrants, or holds.
 - b. For up to 24 hours in order to locate the minor's parent or guardian as soon as possible and to arrange the return of the minor to his or her parent or guardian, with the exception of an out-of-state runaway who is being held pursuant to the Interstate Compact for Juveniles.

4.4 Record Keeping and Statistics

- A. the following documents are maintained by the Program Manager:
 1. Juvenile Hall Population Report
 2. Juvenile Hall Morning Report
 3. Juvenile Hall Master Roster
 4. Juvenile Hall Statistical Reports
- B. The following items are maintained in Monitor. Information is imputed by the appropriate JSO:
 1. Court Commitments
 2. Visiting Log
 3. Court List

4.5 Juvenile Facility Capacity Pursuant to Section 1343

- A. The Board shall establish a maximum capacity for each living unit within the facility in accordance with the provisions of law. The capacity for this facility has been established to be:
 1. West unit – 20
 2. Center unit – 15
 3. Coastal Valley Academy-CVA (Morro) – 15
 4. Coastal Valley Academy-CVA (Pismo) – 15
 6. Total facility – 65 (50 detention – 15 CVA)

4.6 Overcrowding Report

- A. The Board requires that a report be submitted by the facility administrator (Article 4 Section 1343 Title 15) when the number of youth detained in a living unit of a juvenile facility exceeds its maximum capacity for more than fifteen (15) days.

- B Youth Supervision staff working the graveyard shift at 12:00 a.m. shall calculate the Juvenile Hall population daily. The JSO in the Control room shall send out roster nightly at midnight, and a population count at 0500.

4.7 Facility Video Storage

The San Luis Obispo Probation Department's video recordings at our Juvenile Hall are retained on servers at County ITD for 400 days of video. Once a video recording reaches 401 days, the video recording is automatically removed from storage. If there is an event and video is needed for evidence or training, it will be exported ONLY by a SDPO, CDPO, or IT staff and saved into the appropriate V drive folder. The procedure to complete this process is stored in the SDPO folder, found inside the larger Juvenile Hall folder.

CHAPTER 5: CLASSIFICATION AND SEPARATION

5.1 Admittance Procedures Pursuant to Section 1350

A. Detention Policy Statement

Juvenile Hall is charged with the authority and responsibility to make the decision to hold any youth in a secured detention facility. That decision is based on Section 626 of the Welfare and Institutions Code. Youth brought into Juvenile Hall custody must be released immediately unless he/she meets one of the conditions pursuant to Rule 1477/WIC 628. Youth shall be released to a parent, guardian or responsible adult (WIC 628). The youth, the adult, or both may be required to sign an agreement to appear as a condition of release.

In the event a youth is admitted and found to not meet any criteria set forth in Rule 1477/WIC 628, the youth's parent(s) shall be contacted and directed to come to the facility and take custody of their son or daughter. Should the youth's parent(s) refuse to take custody of their son or daughter because the youth is beyond their control a Shift Leader or Supervising Deputy Probation Officer may inform the youth's parent that pursuant to WIC 903.25(b), they can be charged \$100.00/24 hours. In the event the youth's parent(s) continue to refuse to come to the facility to take custody of the youth, the Probation Department has the option of releasing the youth to a non-secure shelter care facility under Section 601WIC.

When a youth is held, there must be a detention hearing before the Juvenile Court. In cases where any one of the alleged offenses is a felony, the hearing must be held on the next judicial day after the petition is filed. The petition must be filed within 48 hours of the arrest or the next judicial day, whichever is later. In misdemeanor cases, the petition must be filed within 24 hours after the youth is taken into custody or the following judicial day, whichever is later. On weekends or holidays, the youth shall appear for a detention hearing within 24 hours after the petition is filed as long as he/she is not a ward of the Court and/or the crime did not involve violence.

In cases wherein the Judge of the Juvenile Court has committed the youth to a specific time in custody, the youth shall be provided with a copy of the Court order specifying the duration of their commitment.

There is no bail in juvenile court matters. The decision to release is based on the risk to the community if the youth is released. This differs from the adult system, which allows bail as a guarantee of appearance in court and has little to do with the protection of society.

Youth will be held if booked for a criminal warrant unless a juvenile court judge authorizes a release.

In all cases, discretion must be used. The Welfare and Institutions Code requires that the Probation Officer or the Juvenile Hall staff make an immediate investigation into the facts and circumstances surrounding the youth being taken into custody. The guidelines for consistency in that investigation are as follows:

1. Instances of violent crime will be examined to determine:

- a. Type of weapon used.
 - b. Relationship of proponent.
 - c. Nature of injury inflicted.
 - d. Nature of injury received.
 - e. Potential of mutual combat.
 - f. Motive if not mutual combat.
 - g. The outcome of co-defendants, if any.
2. Instances of property crime will be examined to determine:
- a. The amount of damage/loss.
 - b. The type of damage/loss.
 - c. The amount of loss, which is not retrievable.
 - d. The outcome of co-defendants, if any.
3. Other factors to be considered but is not limited to:
- a. The youth's attitude.
 - b. The arresting officer's opinion.
 - c. The youth's previous history.
 - d. The parent(s) response.
 - e. Age of the youth.

The Gladys R. Questionnaire will be administered to any youth under the age of fourteen (14).

4. In general, all misdemeanor cases are releasable:

Reasonable necessity is a judgment based on the risk of re-offense and the extent of danger, damage or loss to a future victim of such re-offense. In any such decisions the reasonable person rule applies and consultation is indicated whenever a clear decision with team consensus is not possible.

Juvenile Hall has developed the following criteria for the detention and release of youth at Juvenile Hall. The Probation Department shall accept into custody all WIC 602 youth delivered to Juvenile Hall by law enforcement agencies. These criteria will clarify how we make the decisions to detain or release a youth once he/she is accepted into custody.

5. Mandatory Detention—Accept and retain in custody:

- a. WIC 707(b) crimes.
- b. Multiple and separate felonies.
 - 1) The offenses are committed at different times and/or places.
 - 2) The crimes were predominantly independent of each other.
 - 3) The crimes involved separate acts of violence or threats of violence.
- c. Felony crimes of violence.
- d. Felony sexual offenses
- e. Felony high speed pursuit (driver only)

- f. Warrants.
 - g. Runaway / Terminated from placement (if return to placement is inappropriate or if the placement will not accept youth back).
 - h. Home Supervision arrest / Electronic Monitoring violation.
 - i. Escape from county institutions or furlough violation
 - j. Youth who refuse to return home or whose parents refuse to reclaim the youth.
 - k. New felony offense by a youth who is already on probation/parole.
 - l. Any youth booked on an offense that included the use of a firearm.
 - m. Violation of probation for a Secure Track Youth
6. Detention Status – Acceptance, followed by an investigation to determine retention or release of youth.
- a. Other felonies except drugs and not listed in Section 5.
 - b. Misdemeanors involving violence.
 - c. Sales of drugs or possession for sale of drugs
 - d. Possession of drugs.
 - e. Misdemeanor, which includes the possession of a deadly weapon.
 - f. New misdemeanor offense by youth pending intake or court action or those youth currently on probation/parole.
 - g. All other misdemeanors
7. Detention Investigation Factors:
- a. Aggravated factors to support detention of the youth include but are not limited to:
 - Witness intimidation
 - “High Profile” crime
 - Runaway behavior from home
 - Victim threats or victim resides in the home
 - Gang membership or involvement in a gang-related crime
 - Out of control behavior
 - Poor or no attendance at school
 - Family instability
 - Threat to public safety or self
 - Unable to reach parent or guardian
 - Parent or guardian refused to pick-up
 - b. Mitigating factors to support release of the youth include but are not limited to:
 - Stable and supportive family or caregiver
 - Good attendance in school or employment
 - No arrest within last year
 - No prior history of arrest
 - No probation or parole history
 - No history of self-harm behavior or hospitalization
 - Youth under the age of 12

8. All youth will be accepted from a peace officer upon completion of appropriate admission/booking forms **except** in the following instances:
 - a. Any youth under the age of 12 who have been charged with the following charges:
 - i. Murder
 - ii. Rape
 - iii. Sodomy
 - iv. Oral copulation
 - v. Sexual penetration

***** AND committed with the use of force, menace, or threat of bodily injury or fear of immediate and unlawful bodily injury.**

- b. Youth only in custody for reasons described in WIC 300.
 - c. Persons over the age of 18 years old unless they are a Ward of the Court.
 - d. In the event that a local law enforcement agency books a youth and alleges only an illegal alien status, the youth will not be accepted in to the facility.
9. Staff may question a peace officer regarding the status of any youth when it relates to the circumstances of the arrest and the decision to detain.
10. Staff cannot refuse admission or imply refusal to any peace officer unless directed to do so after consultation with the Chief Deputy.
11. A Gladys R. must be completed by the arresting officer and attached to the booking sheet prior to accepting any youth under the age of 14.

B. Holds for Other Agencies

1. On occasion, other probation agencies may need overnight housing for a ward of the court in transit. Such requests will be accommodated as a courtesy if space is available and previously arranged and approved by the Superintendent.
2. If a hold is requested for a youth being transferred from a DJJ facility, we will reserve the right to refuse acceptance. The decision to hold or decline acceptance of the youth will rest on his/her status and/or disposition, if known. The custody decision requires authorization from the Chief Probation Officer.
3. In the event of an arrest on a warrant, the Juvenile Hall shall accept the youth without authorization for a hold and advise the agency of jurisdiction that the youth is in custody.

C. Out-Of-Home Placements

Juvenile Hall will be notified regarding San Luis Obispo County youth who have absconded from out-of-home placement. The following procedures will apply.

1. The out of home placement will advise the Probation Department that the youth has absconded.
2. The Control JSO will notify the assigned DPO and their SDPO by email.

OR

3. If a law enforcement agency advises the youth is in custody, the on-duty JSO III or Control JSO will request the youth be detained.
4. The Control Officer will notify the youth's assigned Probation Officer and their Supervisor via email.
5. In the event of a placement failure without a law violation, we shall authorize detention and request the placement facility fax a report indicating the circumstances of the placement failure at the time of booking. Detention shall be authorized if the youth's supervising Deputy Probation Officer should request it.

D. Admission of Youth Under the Jurisdiction of the Juvenile Court

1. The purpose of this section is to provide guidance in the admission of adults, between the ages of 18 and UP TO 25 years of age, who have been arrested based upon warrants issued by the Juvenile Court or a violation of a Juvenile Court order.
2. Youth who are between the ages of 18 and UP TO 25 must be directly booked into the Juvenile Hall for violation of a juvenile court order or an outstanding juvenile warrant.
3. Youth up until the age of 24 arrested on a Juvenile Court warrant or a violation of a Juvenile Court order shall be booked and housed in the Juvenile Hall.
4. All youth booked at the Juvenile Hall shall have a detention hearing within the statutory time.
5. Any youth in Juvenile Hall who is over 18 years of age and commits a new crime while in custody may be arrested and transported to the County Jail on the new charges.
6. If a Notice of Violation of Probation is filed pursuant to Section 777 of the Welfare and Institutions Code regarding a Ward, who is 18 years or older and booked into county jail for a new crime, and if that Ward is detained by the Juvenile Court on the WIC 777, the Ward shall be transferred to the Juvenile Hall if the criminal court has released the Ward from the County Jail.

7. Pursuant to Section 707.1 (2) of the Welfare and Institution Code, any youth who attains the age of 18 and has been declared not a fit and proper subject to be dealt with under the Juvenile Court law, shall be delivered to the custody of the Sheriff's unless the Court finds it is in the best interest of the person or the public that he or she be retained in Juvenile Hall.
8. The Chief Deputy will have the discretion to develop and implement a specialized program of housing and treatment which, is deemed appropriate, may include separate housing and programming from younger and less sophisticated youth in compliance with Title 15.,
9. Secure track youth 18 and older will adhere to the above classification process.

E. Verification of Juvenile Warrant

1. Juvenile Hall will ensure that, within our ability, no youth will be arrested twice on the same warrant. When any law enforcement agency indicates they are arresting a youth pursuant to a warrant, and only a warrant, that agency must be advised to contact the Sheriff's Department requesting verification to the warrant.
2. All warrants need to be checked to ensure they are a Juvenile Court warrant and not a Traffic Court warrant.
3. The list of outstanding warrants at Juvenile Hall is advisory only and must be confirmed.
4. When an officer arrives with a youth who has been arrested on a warrant, the original warrant should be delivered with the youth. The original warrant is to be attached to the intake copy of the Booking Sheet.
5. The Juvenile Hall Booking Sheet and the log entry should show that the original warrant and the warrant number were received.
6. If an officer arrives with a youth arrested on a warrant but does not have a copy of the warrant, the officer must ensure a copy is faxed and/or received by the Juvenile Hall.
 - a. Get the number.
 - b. At 0800 hours, the intake Officer handling detention matter, will retrieve the original warrant from the Sheriff's Department, Warrants Division.
7. In any case where a youth is brought in on a new charge as well as a warrant, hold the youth on the new charge and, if necessary, the warrant can be verified later.

8. In the event that a youth is arrested on a “Ramey Warrant” (probable cause), the following procedures will apply:
 - a. Make sure it is filled out and that the officer’s name is legible.
 - b. Make sure the warrant has been served within the time limit that is valid and before it expires.
 - c. Disregard any reference to bail since youth are not eligible for bail (unless they have been found “unfit” for Juvenile Court) and we have no response in that regard.
 - d. Determine if the charge is a felony or a misdemeanor.
 - 1) If a felony, review totality of the circumstances. During non-business hours, refer to a SDPO to make a detention decision. During business hours, refer matter to intake DPO to conduct a further investigation.
 - 2) If a misdemeanor, the youth may be released on a promise to appear unless parent refuse and/or the arresting officer claims there is an escape/runaway problem. If youth is detained, log the reason and the allegation.
 - e. Attach the warrant to the Booking Sheet, if detained, and forward to the probation officer handling detention hearings.
 - f. The probable cause warrant can be identified by:
 - 1) Labeled as “probable cause.”
 - 2) Good for ten (10) days only.
 - 3) It is supported in its body only by a police report or statement by a police officer.

F. 601 WIC Admissions

Any youth described under Section 601 of the Welfare and Institutions Code may be accepted for admission into the Juvenile Hall. If a youth held under the provisions of Section 601 are detained at Juvenile Hall a report to BOC pursuant to section 207 (e) WIC is required.

Youth held under Section 601 WIC that are detained pursuant to section 207 (b) WIC can be held up to 12 hours to determine if there are any outstanding warrants; or are held up to 24 hours to locate parents (or meet the 72 hour time line exception for out of state runaways).

Youth held under Section 601 WIC are not permitted to come in either visual or auditory contact with any person that is in custody under provisions of section 602 WIC.

Youth described under Section 602 of the Welfare and Institutions Code, booked at Juvenile Hall may still be reduced to a 601 Welfare and Institutions Code status and released, if deemed appropriate.

G. Booking of out of county Wards

The booking procedure for a youth, who is on formal probation in another county, will be as follows:

1. If a warrant has been issued, we will accept the youth (with a copy of the abstract) and notify the county of residence that the warrant has been served.
2. That county has five days in which to retrieve the youth from our facility or the youth will be released. The only exception would be if the youth has been booked into our facility on new San Luis Obispo County charges.
3. If the youth is in a group home, and a representative seeks to book a youth as a “placement failure,” authorization and delivery arrangements with the county of jurisdiction must be made prior to acceptance.

H. Booking Packet

The facility uses several forms, which constitute a booking packet. These forms are located in Monitor and will be used to collect necessary data during the booking. All relevant forms of the booking packet must be used for each youth held in the facility unless a supervisor authorizes the booking officer to make an exception.

The booking packet consists of an admission record, statement of rights, initial health screening, Behavioral Health screening, permit for emergency medical care, personal property inventory, visitation and release record, check off sheet, duty to warn (if applicable), probable cause, Juvenile Hall rules and guidelines, gang identification non-association forms, non-racial agreement, classification form, CSEC assessment, and SOGIE assessment.

I. Booking Traffic and/or Multiple Offenses

It is possible that youth will be delivered to Juvenile Hall pursuant to an arrest on a traffic offense and/or a combination of charges.

In such cases, the following will apply:

1. The booking officer will determine the most serious of the charges and make a detention/release decision.
 - a. Felony - A felony charge can generally be identified where the description of the punishment includes mention of commitment to State Prison.

- b. Misdemeanor - A misdemeanor charge generally can be identified where the punishment is County Jail commitment, one year or less, and/or a fine. State Prison is not mentioned. Some misdemeanors, such as HS 11357(b), do not include any custody time.
 - c. Infractions - An infraction can generally be identified where the punishment includes only a fine. In the Vehicle Code, offenses with no punishment listed are generally infractions.
 3. In the case of misdemeanors or infractions (such as a traffic warrant or a tobacco warrant), where the youth is released, the intake copy of the Booking Sheet, the warrant, and the Agreement to Appear will be sent to the appropriate Court.

J. Warrant Service on Youth in Custody

When a youth is already in custody on another charge and an officer produces and presents a warrant, such as a traffic warrant, the following procedures will apply:

1. The warrant can be left at the intake desk. It does not have to be served on the youth.
2. Daytime service hours are between 7:00 AM and 8:00 PM.
3. A new Booking Sheet will be completed. The warrant will be attached to the yellow intake copy.
4. The Booking Sheet does not require the officer's signature, but his/her name should be noted on the form.
5. The reason for detention is "hold on a warrant."
6. If the youth's original case has been completed and release is pending, the youth must be:
 - a. Held if it is a criminal warrant.
 - b. Released to a parent, guardian or responsible adult if it is a traffic warrant or tobacco warrant.
7. The release officer will advise participants of additional court appearances.

K. Booking WIC 707 Youth

1. Whenever a youth who has previously been found unfit for Juvenile Court is arrested on a new charge, that individual shall be booked according to the normal procedure.

2. If a WIC 707 order has been filed, the District Attorney will coordinate with the Juvenile Court Officer as to the location to which the youth will appear in Criminal Court.
4. Once the youth is found unfit for Juvenile Court, and has appeared in adult court for an arraignment, bail may be set or the Court may release the individual on his/her own recognizance (OR).

L. Violation of Probation Criteria for Admissions at Juvenile Hall

1. A youth, who is a ward of the court, may be admitted into Juvenile Hall if the youth presents a danger to himself or herself or the community and/or has committed a law violation or violated an order of the Court.
2. Youth detained for 30 days or more require a written case plan submitted to the Juvenile Hall.
3. Submitted case plans shall be placed in the facility case plan binder.
4. A SDPO shall audit the case plan binder monthly to insure all youth detained for 30 days or more has a written case plan.
5. Consultation with the assigned Deputy Probation Officer is required prior to releasing the youth.

M. WIC 300 Booking Procedure

This procedure applies to any minor booked into juvenile hall who is currently a dependent of the juvenile court pursuant to WIC section 300 or any minor who is the subject of a petition to declare them a dependent of the juvenile court pursuant to WIC section 300.

1. **Exception**
 - a. Minors booked into juvenile hall who are 14 years or older for the personal use of a firearm for the commission or
 - b. attempted commission of a felony or any offense listed in WIC section 707(b) are excluded from this procedure.
2. **Procedure**
 - a. Upon receipt from law enforcement of any minor who is currently a dependent of the juvenile court pursuant to WIC section 300 or any minor who is the subject of a petition to declare them a dependent of the juvenile court pursuant to WIC section 300, the following procedure will be followed:
 - b. The on duty or on call Juvenile Hall Supervising Deputy Probation Officer (SDPO) and the Superintendent of the Juvenile Hall shall be notified.
 - c. Upon receiving notification of a minor's booking after business hours, a Juvenile Hall SDPO will contact the appropriate parties including but

not limited to the on-call social worker and whenever possible the minor's assigned social worker and placement. During business hours, this follow up will be conducted by a Deputy Probation Officer (DPO) from the Juvenile Court Unit or designee. **Based upon time and circumstances, information regarding the case shall be gathered as soon as possible but no later than 12 hours from the time of booking.**

- d. The Superintendent of the Juvenile Hall and/or the Chief Deputy of the Juvenile Division shall be briefed on the status of the case within 12 hours from the time of booking.
- e. Only the Chief Probation Officer, Assistant Chief Probation Officer, Chief Deputy Probation Officer over Juvenile Services or the Superintendent of the Juvenile Hall shall make the determination a minor subject to this procedure will be detained.

3. Detention Exclusions

Pursuant to WIC 628 (a)(2), (A), (B), and (C), the minor **cannot** be detained for the following reasons:

- A. The minor is a dependent of the juvenile court
- B. The minor's placement will not take the minor back
- C. The Department of Social Services has no other placement for the minor

Once it is determined the minor is not to be detained, the Chief Probation Officer, Assistant Chief Probation Officer, Chief Deputy Probation Officer over Juvenile Services or the Superintendent of the Juvenile Hall can allow the minor to remain in juvenile hall up to 24 hours awaiting pick up by the Department of Social Service. Under no circumstances can a minor, who is not to be detained, remain at Juvenile Hall longer then the detention time frames set out in California Rules of Court 5.752.

N. Contraband at Booking

It is unlawful and a felony for a person to knowingly bring into or send into Juvenile Hall any controlled substance, firearm, weapon, explosive, tear gas or tear gas weapon.

Any person who knowingly brings or sends into Juvenile Hall any controlled substance, firearm, weapon, explosive, tear gas or tear gas weapon is guilty of a felony or misdemeanor (WIC 871.5(a)).

Any person who knowingly brings or sends into, or knowingly assists in bringing into Juvenile Hall any alcoholic beverage shall be guilty of a misdemeanor (WIC 871.5(d)).

Should this situation occur, the following procedure will be followed:

1. Law enforcement booking - The officers may take the material as evidence and add a new charge of possession. Otherwise, the Juvenile Hall booking officer will follow the department's Seizure, Control and Processing of Property and Evidence Policy
2. Probation Violation – The Deputy Probation Officer will take material as evidence and may add a new charge.

O. Juvenile Admission Record

4. The Juvenile Admission Record (Juvenile Hall B-1) is used as a Booking Sheet at Juvenile Hall. The form will be used for all WIC 602 bookings. The law enforcement or peace officer delivering the youth or authorizing detention will be responsible for completing all sections in Part I, as well as other applicable sections. All spaces must have some notation indicating that they have not been overlooked.
5. Court-ordered commitments all require a completed Admission Record. The JSOIII or Supervisor on duty or their designee, shall complete the Admission Record.
6. The court officer will sign the form as transporting officer when applicable and either list the length of commitment or provide a copy of the court order. This must be done each time the youth arrives at Juvenile Hall.
7. In all cases, the booking officer shall fully complete Part II. At the conclusion of the booking process, all copies will be distributed. The last copy will always be given to the person delivering the youth to the facility (this can be the youth, him/herself).
8. As soon as it is known (often at booking) indicate in Part III the name of the person to whom the youth will be released. Upon release, the person accepting the youth must sign him/her out. The staff making the release will complete Part III, insuring that the date and time of release are noted. No officer is allowed to leave the facility until Part I is completed to the satisfaction of the booking officer, except in the case of emergency.
9. If the booking occurs at shift change, the outgoing staff should ensure the completion of the Booking Sheet or hold the law enforcement officer or Deputy Probation Officer until the oncoming staff can accept responsibility for the booking. The staff signing the Booking Sheet as booking officer accepts responsibility for the completeness of Part I and is the person authorizing the officer to leave the facility.

P. Post Dispositional / Committed Youth

Any youth who are court ordered to serve post dispositional custody time in Detention (including Secure Track Youth) or the Coastal Valley Academy, will

be provided with a copy of their court orders stating the amount of days they are to serve in custody and the date they are to be released.

Q. Master File

The youth master file is maintained electronically in Monitor. The master file will contain all documents relating to the youth's case. Every time a youth is booked into custody additional forms will be completed and stored under the booking event.

A paper file will be stored in the Control Room at the time of booking. This will contain visitor and medical information as well as court orders. At the time of release, the paper file will be stored. Should the youth be booked into custody again, the paper file will be retrieved and put into use in the current case. New forms will be inserted into the paper file on top of the existing forms.

R. Questioned by Law Enforcement

Law enforcement may question a youth during or after the booking procedure if they are 18 and over and have waived their right to counsel. Any youth under the age of 18 shall not be questioned by law enforcement without consulting an attorney.

Appointment of an attorney usually happens at the time of the detention hearing. Law enforcement officials can question a youth by telephone provided:

1. A youth is 18 years or older.
2. No attorney has been assigned.
3. The officer's identity can be verified.

S. Removing Restraints

After completing the pat down, the youth should be advised that the restraints will be removed. The Officer should make their expectations clear and the youth given specific directives as to where he/she is to place their hands after the restraints are removed. As one handcuff is removed, the youth should be directed to place their loose hand behind their back. This directive should be repeated as the second handcuff is removed.

In the case of leg irons, the youth should be assisted to a chair or bench, where he/she should kneel, while facing forward. The youth should be directed to continue to face forward while the process is completed.

T. Fingerprinting

1. Youth admitted to the Juvenile Hall for a criminal offense shall be fingerprinted.
2. Youth should be fingerprinted within 24 hours of booking or prior to release whichever comes first.
3. Completion of fingerprints shall be verified and completed, if necessary, prior to releasing a youth from custody.

5.2 Screening for the Risk of Sexual Abuse Pursuant to Section 1350.5

The Juvenile Hall will implement the following written policies and procedures to reduce the risk of sexual abuse by or upon youth. Youth shall be assessed by the booking JSO, the on-duty nurse, and the on-duty Behavioral Health therapists within 24 hours of admission based on the following information:

- (a) Prior sexual victimization or abusiveness;
- (b) Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;
- (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 perception of vulnerability; and,
- (k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.

Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files. Officers and facility staff shall use the booking forms, SOGIE and CSEC assessments to gain insight to a youth's risk of sexual abuse. Facility staff and officers shall make Suspected Child Abuse Reports (SCAR) when necessary and in within 24 hours of learning to reportable information.

The dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth will be in adherence to Section 13.8 of this Policy and Procedures manual.

5.3 Release Procedures Pursuant to Section 1351

- A. Agreement to Appear Release

1. During the booking process, if the determination is made that the youth being brought into custody for a felony and is releasable with an ATA, the determination shall be made pursuant to Section 629 of the WIC and will be documented on the appropriate detention form.
 2. Misdemeanors are usually releasable without an agreement to appear, providing that the youth is not currently on probation elsewhere, is not a danger to him/herself, the community or their parents.
 3. In addition to checking CJIS to determine if the youth is on probation, the booking JSO will ask the youth and the parent.
 7. Juvenile Hall staff will verify that the youth, the parent and other siblings will not be placed in danger if he/she is released to his/her parent or other. This determination will be made after questioning the youth and the parent[s].
- B. Agreement to Appear (ATA) forms, are available in both English and Spanish versions. Two (2) basic forms are available and are described as follows:
1. Form CD-724 is signed by the parent and is used primarily for release on traffic and/or tobacco (cite out) warrants. Youth brought into Juvenile Hall on cite out warrants may be released with a notice to appear (ATA).
 2. For any traffic or WIC 256 warrants, confirm in CJIS. During business hours, contact the court clerk requesting the youth be scheduled for court, and release on a promise to appear. During non-business hours detain youth until the court clerk's office is open and request the matter be calendared and release youth on a promise appear.

NOTE: If in doubt, detain the youth until the matter can be further investigated by the Intake officer in the Juvenile Division.

Juvenile Hall staff will verify the identification of person who takes custody of the youth.

3. All property belonging to the youth except contraband and or weapons will be returned to the youth at the time of his/her release. The youth will review the inventory list of the property and sign the property sheet stating that all property of theirs has been returned to them.
4. Juvenile Hall staff will collect all county property from the youth prior to release.
5. Juvenile Hall staff will inform the nursing staff, Behavioral Health staff and school of the youth's release from custody.

6. Juvenile Hall staff will complete the ATA with both the parent and the youth signatures. A completed copy will be provided to the youth. Any and all questions about the form are to be explained prior to release of the youth.
7. After Juvenile Hall staff completes Part III of the Booking Sheet, the youth may be released.
8. Juvenile Hall staff will print a copy of the ATA and attach it to the booking sheet and forward it to JSC.

C. Arrest Prior to Release

1. Any time prior to release, a SDPO or DPO may arrest and re-book a youth for new charges.
2. The procedure needed to support the arrest includes:
 - a. A Crime Report will be completed by the SDPO on duty.
 - b. The youth will be notified of the arrest and advised of their Miranda Rights according to the booking procedure
 - c. The youth will need to be re-booked into custody on the new charges.
 - d. The youth's assigned probation officer will be notified of the arrest and pending charges via email.
3. The report will be forwarded to the assigned Deputy Probation Officer for review to determine if a filing will be requested by the District Attorney.

D. Authority to Release

1. For those cases where Juvenile Hall receives a youth into detention from a law enforcement agency, Juvenile Hall staff may authorize subsequent release from secure detention when: (1) the youth is otherwise eligible for release; (2) the parents/guardians are readily available; (3) the parents agree to arrive or authorize release to a responsible party at some future time; or (4) circumstances change making the release reasonable, including release to WIC 601 status; and after an investigation is conducted pursuant to Section 628 WIC.
2. Pre-detention releases from Juvenile Hall during nonbusiness hours require SDPO approval.
3. Release decision of youth in custody as of 0800 hours of the first working day after booking is the responsibility of the Juvenile Division Intake Officer.

E. Computation of Time and Release Procedures for Adult Court Commitments

Youth committed to Juvenile Hall from Adult Court, as part of a sentence imposed subsequent to a finding of unfitness in Juvenile Court will be handled differently from the rest of the population in the following regards:

1. Such commitments are eligible for application to the Sheriff's Parole Board for hearing on "Sheriff's Parole" after serving one-half the time sentence. It is the youth's responsibility to request such hearing and complete the application.
2. The court will generally provide an account of the days already served in custody, which is subtracted from the sentence time in order to compute the release date.
3. All computations should be summarized on the Booking Sheet and checked with the supervising Deputy Probation Officer, if necessary.
4. The court will indicate if other sentences are to be served consecutive or concurrent with the initial sentence.
5. Upon release, send the supervising Deputy Probation Officer a copy of the Booking Sheet showing the anticipated release date.

F. Duties at Release

1. Prior to the youth's release from custody, the youth is responsible, unless otherwise directed, to strip the bedding from the bed, return all issued clothing to be laundered, and clean the room.
2. Staff is responsible to inspect the room for damage or vandalism, write an incident report if necessary, report any maintenance required to restore the room to its original condition, return the youth's property.
3. Other Duties - Supervision Staff shall:
 - a. Notify the youth's parents or guardians of the youth's release
 - b. Verify the identity of the youth being released by inspecting their wristband and photo identification.
 - c. Verify the identification of all persons to whom the youth is released and assure all release papers are signed.
 - d. Return all personal clothing and valuables.
 - e. Notify the facility on-duty nurse for coordination with outside agencies; and,
 - f. Notify Behavioral Health and school staff.

G. Log Entry of Release

All releases should include the name of the juvenile, the date the release was made, and who authorized it. All releases are to be entered into the electronic CT Log.

H. Released Due to Escape

In the event a youth escapes from the facility, the youth's Booking Sheet and documents reflecting release will show the youth was released by "escape." The file will be closed at that time and the youth removed from the population. Upon the youth's return, a new Booking Sheet will be required for the escape, plus any new charges.

I. Release of youth to themselves

1. Releasing a youth under 18 years of age to themselves is prohibited.
2. In the event a parent or guardian is unable to pick up the youth at release, other transport arrangements will be made with the parent's consent. Parental consent shall be noted in the custody file including date and time of consent and the name of the parent or guardian who gave consent.
3. The release of 18 year old and older youth from the facility will adhere to the following procedure:

Have the youth sign the Booking Sheet as "released to self."

- a. If the youth is leaving the facility, the youth will be considered released at the "front door." We can be liable if we transport the youth to any location other than the place where we took custody (our front door). Exceptions can be made upon youth's request, but such exceptions require consultation to minimize our liability.

J. Release of Property

1. Upon release from custody, the facility shall release and return to the youth all of the youth's property, possessions and valuables retained by the facility, except for contraband.
2. Missing items will be noted and every reasonable effort will be made to locate or recover the missing property and return the same to the youth at the facility's expense.
3. The youth may authorize release of property to others. Such release must be approved and signed for by the youth. The facility will not be responsible for property left longer than 30 days after the youth's departure from the facility. At that time, the assigned officer will be notified to facilitate the youth obtaining their property.
4. Property of youth who escape will be retained 30 days and then returned to the youth's parent/guardian at their expense.

5. Property, which cannot be returned, will be disposed of as necessary under the direction of the Chief Deputy. The facility assumes no responsibility for property not inventoried at admission, although reasonable care will be given to protect and return all property.

K. Temporary Release From Custody / Furlough

Once a youth is in our custody, they do not leave the facility without officer escort, except for the following circumstances:

1. By court order for furloughs, visits, etc.
2. With a Deputy Probation Officer for court, appointments, pre-placement visits or interviews away from the facility.
3. By special authorization of the administration on a case-by-case basis.,
4. Juvenile Hall has authorization to release youth for doctor appointments, etc. per a blanket Court order, with the supervision of a JSO or DPO.
8. 5. Whenever a youth leaves the facility on a furlough unaccompanied by a JSO or DPO, the signature of the youth is needed upon departure.
6. Appointments, pre-placement visits and interviews, which do not need to be done off-site, will be done within the facility.

L. Time/Date of Release

1. For those youth committed by the Juvenile Court for a specific release time that date and time will be entered on the admission record. For commitments of a nonspecific time:
2. Forthwith - A forthwith commitment will be for the number of days indicated. The date of booking will be considered the first day and time will be counted as calendar days.
3. Long-Term Commitment - Same as "Forthwith."

M. Release Procedure

If the court or probation determines the youth is releasable, complete the following:

1. Make sure the person ordering release is empowered to do so. Have a court order or verify with a supervisor or with the court that an order is in the process of being prepared.
2. The ordering official or the supervisor you speak to will be the individual identified in Part 3 of the Booking Sheet under "Release authorized by:"
3. Verify the identity of the guardian to whom you are releasing the youth.

4. Turn over all the youth's property according to the property sheet (no weapons).
5. Have the youth inventory their property and sign the property sheet.
6. Collect all county property from the youth, if applicable.
7. Fill out Part 3 of the Booking Sheet (self-explanatory).
8. Have the guardian sign for the youth.
9. The youth is now free to go with the guardian.
10. File and distribute all remaining copies of the Booking Sheet and other documents as outlined in the booking checklist, if not already accomplished.

N. Home Supervision Release

1. After Detention Hearing, releases on home supervision shall be determined by court order.
2. Home Supervision DPO and Juvenile Division to release the youth in a timely manner to the authorized adult.
3. The youth shall be required to sign a written promise that he or she understands and will comply with the specific conditions of the Home Supervision Agreement as a condition of Home Supervision release.
4. The youth's parent(s), legal guardian or responsible relative shall be required to sign a written promise that he or she understands the specific conditions of the Home Supervision release and agrees to have the youth appear in Court as directed.
5. Verify the identity of the parent or guardian to whom you are releasing the youth.
6. The Home Supervision DPO or authorized officer is to complete the Home Supervision Release Form, review the expectations, and obtain an agreement on conditions of release.
7. Explain to youth and guardian that a DPO will check on youth until the next hearing. If youth violates agreement, the youth may be taken into custody.

O. Transitional and re-entry Services

1. The facility administrator shall develop and implement policies and procedures for post-dispositional youth (CVA, Detention, and SOAR) to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.

5.4 Classification Pursuant to Section 1352

- A. The security classification system and housing assignments shall consider the need for single or double room assignments, provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings. Housing assignments shall:
- i. consider the need for single or double assignment
 - ii. consider facility populations and physical design of the facility;
 - iii. provide that a youth shall be classified upon admittance to the facility;
 - iv. , (e) provide that
- B. The classification system is determined by a combination of the following factors:
1. Court status and present offense
 2. Criminal offense history
 3. Prior behavior while in the facility or other institutions
 4. Gang affiliation
 5. Conflicts with other youth
 6. Court-ordered restrictions as to the association with other youth
 7. Requests from investigating agencies to segregate co-defendants
 8. Age and maturity of the youth
 9. Mental or physical health issues/conditions
 10. Developmental and cognitive processing disabilities
 11. Gender and gender identity
 12. Current probation recommendation
 13. Program needs
 14. Sophistication
 15. Legal status

As these factors change during the youth's stay in custody, it is expected that the security level may be modified.

Facility staff shall not separate youth from the general population or assign youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status.

This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.

Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

- C. The on-duty JSOIII/ Supervising Deputy Probation Officer is responsible for determining the classification, housing and programming, which will then be reflected on the Daily Population Report.
- D. In determining on which unit the youth shall be housed, the JSO III, acting shift leader or Supervising Deputy Probation Officer shall consider the classification factors listed in subsection A of this section in determining appropriate unit assignment. Staff on the units will be responsible for providing new information and making recommendations regarding the classification level to JSO III/Supervising Deputy Probation Officers.
- E. NOTE: Youth placed on suicide prevention protocol shall not be housed in Holding Room #5.
- F. Housing is generally based on the following:

Coastal Valley Academy (Islay and Morro)

- For youth who have been court ordered to participate in the Coastal Valley Academy

West Unit

- All youth
- **Center Unit**
- Overflow from other units based on the needs of the facility
- Youth whose gender orientation would place them at risk for victimization
Youth with sexual charges that require separation from older youth due to being 14 years or younger, or have identified mental or developmental/cognitive disabilities that place them at risk of victimization
- Youth on Secure Track needing to be housed separate from younger less sophisticated youth

- G. Security Classifications:

- 1. General Population (GP): Youth are allowed to participate in institutional activities including the regular school program, work details

inside the institution and full recreation and program activities. May have a roommate if eligible pursuant to the Privilege System.

2. Secure Track: Youth who have been adjudicated of a WIC 707 (b) offense and committed to the Juvenile Hall.
3. Restricted Status- Youth who are prohibited from having roommates based on the factors listed in Section A. Examples would include, but are not limited to: being hostile or uncooperative; returning on a warrant, being a flight risk, having severe charges, needing restraints for court, combative/threatening behavior or being on Administrative Separation status. Only Supervising Deputy Probation Officers may place or remove youth from "Restricted" Status. Restricted status youth may be authorized to have a roommate with approval from the Chief Deputy of the Custody Division or his/her designee.
4. Special Modified Program: This category is for those youth who do not fit into the regular institutional programming and no other classification appears to be appropriate.
 - a. Those placed in this status may include high security risk cases, youth with serious medical problems that require medical isolation, youth with severe Behavioral Health issues requiring a specialized programs.
 - b. Anyone in this category will have a program individually designed to meet the needs of the youth utilizing the Special Modified Program form. Prior to placing a youth on modified program status a facility staff shall conduct a meeting with the Supervising Deputy Probation Officer and a representative of Behavioral Health, Public Health and the Court School to formulate the specifics of the modified program and to ensure the youth's physical, mental and educational needs are met.
 - c. Youth placed on "Special Modified Program" status require the Approval of the Chief Deputy of the Custody Division. A review to modify or discontinue a Special Modified Program will be conducted daily.
5. The youth's current status will be noted on the Activity Sheet and Daily Population Report. Changes in status shall be noted immediately in the Shift Log and the on-duty graveyard JSO III or Acting JSO III shall insure status change is noted on the Activity Sheet and Daily Population Report.
6. Administrative Separation: Temporary separation from the general population, for new booking and assessment, suicide watch, physical, medical or mental problem or major rule violation.

7. Room confinement: means the placement of a youth in a locked sleeping room or cell with minimal or no contact with persons other than correctional facility staff and attorneys.
8. Roommates: Decisions regarding roommates will be made on a case-by-case basis by the JSO III or Supervising Deputy Probation Officer.
9. Staff will conduct daily classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody.
10. Youth shall not be separated from the general population or assigned youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.
11. Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

5.5 TRANSGENDER AND INTERSEX YOUTH Pursuant to 1352.5

8. All youth booked into juvenile hall shall have a SOGIE (sexual orientation, gender identity and expression) assessment completed. If, upon completion of a SOGIE assessment, a youth identifies as transgender or is intersex, a SOGIE agreement will be completed to ensure the youth's request for how they would like to be treated is respected.
9. All youth booked into Juvenile Hall shall have a CSEC (Commercial Sexual Exploitation of Children) screening tool completed. This tool assesses the risk of youth being sexually victimized, trafficked, exploited, or victimizing, trafficking or exploiting others.

C. Definitions:

Bi-sexual- sexually attracted not exclusively to people of one particular gender; attracted to both men and women.

Cisgender - Refers to a person whose sex assignment at birth corresponds to their gender identity and expression.

Intersex - Is a general term used for a variety of conditions in which a person is born with a chromosome pattern and /or reproductive or sexual anatomy that does not seem to fit the typical definitions of female or male.

Gay- when a person is sexually attracted to the same sex; primarily refers to a male.

Lesbian – a woman who is sexually attracted to another woman

Gender Expression - how a person expresses gender identity through manner of dress, speech behavior, and/ or other physical attributes.

Gender Conforming - describes a person who expresses gender in a manner that is consistent with societal norms. (e.g. a person who was assigned “female” at birth, who identifies as a female and dresses in a way that society determines a female should dress).

Gender Non-Conforming - describes someone whose gender identity and /or expression breaks societal norms (e.g. someone who identifies as a female but wears clothing typically assigned to males).

Gender Identity - how a person views and understands their own gender (a man, a woman, other)

LGBT – Lesbian, Gay, Bisexual, Transgender, Questioning or Queer

Sexual Orientation- who an individual is emotionally, sexually, or romantically attracted to

Transgender - describes a person whose gender identity does not match their assigned sex at birth

- D. All staff shall respect every youth’s gender identity and shall refer to the youth by the youth’s preferred name and gender pronoun, regardless of the youth’s legal name. The Facility Manager may prohibit the use of gang or slang names or names that otherwise compromise facility operations. Prohibition of gang, slang or other names that comprise facility operations shall be documented in an Incident Report. Documentation will include the justification for the prohibition.
- E. Youth shall be permitted to dress and present themselves in a manner consistent with their gender identity.
- F. Youth shall be provided with the institutional clothing and undergarments consistent with their gender identity.
- G. Youth shall be housed in the unit or room that best meets their individual needs and promotes their safety and well-being.
- H. Youth shall be booked into custody as their birth gender for documentation purposes.
- I. Staff shall consider the youth’s preferences, as well as any recommendations from the youth’s health or behavioral health provider when housing assignment is determined.

J. Automatically assigning youth to a unit or room based on their external anatomy is prohibited. Any decision to house a youth in a unit that does not match their gender identity shall be approved by the Facility Manager and documented in an Incident Report.

K. The Facility Manager shall ensure that transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.

L. Facility staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth are using the bathroom or shower or dressing or undressing consistent with the facility's reasonable and necessary security considerations and physical plant,

M. Officers shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex.

N. Officers shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth when feasible.

(More detailed information regarding PREA is found in section 3.27)

5.6 Orientation of Youth Pursuant to Section 1353

A. Upon admittance to Juvenile Hall, all youth will be oriented to the facility prior to placement onto the units (living area). This process may be deferred until the morning in cases involving late-night admissions. Written, verbal and visual information shall be provided as need indicates.

B. Provisions will be made to provide information to youth with disabilities, limited English proficiency, or limited literacy. Those who are unable to read the orientation literature will have it read to them by staff. Information will be in the form of an orientation video or by providing an interpreter who speaks the youth's language. The orientation shall include:

1. Facility rules, including contraband and searches; and disciplinary procedures;
2. Grievance procedures;
3. Access to legal services and immigration legal services;
4. Access to health care services;
5. Access to religious services;
6. Access to educational and recreational services;
7. Access to counseling services;
8. Information on the court process;
9. Housing assignments;
10. Availability of personal care items and the opportunity for personal hygiene, and daily showers;
11. Correspondence, visiting and telephone use;
12. Availability of reading materials, programs and activities;
13. Use of restraints and chemical agents, and;

14. Use of force and room confinement;
15. Emergency evacuation procedures;
16. Non-discrimination policy;
17. Facility system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;
18. Age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents of suspicions of sexual abuse or sexual harassment;
19. Identify key staff and their roles;
20. the right to be free from physical, verbal, or sexual abuse and harassment by other youth and staff;
21. availability of services and programs in a language other than English if appropriate;
22. a process for which parents/guardian receive information regarding the youth's stay in the facility and at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school, and Behavioral Health;
23. a process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities and.
24. the process for requesting different housing, education, programming and work assignments.

5.7 Separation of Youth Pursuant to Section 1354

- A. At times it may become necessary to segregate a youth from the general population at the Juvenile Hall. This action is referred to as Separation. Youth shall only be separated for the following reasons:
 1. Separation: Temporary separation from the general population for new booking and assessment (while the processes is being completed), suicide watch, physical, medical or mental conditions, assaultive behavior, disciplinary consequences, and protective custody.
 2. Youth who are separated shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.
 3. Youth who are separated will be counseled by an officer to re-direct behavior. Consideration of the youth's positive development and past trauma will be considered.
 4. A youth may be required to complete a reflection activity to help facilitate behavioral change. A reflective activity will be in alignment with the expected behavior outlined in a PBIS Matrix and be appropriate for the youth's cognitive ability.
- B. Youth who are separated for disciplinary purposes shall not be confined to a locked room or be denied any items or services delineated in Section 1390 of Title 15, including:

- Clean Bed or bedding
- Daily shower, access to drinking fountain, toilet and personal hygiene items
- Full nutrition
- Contact with parent or attorney
- Exercise
- Medical and counseling services
- Religious services
- Clean and sanitary living conditions; and the right to send and receive mail
- Education

10. When the objective of the separation is discipline, Title 15, Section 1390 shall apply.

11. When separation results in room confinement, the separation shall occur in accordance with Welfare and Institutions Code Section 208.3 and Section 1354.5 of these regulations.

12. Policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.

5.8 Room Confinement pursuant to Section 1354.5 and WIC 208.3

- A. Room confinement does not include confinement of a youth in a single-person room or cell for brief periods of locked room confinement necessary or required institutional operations.
- B. This section does not apply:
 1. during normal sleeping hours. (2200-0700)
 2. to youth in court holding facilities.
 3. 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, and youth. This exception shall apply for the shortest amount of time needed to address the imminent and substantial risk of harm.
 4. when a youth is placed in a locked cell or sleep 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.

5. when a youth is placed in a locked cell or sleep room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner.
- C. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:
1. Room confinement shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
 2. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.
 3. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.
 4. A Room Confinement Incident Report shall be written for behavior causing a threat to the safety or security of any youth or staff.
 5. A Room Confinement Progress Sheet (AKA: Salmon Sheet) shall be started at the time room confinement begins.
 - a. Youth who are on room confinement will have their behavior documented every hour. The JSO who is documenting the youth's behavior will update the JSO III within one hour of room confinement.
 - b. Youth who are on room confinement will meet with Behavioral Health immediately, or as soon as reasonably possible.
 6. If an officer believes at any time a youth can be cleared from Room Confinement, the officer shall notify the JSO III or on duty SDPO for consideration.
 7. A youth on room confinement shall have their behavior assessed 2 times during a period of 4 waking hours by a JSO III or a SDPO, (0700-2200).
 - a. The JSO III will document a summary of the assessment of the youth's behavior in the Incident Report document.
 - b. An assessment will involve a face to face conversation with the youth, evaluating their ability to safely return to programming.
 8. If determined to be safe, the youth is to be returned to the general population.
 9. If youth cannot safely return to programming, factors justifying continued room confinement must be documented.
- D. A youth may be held up to four hours in room confinement. If room confinement must be extended beyond four hours, staff shall do the following:
1. Obtain documented authorization from SDPO or CDPO, or on-call SDPO.

2. 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 he or she is eventually released from room confinement.
3. Develop an individualized reintegration plan in collaboration with Behavioral Health, a SDPO, or the youths DPO that includes the goals and objectives to be met in order to reintegrate the youth into general population.
4. Continue assessing youth every 2 waking hours by a JSO III or SDPO, explaining what factors justify the extension of room confinement.
5. Obtain documented authorization by the facility superintendent or a SDPO every two hours thereafter.
6. If no SDPO or CDPO is in building the on-call SDPO must be contacted.

5.9 Institutional Assessment and Plan Pursuant to Section 1355

- A. The case plan should be completed within the first 20-25 days after detention by the assigned Institutional Case Management Committee utilizing the Detention Assessment Case Plan Form. The committee will consist of at least the assigned DPO or their Supervisor, a JSO III or an Institutional SDPO, Behavioral Health Therapist, Education Representative and Nurse or Nurse Practitioner. Additional personnel may be assigned at the direction of the Chief Deputy.
- B. The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths, including, but not limited to identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma and family strengths and needs.
 1. For pre-adjudicated youth, the plan shall include, but not be limited to:
 - 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;
- C. Once the youth is adjudicated, in addition to the items noted above, the Institutional Assessment Plan shall include, but not be limited to the following:
 1. Periodic evaluation of progress towards meeting the objectives, including periodic review at 30 day intervals and discussion of the plan with the youth; including documentation on the case plan form of progress or completion of objectives.

2. A transition or aftercare plan will include the input of the parent and/or supportive adult, and youth, and to be completed prior to the youth's release.
 3. Contact with the Regional Center for the Developmentally Disabled for youth that are developmentally disabled and includes provisions of Section 1413(b).
- D. Upon the youth's release the institutional assessment, case plan and progress reports will be stored in Monitor for the applicable year.
- E. The Chief Deputy shall establish and maintain a tracking system to insure compliance with established time frames pursuant to Title 15 and Juvenile Hall policy.
- F. Secure Track Youth

5.10 Counseling and Casework Services Pursuant to Section 1356

- A. An Institutional Case Management Committee will be established and maintained by the Chief Deputy to assess and case manage youth detained by the Court and will continue in that capacity until their release.
1. The Institutional Case Management Committee will consist of an SDPO or JSO III, the assigned DPO or their Supervisor, Behavioral Health Therapist, Educational Representative, Nurse or Nurse Practitioner and any other personnel as assigned by the Chief Deputy.
 2. The Institutional Case Management Committee will meet weekly or as needed to conduct initial assessments and all required case plan assessments thereafter.
- B. The Institutional Case Management Committee shall be responsible for addressing the youth's needs while in custody including but not limited to:
1. Assisting the youth with various personal needs or concerns to ensure that the youth in their care will reach the maximum level of functioning while in custody and prepare them for a successful reintegration to the community.
 2. The case plan meetings should address the following:
 - a. Summary of youth's medical, Behavioral Health and education needs and progress;
 - b. Youth's participation in case management services
 - c. Youth's attitude in juvenile hall Youth's level of cooperation and behavior while in the Juvenile Hall (i.e. reflection time, incident reports etc.)
 - d. Evaluation of goals and those accomplished
 - e. Frequency of family contact
 - f. Frequency of outside contact with service providers

- g. Identification of problems/issues in custody and steps to resolve them
- 3. Facilitate contact with parents, attorney, clergy persons, Probation Officer, or other public official.
- 4. Referral to program activities and services such as substance abuse, Behavioral Health and public health counseling.
- 5. Assisting the youth in custody with filling out applications for school, work, financial aid and other types of programs.
- 6. Keeping consistent record of programs attended by the youth while in juvenile hall, also conferring with the assigned Probation Officer and current Court order to ensure the youth's court commitments are being fulfilled (re: victim impact, AA and NA)
- 7. Answer questions concerning upcoming visits, furloughs, appointments or court dates.
- 8. Maintaining contact with Probation Officers and various relevant sources to keep youth up to date on his/her case.
- 9. Communicating directly with relevant professionals about youth's needs within the Juvenile Hall.
- 10. For Post Dispositional Youth:
 - a. a transitional plan shall be added in accordance to section 1351 and contents will be subject to existing resources.
 - b. in as much as possible and if appropriate the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.
- C. The Supervising Deputy Probation Officer assigned to the Institutional Case Management Committee shall ensure institution case plans are properly documented and filed within the established time frames.

5.11 Use of Force Pursuant Section 1357

- A. This policy was developed in the cooperation with the responsible physician and provides guidance and direction in the use of force by Juvenile Hall sworn personnel in the lawful performance of their duties. Force shall never be applied as punishment, discipline, retaliation, or treatment.
- B. DEFINITIONS
 - 1. **Physical Force:** The use of hands, other parts of the body, objects, instruments, chemical devices, or other physical methods to restrain, subdue, or to compel youth to act in a particular way, or to stop acting in a particular way. ***Pointing oleoresin capsicum (OC pepper spray) or other approved force instrument at a person for the purposes of***

gaining control or compliance is a reportable action under this policy.

2. **Non-Deadly Force:** Physical force other than deadly force. A type or amount of force that does not carry a substantial risk of causing death.
3. **Deadly Force:** Physical force that has substantial risk of causing death.
4. **Reactive Use of Force:** The use of force in situations where time and circumstances do not permit approval by higher-ranking staff, or consultation or planning. Situations which may call for the reactive use of force include, but are not limited to, a youth climbing the perimeter fence, a youth beating another youth or staff member in front of an officer, a youth repeatedly battering his head into a concrete wall, a youth attacking a JSO, or a spreading riot.
5. **Planned Use of Force:** The use of force in situations where time and circumstances allow for consultation with, and approval by, higher ranking staff, and where there is some opportunity to plan the actual use of force.
6. **Corporal Punishment:** The use of physical force for the purpose of punishment.
7. **Reasonable Force:** The use of physical force to achieve a legitimate correctional objective, where the type and amount of force are consistent with the situation and the objective to be achieved; and where alternatives to physical force are unavailable or ineffective; and where the force used is reasonable and necessary to control the situation to ensure the safety and security of youth, staff, others, and the facility.
8. **Excessive Force:** A type or amount of force beyond that which is reasonably necessary to control the situation and achieve the correctional objectives; or the continued use of force after it is no longer reasonably necessary.
9. **Imminent Threat:** an immediate threat which could reasonably be expected to cause serious physical harm or death.
10. **Supervisor:** When this use of force policy refers to supervisory approval or supervisory direction, it is intended to include higher ranks within the security series, probation supervisors and managers.
10. **Security Restraints:** Handcuffs, flex cuffs, leg irons, belly chains, and similar equipment designed to prevent a youth from escape or from injuring others, and/or to restrict his or her movement.
11. **Shield:** A Plexiglas shield with attached handles, designed to be utilized in containing a combative subject, and protecting officers from kicks, strikes or bodily fluids.

12. **Full Restraints:** A specific configuration of security restraints involving the use of handcuffs, leg irons and a belly chain.
13. **Use of Force:** Any situation in which a staff member uses physical force against a youth or other person, with the exception of those situations in which security restraints are used in a standard manner for arrest, transport, or to immobilize, and in which no active or passive resistant was present.
14. **Cognizant Manager:** For the purpose of this policy, the cognizant manager will be defined as the on-duty or on-call Supervising Probation Officer, or Chief Deputy.
15. **OC:** OC refers to any aerosol dispenser containing oleoresin capsicum as an active chemical agent along with inert substances and/or propellants.
16. **Preliminary Review:** The review of use of force incidents by a supervisor.
17. **Protective housing:** single room with a camera or a Holding room.
18. **WRAP Restraint System:** A specific type of restraint device designed to immobilize a combative and resistive subject by immobilizing their legs and arms.

C. TRAINING

1. Juvenile Services Officers shall receive training on the nature, meaning and interpretation of this policy during their Facility Training Program.
 - a. Training shall include but not limited to known medical conditions that would contradict certain types of force; acceptable chemical agents; methods of application; signs or symptoms that should result in immediate referral to medical or Behavioral Health staff; the Constitutional Limitations of Use of Force; physical training force options that may require the use of perishable skills; timelines the facility uses to define regular training; and requirements of the decontamination of chemical, if such agents are utilized and appropriate response if the current use of force is ineffective.
 - b. Training shall further include de-escalation techniques and trauma informed approaches.
2. At the end of such training, every employee shall demonstrate adequate comprehension of the relevant provisions of this policy and sign that they have received a copy of this policy and training on the application and interpretation of this policy.
3. This policy shall supersede any contradictory information in any non-Departmental use of force training that an employee may attend.

4. Officers shall stay in compliance with the department's annual training requirements related to use of force options.

D. GENERAL PROVISIONS

1. Physical force may only be used to accomplish the following legitimate correctional objectives.
 - a. To prevent or stop the commission of crimes, including riot, assault, escape, hostage taking, etc.
 - b. To prevent an individual from injuring or killing himself or herself, or others.
 - c. To prevent or stop the destruction of property that could create a safety hazard to youth and/or staff.
 - d. To enforce institutional policies and regulations.
 - e. To affect an arrest.
2. Force shall never be applied as punishment, discipline, retaliation or treatment.
3. Normally, physical force shall not be used in a situation until:
 - a. Counseling the youth or giving a warning or command, and if practical, repeated.
 - b. The youth(s) have had time to comply with the warning or command.
 - c. It appears that the youth(s) are going to continue to resist the order or staff control of the situation.
 - d. Non-force alternatives (e.g., intervention by Behavioral Health staff) are not reasonably available or have also been tried unsuccessfully, and the situation cannot reasonably be allowed to continue.
4. The need for physical force is established by considering all elements of the situation confronting officers, applying a "reasonable person" standard, and recognizing that officer's decisions must be based on their perceptions during the situation, rather than on analysis after the fact.
5. The level and amount of force used must be limited to force that is reasonable and necessary to ensure the safety and security of youth, staff, others and the facility and to control the situation, overcome resistance and attain the correctional objective(s).
6. The use of force must be terminated as soon as the justification for its use is no longer present. (For example, when a youth has stopped resisting and is under staff control.) Also, force may be reapplied if

resistance begins again and the conditions for the use of force are again present.

7. This Department does not recognize a traditional or rigid use of force continuum. Although force should usually be escalated from the lowest practical level considering the situation, up to a level that successfully controls the situation; there is no requirement to begin at any particular type or amount of force. Also, there is no requirement that, before using a given type and amount of force, every lesser amount and lesser type of force must have first been exhausted.
8. Risk: In performing their legal duties, employees are not expected to assume unwarranted risk of death or serious bodily injury. Withdrawing from the scene and calling for assistance may be the best response. If a situation involves self-defense or the immediate protection of others, staff shall be prepared to act quickly and decisively to preserve life and/or prevent injury.
9. Corporal punishment is prohibited under any circumstances. Non-physical forms of intentional cruel punishment, such as public humiliation, are also prohibited under any circumstances. Corporal punishment or intentional cruel punishment is grounds for disciplinary action, up to and including dismissal.
10. Only Department authorized, and Department issued or approved instruments of physical force may be used to apply force. Officers shall not be authorized to carry or use firearms, chemical agents, baton, or security restraints until they have completed departmental training on the application and use of this equipment. Departmentally authorized instruments may include restraints, chemical agents, or other physical force methods.
 - a. The carrying or use of unapproved personal weapons, devices or equipment for the application of force is prohibited. Use of such equipment is cause for disciplinary action, up to and including dismissal.
 - b. **Exception:** In a situation where an officer or other person is in imminent danger of death or great bodily injury, and where time and circumstances do not permit use of Department approved and trained instruments or methods, officers may use any reasonable means available to control the situation.
11. It is the expectation of the Department that all staff, sworn and non-sworn, SHALL, to the best of their ability, and given the nature and circumstances of the incident, intervene and take affirmative action necessary to stop any inappropriate use of force.
12. Security restraints shall never be used for punishment, and restraints shall not be intentionally applied in a manner that will cause unnecessary

pain, nor applied continuously for an unreasonable length of time, nor be allowed to create a substantial risk of a serious medical problem.

13. It is a violation of this policy to harass or otherwise verbally provoke youth into an assault on staff in order to justify the use of force against those offenders.
14. Medical and Behavioral Health services shall be provided to those involved in a Use of Force as soon as possible. The on-duty Supervisor / JSO III shall contact the on-duty nurse to assess the youth for injuries and determine if further medical care is required.
15. Youth showing any signs of injury, appears to be injured or complains of injury shall be transported to a hospital emergency room for medical clearance when no nurse is on-duty.
16. Each situation involving any use of force shall be documented in writing, and in detail, including medical care and Behavioral Health treatment provided to the involved youth(s), as soon as possible by each individual staff member involved in the use of force and such reports shall be completed before completing the shift or workday, except in cases where an extension is specifically approved by the on-duty supervisor, on-call SDPO, or Chief Deputy.
17. Nothing in the above sub-sections is intended, or should be interpreted, as preventing a staff member from taking reasonable measures to protect himself or herself, to protect the lives of others, to stop disturbances, or to stop escapes.

E. CONTROL AND COMPLIANCE HOLDS

1. Control and/or compliance holds are specifically designed to either immobilize the subject or compel compliance through the incrementally applied pressure to specific areas of the subject's body.
2. Control and/or compliance holds are based upon the principles of pain compliance. Pain is incrementally introduced by applying pressure to specific areas of the subject's body, commensurate with the subject's level of resistance. Once the subject complies, officers shall incrementally reduce the level of pressure applied.
3. During the use of a control/compliance hold, pressure that is applied to the subject beyond the point of compliance shall be considered a form of corporal punishment and may lead to discipline, up to and including dismissal.
4. In general, only those control and compliance holds which have been authorized by the Department Training Unit and taught by Departmental instructors are allowable. Only officers who have received such training are authorized to use control and compliance holds. However, should these control and compliance holds prove to be ineffective in a specific

situation, officers may utilize any reasonable alternative means available to control the situation.

F. OTHER HAND-TO-HAND PHYSICAL FORCE METHODS

1. In addition to compliance holds, there are a wide variety of hand-to-hand physical methods, which may be available to staff members, based on their training, background and experience, and the nature of the situation. It is not possible to specify all of these additional methods and techniques, but they include punching, kicking, wrestling holds, the use of pressure points, and a wide range of other possibilities.
2. In general, these methods should be restricted to situations involving self-defense or the immediate defense of others where no safer method of control or defense is available.
3. In situations where physical force must be used, staff is specifically prohibited from punching or kicking a person into submission unless there are no reasonable alternatives.

G. SECURITY RESTRAINTS

1. The standard use of security restraints, including handcuffs, leg shackles for arrest, escort or transportation or in other situations where security restraints are used as standard procedure, and in which no resistance is encountered is not a use of force within the meaning of this policy.
2. The use of physical force on a youth to apply security restraints constitutes a use of force within the meaning of this policy.
3. Staff shall consider any known medical conditions that would prohibit certain restraint devices.
4. The affixing of hands and feet together behind the back (hog tying) is prohibited.
5. Restraints may never be placed about the neck, or in any manner that restricts blood circulation or breathing, nor may tape be placed around the nose, mouth or neck. The use of restraints in any of these manners, or for punishment or to intentionally inflict unnecessary pain, is grounds for disciplinary action, up to and including dismissal.

H. PREGNANT YOUTH

1. Only force that is deemed necessary is allowed to gain compliance on a pregnant youth.
2. Pursuant to Section 222 of the Welfare and Institutions Code, and PC 6030(f) and PC 3407, pregnant youth taken to a hospital or medical

office outside the facility shall be transported in the least restrictive manner possible, consistent with legitimate security needs of each youth.

3. A pregnant youth shall not be shackled by the wrists, ankles, or both during labor, including during transport to the hospital. A pregnant youth taken to a hospital for the purposes of childbirth shall be transported in the least restrictive way possible, consistent with the legitimate security needs of the youth.
4. Once an attending physician determines that a pregnant youth is in active labor, the youth shall not be shackled by the wrists, ankles, or both, unless it is necessary for the safety and security of the youth, staff, or public.

I. PLANNED USE OF FORCE

1. Any planned use of force at Juvenile Hall shall be carried out under the direction of the Shift Leader; supervisory or higher level staff and only after consultation with, and approval of, the on-duty SDPO/ Chief Deputy.
2. Every planned use of force situation or potential use of force situation at Juvenile Hall shall be videotaped, provided that:
 - a. Time and circumstances allow.
 - b. Staff doing the videotaping is not put in a situation of unusual risk.
 - c. The act of videotaping does not present a clear danger of escalating the situation.
3. Videotaping of planned use of force situations shall include taping at least one verbal attempt at resolution and at least two warnings that force will be used prior to the actual use of physical force.
4. All videotapes of actual incidents shall include the date and time of the incident, the name of the staff member doing the videotaping and the name of the ranking staff member in charge of the use of force. Such tapes shall be stored securely and shall be considered confidential and be maintained by the facility for a minimum period of three years.
5. Staff using video tape in disturbance, riot, hostage, or "sit-down" situations should attempt to use the camera to help in later identification of criminal perpetrators, victims, etc.
6. For every planned use of force at Juvenile Hall, it is required that a medical staff member be brought to the situation prior to the actual use of force, unless:

- a. The medical person would be placed in a position of unusual risk.
 - b. There is no medical person at the facility, or there is no medical person available, and to wait until medical personnel could get to the situation would create an impractical delay.
7. All reasonable attempts should be made to allow the facility Behavioral Health staff (if present) to intervene and attempt to de-escalate the youth and discontinue the behavior that is prompting the planned use of force.

J. ROOM EXTRACTIONS

1. A room extraction is defined as the planned involuntary removal of a youth from his/her room when one or more of the following is present:
 - a. A credible threat to the safety of staff, serious risk of self-harm, possession of a weapon, or threat to the security of the institution.
 - b. A youth's behavior results in the serious destruction of property.
 - c. All reasonable efforts to gain compliance have been unsuccessful.
 - d. OC spray is ineffective or the use of OC pepper spray is prohibited on the youth.
2. All room extractions will adhere to the Planned Use of Force Guidelines (Section E above), unless a delay in the extraction could result in death or serious bodily injury.
3. A room extraction shall only be authorized by an on-duty supervisor or the on-call SDPO/ Chief Deputy Chief Deputy.
4. Special consideration shall be given to youth with identified medical or Behavioral Health conditions, developmental disabilities and youth who may not understand verbal directives in English due to language barriers.
5. All staff involved in the actual room extraction shall complete a Use of Force Report.
6. The authorizing on-duty supervisor or higher-ranking officer shall complete an incident report detailing the reasons for authorizing the room extraction by the end of the shift or the following day after the authorization was given. Such report shall follow the documentation guidelines in Section XXI of this policy.
7. Only Juvenile Services Officers who have completed the department approved Room Extraction training shall be allowed to participate on an extraction team. EXCEPTION: In emergency situations, when there is not a sufficient number of staff on-duty who have been trained in room extractions, the on-duty supervisor or on-call Assistant Superintendent /

Chief Deputy may approve the use of non-trained sworn staff to participate in a room extraction.

8. Juvenile Services Officers shall participate in refresher training on room extractions as directed by the Chief Deputy.

K. PROTECTIVE RESTRAINT SHIELD

1. The Restraint Shield is designed to protect staff that must temporarily restrain or control a hostile, physically resistant youth so that he or she can be safely placed in restraints while conducting a room extraction.
2. The Shield is authorized when staff believes that by using the Shield, the risk of injury to staff or youth is reduced, and the youth is combative.
3. Only sworn staff that has completed the department-approved room extraction training is authorized to use the Restraint Shield.
4. Juvenile Services Officers shall participate in bi-annual refresher training in the use of the Restraint Shield as directed by the Superintendent.

L. CHEMICAL AGENTS

- a. Only officers who have successfully completed PC 832 training and the department's OC Pepper Spray training may carry Chemical agents.
- b. Chemical agents may 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.
3. Due concerns must be given to the possibility that innocent bystanders may be affected by the use of chemical agents. However, in emergency situations, the need to use such agents may outweigh the protection of bystanders.
4. When time and circumstances permit, persons other than those against whom the chemical agents are to be directed shall be removed from the area before chemical agents are used.
5. A youth shall not be restrained or held for the sole purpose of rendering him/her relatively immobile, in order to present a more stationary target for a chemical agent. To do so will constitute excessive force and/or corporal punishment, both of which are expressly prohibited and may lead to discipline, up to and including dismissal.
6. Staff, youth(s) or others affected by a chemical agent shall be permitted to wash their face, eyes, and other exposed skin areas as soon as possible after the chemical agent is used. Youth exposed shall be permitted to shower within one hour of the exposure, if practical. All

exposed clothing shall be removed and clean clothing shall be made available immediately, if possible.

7. Youth exposed to chemical agents shall be examined by a health care professional, and Behavioral Health staff immediately or as soon as practical after the exposure.
8. Youth shall not be left unattended until the exposed youth is fully decontaminated and is no longer suffering the effects of the chemical agent.
9. Department issued OC may not be carried or used off duty except for situations where the Department has authorized the carrying of a firearm off duty in response to a specific threat. OC must be stored in the appropriate carrier attached to the officer's duty belt. Belts must be stored in ones assigned locker while off duty, unless attending a department training requiring one's duty belt.
10. It is the officer's responsibility to ensure department issued OC is functionally maintained. If an OC canister is deployed or has an expired expiration date, the officer shall request a new canister from a SDPO. OC spray is stored in the locked equipment room in the upstairs administrative area.
11. OC may **not** be used:
 - a. Once a youth has been restrained, except if the restrained individual's continued physical aggressiveness poses a serious, clear and imminent danger to the youth or others, and if OC offers the least dangerous method to prevent serious injury of death.
 - b. Against individuals known to have asthma or other respiratory conditions, cardiopulmonary or convulsive disorders.
12. At the Juvenile Hall, the on-duty JSO III/Supervisor shall be on the scene and direct the use of OC spray, time and circumstances permitting in planned use of force situation.
13. At the Juvenile Hall, the use of OC shall be videotaped, time and circumstances permitting in planned use of force situations, including at least one attempt at verbal resolution, one verbal warning, the date, the time and the on-camera identification of all staff on scene, time and circumstances permitting. The Department for a period of three years after the date of the incident shall maintain such videotapes.
14. Pointing oleoresin capsicum (OC pepper spray) at a person for the purposes of gaining control or compliance is a reportable action under this policy and requires the completion of a Use Of Force Report.

M. USE OF THE MK-9 OC PEPPER SPRAY CANISTER

1. The MK-9 shall be used in a manner consistent with this policy section.
2. **MK-9 OC Stream Delivery System**
 - a. The MK-9 stream is authorized for use in the facility yard and gymnasium only and is prohibited from being used inside the facility unless approved by the on-duty/on-call Supervising Deputy Probation Officer or Chief Deputy.
 - b. The MK-9 stream will be identified by a white band around the label of the canister.
 - c. The MK-9 stream canisters will be stored in the safes located on each living unit along with a carrier approved by the Chief Deputy.
 - d. The MK-9 stream should not be delivered at a distance of less than 6 feet from the intended target.
 - e. Officers shall remove the MK-9 from their person and secure it in the designated location upon returning from the yard as soon as the youth are seated on the unit and/or secured in their rooms.
3. **The MK-9 OC Cone Fogger Delivery System**
 - a. The MK-9 cone fogger is authorized for use inside the facility in planned use of force situations.
 - b. The MK-9 Cone Fogger will be identified by an orange band around the label of the canister.
 - c. The MK-9 Cone Fogger shall be stored in a secured, locked cabinet in the JSO III/Supervisors' offices.
 - d. The MK-9 should not be removed from the secured cabinet on the unit or JSO III/Supervisors' offices unless authorized by the on-duty Juvenile Services Officer III or Supervising Deputy Probation Officer.
 - e. The MK-9 cone fogger should not be delivered at a distance of less than 3 feet from the intended target. This delivery system is designed for area saturation and does not require direct contact.

N. BATONS

1. Officers must successfully complete the department baton training. Officers striking another person with a baton should attempt to strike arms, legs, and center mass.
2. The baton shall not be carried within the Juvenile Hall unless under the specific direction of the Chief Deputy.
3. The specific size and model of baton shall be determined by the Chief Probation Officer or his/her designee.

O. USE OF FORCE REPORTS AND NOTIFICATIONS

1. A Departmental use of force form will be used for all use of force situations.
2. All use of force reports shall include:
 - a. A list of all staff that employed force.
 - b. A list of all persons on who force was used.
 - c. A list of the names of all bystanders and/or potential witnesses, whether staff, members of the public, or youth, whenever possible.
 - d. A precise description of the incident, the events leading to the use of force, and the reasons for employing the force.
 - e. A description of the weapon, restraint, chemical agent, other security devise, control hold or other type of force that was used, and the manner in which it was used.
 - f. A description of every attempt to resolve/de-escalate the situation, including other levels of force employed prior to the level of force that was successful in controlling the situation.
 - g. A description of any injuries suffered by staff, youth or others, and the treatment given , including decontamination procedure if OC was deployed.
 - h. Identification of the staff member authorizing and/or deciding to use force and of any staff member supervising the use of force.
3. When time and circumstances permit, but as soon after an incident as possible, staff shall obtain detailed color pictures of any injuries.
4. In any situation in which a youth or other person is complaining that a staff member used excessive force or in any situation in which a youth or other person appears to be uninjured but claims to have sustained an injury as a result of use of force by a staff member, efforts shall be made to take color photographs of the person or persons upon whom force was used, as quickly as is practical.
5. Any such photographs taken shall have the time and date of the photograph printed in ink on the back of the photograph along with the name of the photographer. When the photographs taken are not of the Polaroid type, the staff member arranging or taking the photographs shall document the date, time and name of the photographer in the use of force report, or in an addendum to that report.

6. In the event of a reactive use of force, the involved staff member(s) shall notify the appropriate supervisor as soon as practical that a use of force situation has taken place.
 - a. For planned use of force situations, supervisory notification should have occurred before the actual use of force. If, for any reason, that has not occurred, the staff members shall make such notification involved as soon after the situation as possible.
 - b. This requirement for immediate verbal notification shall not in any manner alter the requirements for written reports as specified herein.
7. Any use of force situation resulting in death or serious injury to any person, shall be reported immediately to the Chief Probation Officer and Chief Deputy.
 - a. Notifications should be made by the on-duty supervisor.
 - b. If for any reason a supervisor is not on duty, it shall be the responsibility of the officer acting in a supervisory role to make these notifications directly.
8. Any probation staff that witnesses excessive, inappropriate or improper use of force, or received an allegation of excessive or improper use of force by a peace officer, shall verbally report that situation to his or her immediate supervisor as soon as possible.
 - a. The reporting officer(s) shall complete a written report describing the situation/incident within one working day. Failure to report as described immediately above shall be grounds for disciplinary action, up to and including termination.
9. Youth who have been involved in a use of force, who wish to file a grievance regarding their treatment, may do so using the standard grievance process.
10. The parents/guardians of youth involved in a Use of Force shall be notified by a Supervisor or a JSO III within 24 hours.

P. DOCUMENTATION, PRELIMINARY REVIEWS, and DEBRIEFING

1. Each situation involving any use of force, including the WRAP shall be documented in writing, and in detail. Details shall include the circumstances leading to an application of restraints, and any known medical conditions that would contradict certain restraint devices or techniques. Each individual officer involved in the use of force or the application of the WRAP, shall complete Incident Reports and/or Use of Force report by the completion of their shift or work day.
2. Every use of force situation will be reviewed by the Supervising Deputy Probation Officer. If the Supervising Deputy Probation Officer was

involved in the use of force, then the Chief Deputy will review the incident or assign to another supervisor.

3. Preliminary reviews shall be completed within a reasonable time but no later than 48 hours after the incident and submitted to the Chief Deputy. All preliminary reviews shall include a written recommendation from the Supervising Deputy Probation Officer conducting the review as to whether the application of force was in compliance with this policy. This recommendation shall be signed and dated.
4. Preliminary reviews shall be conducted primarily by reviewing the written reports of involved officers, youth and witnesses, and reviewing all available video.
 - a. The on duty SDPO will review all available video of the incident. The officers involved by also be shown the footage in the presence of the SDPO for training purposes.
 - b. All involved officers may debrief the incident with a JSO III or a SDPO for the purposes of training as well as mitigating the effects of trauma that may have been experienced by staff and/or the youth involved.
 - c. The debrief will be documented in the UOF report.
5. The Chief Deputy shall also read the preliminary review to ensure compliance and when applicable make a decision about the necessity of an internal investigation. That decision shall be based upon the severity of the incident, the completeness and agreement of the written reports, the likelihood of grievance or litigation over the incident, the occurrence of staff error in following policy or procedure and other potential benefits of an investigation.

5.12 Physical Restraints Pursuant to Sections 1358

This policy was developed in cooperation with the responsible physician and Behavioral Health director. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.

Physical restraints may only be used for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm.

A. WRAP RESTRAINT SYSTEM

1. The Wrap Restraint System is a tool utilized in the Juvenile Hall designed to immobilize the legs and hands of a combative and/or resistive youth. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain youth for movement or transportation within the facility.

2. Juvenile Hall staff may use the Wrap Restraint, upon approval of the on-duty supervisor or the on call supervisor or Chief Deputy, when it appears that a less restrictive alternative would be ineffective in controlling a youth's behavior.
3. The Wrap Restraint shall not be used as a form of punishment or discipline, or as a substitute for treatment.
4. Prior to placing a youth in the Wrap Restraint, the on-duty supervisor, in consultation with the on-duty nurse (if available), shall decide if the youth has any known medical conditions that would prohibit placement in the restraint. **IF NO NURSE IS ON DUTY, THE WRAP SHALL NOT BE USED.**
5. Once a youth is placed in the Wrap Restraint, an officer shall:
 - a. provide continuous direct visual supervision at all times to ensure the safety of the youth including but not limited to injuries and obvious medical problems.
 - b. move the youth to protective housing; either a single occupancy room with a camera or in Holding.
6. Youth placed in the Wrap Restraint shall have their shoes and socks removed to allow the on-duty nurse or officers to visually observe their toes and feet to check for temperature drops and/or bluish color.
 - a. The on-duty nurse shall be called to the scene immediately following the application of the Wrap or if an officer observes or is concerned about changes in the youth's health while in the WRAP.
 - b. Nurses will check the youth's extremities and temp, vitals every 10 min.
 - c. While a youth is in the WRAP, an AED will be readily available.
7. The WRAP log shall be used for all youth placed in the Wrap Restraint.
8. A youth's status shall be documented in the WRAP log every 10 minutes while in the Wrap Restraint noting changes in attitude, behavior and level of compliance with officers.
9. Youth shall be placed in the Wrap Restraint not to exceed 30 minutes unless authorized by a Chief Deputy Probation Officer or Assistant Chief. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour.
10. The on-duty Behavioral Health counselor shall be directed to engage and deescalate the youth once the youth is secured in the WRAP but no later than 15 minutes after placement in the WRAP. If a Behavioral Health counselor is not available, then de-escalation attempts shall be conducted by sworn staff. Additionally, Behavioral Health staff shall determine if the youth requires additional Behavioral Health treatment. If a youth continues to threaten self-harm behavior and there is no on-

duty Behavioral Health counselor, the Behavioral Health crisis team shall be summoned to the facility to assess the youth.

11. While in the Wrap Restraint, youth shall be offered no less than every 30 minutes.
12. The Wrap Restraint shall be inspected following each use by the on-duty JSOIII to ensure all belts and straps are free of tearing or fraying.
13. The Wrap Restraint shall be stored in the designated CERT closet.
14. Only Departmentally trained staff shall use the Wrap Restraint. It is not to be used for any reason other than that for which it is designed and in accordance with the guidelines above.
16. The WRAP is not to be used on female youth who are known to be pregnant.
17. A youth is to be allowed to use the restroom for sanitation needs as soon as safely possible.

5.13 Use of Restraint Devices for Movement and Transportation within the Facility Pursuant to 1358.5

The following are approved policies and procedures developed in cooperation with the responsible physician and behavioral/Behavioral Health director, regarding the use of restraint devices when the purpose is for movement or transportation within the facility that shall include the following:

1. Authorized restraint devices for movement and transportation within the facility include handcuffs, shackles, soft restraints, and , flex cuffs.
2. Only officers who have completed PC 832, Arrest and Control training are authorized to apply restraints.
3. Officers will assess the following prior to placing a youth in restraints for movement within the Juvenile Hall:
 - a. less restrictive alternatives,
 - b. medical,
 - c. Behavioral Health
 - d. trauma informed approaches
4. A ward who is known to be pregnant or in recovery from delivery shall not be restrained by the use of leg irons, belly chains, or handcuffs behind the back unless deemed necessary for the safety and security of the youth, the staff or other detained youth. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

5. All uses of restraints for movement and transportation within the facility will be documented in an Incident Report including the circumstances that lead to the need for restraints and be given supervisor review and approval.
6. Restraint devices shall not be used for the purpose of discipline or retaliation.

5.14 Searches Pursuant to Section 1360

- A. This policy is consistent with Section 4030 of the Penal Code and Section 1360 of Title 15, California Codes and Regulations.
- B. Searches may be conducted as deemed necessary by the Chief Deputy or Supervising Deputy Probation Officer of the Juvenile Hall on a random, routine, or incident-specific basis, consistent with this policy, and state and federal laws. Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth and staff.
- C. Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched and shall not be conducted for harassment or as a form of discipline or punishment. These guidelines will serve to prevent the illegal search and seizure of a youth's person or property. The provisions of this section shall apply to any youth in the Juvenile Hall and shall not differentiate between felony and misdemeanor offenses.
- D. Searches shall, to the extent possible, be conducted in a manner that preserved the privacy and dignity of the person being searched.
- E. Strip searches and visual body cavity searches shall be conducted only with prior supervisory approval and only upon reasonable suspicion that a youth is in possession of a weapon or contraband.
- F. Searches will be conducted by an officer of the same sex. Youth who have identified as transgender will be allowed to choose the sex of the officer that will make them the most comfortable.
- G. **DEFINITIONS**
 1. "Strip search" means a search that requires a person to remove or arrange some or all of his other clothing so as to permit visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.
 2. "Intake search" means searches conducted by the means of pat-downs, metal detector, or clothing searches at the time of admission.
 3. "Pat Down search" means a hand search of a clothed youth.
 4. "Body Cavity" only means the stomach or rectal cavity of a person, and vagina of a female person.

5. “Visual Body Cavity search” means a visual inspection of a body cavity.
6. “Physical Body Cavity search” means physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.
7. “Reasonable Suspicion” means specific or articulable facts to believe a person is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband.

H. Strip Searches and Visual Body Cavity Searches

1. No strip search or visual body cavity search or both may be conducted without prior authorization of the on-duty or on-call Supervising Deputy Probation Officer, or Chief Deputy of the Juvenile Hall.
2. A Juvenile Hall Incident Report shall be completed detailing the specific and articulable facts and circumstances upon which the authorizing Officer established reasonable suspicion. Documentation of an authorized “strip search” or “visual body cavity search” shall include the time, date and place of the search, the name and sex of the person conducting the search and a statement of the results of the search including a list of any items removed from the person searched.
3. Documentation of an authorized “strip search” or “visual body cavity search” shall be retained by the Chief Deputy and made available, upon request, to the person searched, his or her parent or legal guardian, attorney and/or other agencies authorized by law to inspect such files.
4. Persons conducting a “strip search” or “visual body cavity search” shall not touch the breasts, buttocks, or genitalia of the person being searched.
5. All persons conducting or present during a “strip search”, or “visual body cavity search” shall be of the same sex of the person searched. Youth who have identified as transgender will be allowed to choose the sex of the officer that will make them the most comfortable.
6. All strip and visual body cavity searches shall be conducted in an area of privacy, out of view of others persons not participating in the search. All searches shall require two sworn staff to be present.
7. No youth detained at the Juvenile Hall shall be subjected to a “physical body cavity search without a search warrant issued by a magistrate specifically authorizing the physical body cavity search.
8. While Probation staff of the same gender as the person being searched may be present, only a licensed medical physician shall conduct a physical body cavity search.

9. Criss-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.

I. Search of Youth

1. All youth shall be subject to a “pat down,” metal detector and/or clothing search under the following circumstances:
 - At the time of admission;
 - When returning from Court;
 - When returning from kitchen cleaning duty;
 - When returning from furlough;
 - When returning from a meeting with any non-Peace Officer (i.e. attorney, health staff, Behavioral Health staff, etc.)

J. Search of Visitors

1. Staff shall not conduct a pat down or strip search of any visitor or their property. The exception being if the visitor is on formal probation with confirmed search terms and a staff member within the Deputy Probation Officer classification is conducting the search.
2. Visitors shall be required to walk through the metal detector at the entrance of the facility prior to entering visiting rooms or may be subjected to a search by hand held metal detector, as authorized by the on-duty Juvenile Services Officer III, Supervising Deputy Probation Officer, or Chief Deputy.
3. Visitors may be denied entrance into the Juvenile Hall if the metal detector is activated during a search and there is reasonable suspicion that the visitor may be carrying a weapon, contraband, or other property not allowed in the facility.
4. A Court order shall be obtained to exclude a person from visiting, should the Chief Deputy, based on reasonable suspicion, determine a visitor or visitors are a risk to the safety and security of the Juvenile Hall.

K. Contraband Control

1. Preventative measures to control the entry and movement of contraband into the Juvenile Hall, such as weapons, drugs, etc. shall be established to ensure the safety of youth and staff.
2. Youth returning from furlough may be subjected to a strip search or visual body cavity search with prior written authorization of the Chief Deputy or Supervising Deputy Probation Officer based on reasonable suspicion.

L. Search of Secured Property

1. Once a booking is completed and the youth's personal items are stored, a search warrant is required to remove any items that are later desired as evidence, unless the youth is on probation and has a Court ordered search clause.
2. The youth may also consent to a search of his or her property. All consensual searches shall be documented.
3. Property may be removed with the prior written consent of the youth.

M. Strip Search Guidelines

1. The following search guidelines will assist Juvenile Services Officers in determining whether it is permissible to authorize a strip search on youth admitted to Juvenile Hall.
2. The authority to conduct a strip search is derived and restricted by various statutory laws and state regulations including:
 - The United States Constitution, 4th Amendment
 - The California Constitution, Article I, Section 13
 - California Penal Code, Section 4030
 - State Board of Corrections, Title 15 Regulations, Section 1360
3. The Chief Probation Officer has the discretion to identify the time, circumstances, or situations and the manner, which the Juvenile Hall will conduct, strip searches of youth.
4. Upon the admission of a youth to the Juvenile Hall, the JSO III on-duty or the on-call SDPO shall assess the nature and circumstances of the alleged offense to determine if there is reasonable suspicion to authorize a strip search or visual body cavity search.
5. Reasonable Suspicion for purposes of this policy is defined as specific and articulable facts to believe a youth is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband. In other words, an officer must have knowledge of facts, which although is not direct, would cause a reasonable person, knowing the same facts to conclude the same thing.
6. If the on-duty JSO III determines there is reasonable suspicion, he or she shall consult with the on-call SDPO prior to a final decision being made.
7. If reasonable suspicion for a strip search cannot be established, officers shall conduct a pat-down search and a metal detector search upon the youth's arrival. Once the youth has showered and is in Juvenile Hall clothes, officers shall conduct a second pat-down search and metal detector search and clear the holding shower area before escorting youth onto the unit. This process will help to assist with contraband control within the facility.

N. Specific Factors to Establish Reasonable Suspicion

1. The youth has a documented history of concealing contraband/weapons beneath their clothing while previously detained in any facility.
2. Staff members are made aware that a specific item(s) that could be used as a weapon is missing within the Juvenile Hall, and the youth has had reasonable access to the area from which the item is stored or kept.
3. Staff members observe behavior that indicates a youth is attempting to conceal any mood altering substance, drug paraphernalia, weapons, notes, or any other contraband on their person.
4. Staff member receives information from a reliable third party that a youth has used a controlled substance or other mood-altering product within the previous 24 hours or is possibly concealing drugs, weapons, or other contraband on their person.
5. For the purposes of this guideline, “contraband weapons” includes but is not limited to the following:
 - Any object, instrument or item, including the contents of a youth’s hygiene tray, which could be made into an edged, pointed, or blunt weapon.
 - Any substance that can be ingested to alter a person’s mood or behavior.
 - Any drug paraphernalia including, matches, lighter, smoking pipe, straw, rolling papers, or any other object, instrument, or item that can be used to ingest any mood-altering substance.
 - Tobacco products.

O. Strip Search Procedures

1. The Officer should be positioned inside the bathroom with one foot outside the door.
2. The youth should be directed to remove and pass one item of clothing to the Officer at a time. The youth’s clothes are secured outside the bathroom and the youth is directed to face forward.
 - a. The youth is then directed to extend his/her arms forward so the Officer can conduct a visual observation of the youth’s hands, arms, and underarms.

- b. The youth is then directed to turn around and face the opposite direction. The youth is then directed to squat, cough, and stand back up.
- c. A visual observation of the youth's bare feet and toes is then conducted. Male youth are then directed to face forward and move his genitals with one hand to one side, and then the other side. (In the case of a female; direct the youth to raise their breast with one hand one at a time.)
- d. Then, a visual search of the youth(s) neck, face, mouth, ears, and hair is made.
- e. After the strip search is complete, the youth is given Juvenile Hall clothes and directed to put them on. The clothes the youth wore into the facility should then be searched and laundered. Any pertinent information gleaned during the strip search, i.e. injuries, rashes, scars should be passed onto the visually observed on the youth's bare body to the nurse for further examination.
- f. The Booking Officer should inquire as to any visible scarring or injury, and if appropriate, a Suspected Youth Abuse Report shall be completed.
- g. If a strip search is not authorized, the Booking Officer should position themselves outside the door with one foot inside the bathroom, and direct the youth to turn over his/her personal clothes.
- h. After the youth's shower, the Booking Officer shall conduct a second thorough pat down of the youth. The second pat down should be conducted in the same systematic method as the first pat down, including a metal detector search before allowing youth to see the nurse or before escorting the youth to his/her assigned room. NOTE: This is a critical search, especially when a strip search has not been authorized and will be the final opportunity to locate contraband before the youth is allowed onto the living unit.
- i. After the youth is removed from the holding bathroom, the bathroom should be thoroughly searched and the on-duty supervisor advised of any unusual findings such as discarded contraband.

P. Admission Search Procedure

- 1. The following guidelines will serve to control and mitigate the entry of contraband into the facility, and preserve the chain of evidence in cases involving the discovery and confiscation of contraband.
- 2. All youth admitted into the Juvenile Hall, shall be subject to a thorough search to ensure the safety and security of the facility, the public, youth, and staff.

3. The Officer assigned to admission (hereafter referred to as the Booking Officer) shall take immediate steps in securing the youth upon entering the facility from all personal property including backpacks, hats, and outer clothes (such as sweaters, jackets, etc.).
4. The Booking Officer shall take care to wear protective gloves before handling any items or conducting any pat downs. Restraints should not be removed until the pat down is complete and the youth is fully cooperative.
5. After securing from the youth all of his/her personal property, the Booking Officer shall communicate and explain that the youth is going to be searched, and why this is an important procedure. The Booking Officer should introduce him/herself to the youth as the Officer who will be handling their admission. This conversation serves three purposes. First, it provides the youth with information regarding what is happening and why. Second, this conversation will provide the Booking Officer with an opportunity to assess the youth's ability to understand and follow directives. Third, the Officer should take advantage of this opportunity to ask the youth if he/she has any contraband on their person they wish to produce

Note: *For some youth, being admitted to a custodial facility is a routine and unemotional experience. Conversely, other youth may find the experience to be one of fear, embarrassment and uncertainty. The Booking Officer is encouraged to understand this dynamic and respond accordingly.*

6. If youth is not cooperative, he/she should be placed directly in a holding cell if available. If a holding cell is not available, the youth should be placed in a visiting room. The on-duty supervisor should be advised at this time that the youth is being uncooperative.
7. If the youth is cooperative, a thorough pat-down search should be conducted. The Booking Officer is encouraged to be especially cautious regarding the presence of any sharp items, including knives and syringes.
8. All pat downs will be conducted by an Officer of the same gender as the youth being searched. A transgender youth will be allowed to choose the sex of the officer that makes them the most comfortable.
9. The Booking Officer shall maintain a position of control and advantage before the pat down by directing the youth to stand and face the opposite direction. The Officer shall position themselves behind the youth, with their strong foot back and knees slightly bent.
10. If the youth is not secured with restraints, they should be directed to place their hands behind their back with their palms together and fingers interlocked. The Officer should then grasp the youth's hand by placing their thumb into the youth's palms and the rest of their fingers will grasp the youth's fingers.

11. While this technique is not considered to be a “control hold,” it serves to provide the Officer with a physical advantage over the youth. The youth should be directed to look forward during the procedure, and to stand with his/her feet apart. (The youth’s feet should be wide enough to allow him/her to stand freely, but remain off balance).
12. The youth should be given clear directives. The Officer should respond to any appropriate questions and uncertainty.
13. The youth should be directed to remove his or her shoes one by one with his/her opposite foot. If the youth is unable to remove his/her shoes, the Booking Officer should allow and assist the youth to kneel down on a chair or the floor.
14. Search systematically and use proper hand technique. Don’t rush. While searching with one hand, the other hand should be in contact with the youth. Focus on one section at a time removing and securing any personal items, contraband or weapons the youth may have in his/her possession, including the belt and pocket items.
15. Officers should be mindful that while conducting their pat down, there are common places where dangerous weapons or contraband may be located include: hair; underarm area; small of back; waist; pockets; groin area; ankles; toes and feet; back packs; purses and wallets; jewelry; clothing; under hats; and shoes.
16. When removing the youth’s belt, the Officer should position themselves on either side of the youth, direct the youth to look to the opposite direction, and position their back leg at the heel of the youth’s closest leg to the Officer.
17. The Officer should then position themselves with sufficient space between him/her and the youth, so that they can quickly react in the event the youth reacts aggressively. Next, the Officer should unbuckle the youth’s belt with their free hand, and remove and secure the belt away from the youth’s reach.
18. When a strip search is NOT authorized, a thorough search of the youth and the holding bathroom AFTER they are showered is critical.
19. The metal detector should be utilized in conjunction with any pat-down search.

5.15 Grievance Procedure Pursuant to Section 1361

- A. All youth shall be assured free access to a grievance procedure, which gives an opportunity for a fair hearing and resolution of complaints pertaining to care and treatment while in residence at the facility, and in regards to mistreatment, harassment, or violation of the nondiscrimination policy. There shall be no time limit on filing grievances and may grieve any condition of confinement.

- B. All youth will be advised of the procedure for initiating a fair hearing for any complaint regarding care and treatment.
- C. A staff representative appointed by the Chief Deputy shall be available to assist the youth during the grievance process.
- D. The facility grievance procedure shall be incorporated in the "Rules for Youth." Handbook.
- E. If a youth is in their Grievances shall be issued to the requesting youth by the end of the shift within which the request is made. Staff on duty should make all attempts to resolve the grievance prior to the conclusion of their shifts.
- F. Grievances involving immediate consequences shall be reviewed by the JSO III on duty unless the grievance involves the actions of a JSO III or his/her designee as soon as possible.
- G. Hearings on grievances shall be done promptly, within two days after the request is made, and will be resolved at the lowest appropriate staff level.

The following steps will be utilized, as necessary:

1. The youth shall initiate a grievance by completing the grievance form set forth herein.
2. Grievance forms shall be placed in an open and accessible place on each living unit.
3. Youth may hand deliver a grievance to staff, or place the grievance in a locked box placed on all living units.
4. The on-duty JSO III shall remove any grievances from the lock box at the conclusion of each of their shifts.
5. The JSO III shall promptly meet with the youth and discuss the situation. The initial response to the grievance shall be within two (2) business days of receiving grievance. The JSO III will seek input from all staff involved in the incident the youth is grieving. The youth will be advised that the decision can be appealed to a SDPO, the Chief Deputy, and the Chief Probation Officer. Grievances that relate to health and safety issues must be addressed immediately.
6. Should the youth wish to appeal the JSO III's decision the youth will submit a grievance form to any staff that shall then provide the grievance to the Supervising Deputy Probation Officer. The Supervising Deputy Probation Officer may ask the JSO III involved and/or a neutral staff representative to be present when they meet with the youth.
7. Should the youth wish to appeal the Supervising Deputy Probation Officer's decision the youth will submit a grievance form to any staff that shall then provide the grievance form to the Chief Deputy. The Chief

Deputy shall meet with the youth. The Chief Deputy will render a decision in writing within three working days after hearing the appeal, unless additional time is necessary for research or legal opinions.

8. Resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay.
9. Grievances which result in the raising of jurisdictional issues, i.e. between medical and custody personnel, shall be resolved at the lowest possible level and with the involvement of all respective involved agencies. In the event a jurisdictional issue cannot be resolved, the Chief Probation Officer shall retain the authority for making a final decision.
10. Attorneys are not permitted to be involved in the youth's grievances. Attorney-generated complaints or intervention on behalf of the youth will be referred to the Chief Deputy whose decision can be appealed to the Chief Probation Officer.
11. There will be no reprisal for a youth submitting a grievance or requesting an appeal. Should a youth believe that his/her constitutional rights have been violated, the youth can contact their court-designated attorney.
12. Concerns of parents, guardians, staff or other parties are to be addressed and documented within a 48-hour period of time, whether or not those concerns are associated with a grievance.
13. Reports of sexual abuse and sexual harassment are in compliance with Section 3.27 of this policy and procedures manual.

5.16 Reporting of Incidents Pursuant to Section 1362

7. A written report of all incidents, which result in physical harm, serious threat of physical harm, or death of an employee, or a youth, or other person(s) will be maintained.
8. Such written records shall be prepared by staff and recorded on the facilities incident report form and submitted to the Chief Deputy by the end of shift, unless additional time is necessary and authorized by the Supervising Deputy Probation Officer.

5.17 Use of Reasonable Force to Collect DNA Specimens, Samples, Impressions Pursuant to Section 1363

- A. Pursuant to Section 298.1 of the Penal Code, probation sworn staff are authorized to employ reasonable force as prescribed in the Juvenile Hall Use of Force Policy to collect DNA specimens, samples, or impressions from detained youth who are required to provide such specimens, samples or impressions pursuant to Section 296 of the Penal Code and refuse following written or oral request.

- B. For the purposes of this section, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this section.
- C. Prior to employing reasonable force, sworn staff shall make effort to obtain voluntary compliance through the use of non-force alternatives. Efforts to obtain voluntary compliance shall be documented and include an advisement of the legal obligation and consequences of refusal.
- D. Employing reasonable force to obtain collection shall not be conducted without prior written authorization of the Chief Deputy. The written authorization shall include a statement that the youth refuses to provide a sample, specimen or impression.
- E. The use of force to obtain DNA specimens, samples or impressions shall be videotaped. Videotapes of the use of force to obtain DNA specimens, samples or impressions shall be retained by the Juvenile Hall.

5.18 Wristband Policy and Procedure

The purpose of this policy is to ensure all youth in custody are issued and wear at all times a wristband for identification.

- A. The supply of wristbands will be maintained in the JSO III’s office.
- B. During the booking process and before the youth is admitted to a unit, the booking officer will ensure each youth is wearing a wristband with the youth’s full name and photo ID.
- C. The youth may wear the wristband on either wrist. After the wristband is secured, cut off excess of band, if any.
- D. It is the youth’s responsibility to inform staff immediately of loss or damage of his/her wristband.
- E. If a youth removes, manipulates, mutilates or tampers with his/her wristband, for any reason, s/he may have consequences and a replacement wristband will be issued as soon as possible.
- F. If a youth’s wristband needs to be replaced, through no fault of his/her own, staff will replace it as soon as possible without consequence to the youth.
- G. Unit staff shall check that each youth in the unit has a wristband on their person at 0815, 1445 and again at 2130 and document the check on the Unit Safety Roster.
- H. When a youth is released, the youth’s wristband will be removed and destroyed (i.e., cut the plastic into small pieces, or place in sharps) and put in the trash to ensure confidentiality of youth.

5.19 Contact with Adult County Jail Inmates

- A. Under no circumstance are County Jail inmates to have any contact, physical, verbal, or be within sight or sound, with any youth detained in the Juvenile Hall.
- B. The Control JSO shall ensure that County Jail transportation vehicles with an inmate(s) are not allowed into the Sally port simultaneously with a vehicle transporting a detained youth.

CHAPTER 6: PROGRAMS AND ACTIVITIES

6.1 Education Program Pursuant to Section 1370

Required Elements of School Program

A. School Programs

The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

B. 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 educational program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe. Youth shall be provided a rigorous, quality educational program that respond to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education

C. All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender.

- (1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation
- (2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.
- (3) Youth shall be informed of post-secondary education and vocational opportunities.
- (4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.

- (5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards
- (6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented in County Office of Education's Student Information System, AERIES.
- (7) Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).

D. School Discipline

- (1) Positive behavior management (PBIS) will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.
- (2) During the daily morning school meeting, school staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.
- (3) Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. Using a school referral, school staff shall document the other means of correction used prior to imposing expulsion/ suspension if an expulsion/suspension is ultimately imposed. The referral shall be saved into the School Wide Information Systems (SWIS).
- (4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.

(E) Youth who are not a safety risk will be accommodated in an alternative location, such as another classroom, visiting, or a living unit.

- a. A SLOCO staff member will work one on one with that youth to ensure their educational needs are met.
- b. Probation staff shall document school refusals in an incident report and forward to the youth's probation officer.

(F) Provisions for Special Populations

- (1) State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.

- (2) Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.

(G) Educational Screening and Admission

- (1) Youth shall be interviewed after admittance and a record Maintained that documents a youth's educational history, including but not limited to
- (2) School progress/school history;
- (3) Home Language Survey and the results of the State Test used for English language proficiency
- (4) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs_ and,
- (5) Discipline problems.
 - a. Youth will be immediately enrolled in school by San Luis County Office Of Education's School Registrar. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.
 - b. The School Registrar shall use CALPADS for out of county youth to determine their most recent school attended to obtain their educational records.
 - c. After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.
 - d. Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.

H. Educational Reporting

- (1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.
- (2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.

I. Transition and Re-Entry Planning

- (1) The Superintendent of Schools and Probation shall develop policies and procedures to meet the transition needs of youth, This includes the development of an education transition plan into court school, including accurate education records and IEP, all in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.
- (2) Using the Student Program and Services Steering Committee document, the School Principal and School Registrar will record a student's grades, academic goals, eligibility, and post graduate options.

II. Post-Secondary Education Opportunities

- (1) Youth detained in the juvenile hall can choose to participate in public postsecondary academic and career technical courses and programs offered online, for which they are eligible based on eligibility criteria and course schedules of the public postsecondary education campus providing the program.

6.2 Programs, Recreation and Exercise Pursuant to Section 1371

A. The Juvenile Hall shall provide programs, recreation and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area.

1. The staff is to provide an 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 other non-school days, of which one hour shall be an outdoor activity, weather permitting.
2. A youth's participation in programs, recreation and exercise may be suspended only upon written finding by the Supervising Deputy Probation Officer that a youth represents a threat to the safety and security of the facility.
3. Such program, recreation and exercise schedule shall be posted in the living units.
4. There will be a written annual review of the programs, recreation and exercise to ensure content offered is current, consistent and relevant to the population.

B. Programs

1. All youth shall be provided 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.
 - a. These programs should be based on youth's individual needs as required by Sections 1355 and 1356 of Title 15.
 - a. Such 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 Behavioral Health agencies, community-based organizations, faith-based organizations or Probation staff.
 - b. Programs may include but are not limited to:
 - Cognitive Behavior Interventions
 - Management of Stress and trauma
 - Anger Management
 - Conflict Resolution
 - Juvenile Justice System
 - Trauma-Related Interventions
 - Victim Awareness
 - Self-Improvement

- Parenting Skills and Support
- Tolerance and Diversity
- Healing Informed Approaches
- Interventions by Credible Messengers
- Gender Specific Programming
- Art, Creative Writing or Self Expression
- CPR and First Aid Training
- Restorative Justice or Civic Engagement
- Career and Leadership Opportunities
- Other Topics Suitable to the Youth Population

C. Recreation

1. 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 (Edovo tablets, television, movies and games). Activities shall be supervised, include orientation and may include coaching of youth.

D. Exercise

1. All youth shall be provided the opportunity for at least one hour of large muscle activity each day.
 - a. The Superintendent shall insure there is sufficient exercise and/or sporting equipment to satisfactorily address sporting and fitness needs of all youth.
 - b. Youth on Room confinement are to have an opportunity for a minimum one hour of large muscle activity. That one hour of large muscle activity is suspended only upon a written finding by the facility Superintendent that the youth represents a threat to the safety and security of the facility and other youth. Copies of the written finding shall be distributed to the following: youth's Juvenile Hall file; youth's assigned Deputy Probation Officer.
3. There should be at least two Juvenile Services Officers supervising youth during outdoor recreation unless an SDPO deems one Officer is appropriate to safely supervise smaller groups of youth (less than 5).
4. The Superintendent may suspend, for a period not to exceed 24 hours, access to recreation and programs. The Superintendent shall document the reasons why suspension of recreation and programs occurs.

6.3 Religious Programs Pursuant to Section 1372

- A. Youth shall be provided access to religious services and/or religious counseling at least once a week.
- B. Attendance shall be voluntary. Youth shall be allowed to participate in normal program activities if he or she elects not to participate in religious programs.

- C. Religious programs shall provide for:
 - 1. Opportunity for religious services.
 - 2. Availability of clergy; and,
 - 3. Availability of religious diets.

- D. Before the start of each religious program, staff is to announce on each unit what program is being offered. Staff is responsible for getting a count of the youth on their unit requesting to attend the religious program. The count is then radioed to the shift leader to determine how many staff will be needed to supervise the youth and in what location of the facility the religious program will be offered.

6.4 Work Program Pursuant to Section 1373

- A. No youth shall be required to perform nonfunctional, degrading or unnecessary tasks. Work assigned to a youth shall be meaningful, constructive and directly related to vocational training, meant to increase a youth's sense of responsibility and/or to serve to the benefit of the facility and its residents.

- B. The following work assignments are possibilities:
 - 1. Cleaning Crew - this can be implemented using individuals to clean rooms/units not in use. This is not a substitute for each person cleaning his/her own room and sharing housekeeping duties within their unit.

 - 2. Laundry assistant - this will entail individuals sorting and folding laundry that has been returned from the honor farm.

6.5 Visiting Pursuant to Section 1374

- A. The facility administrator shall develop and implement written policies and procedures for visiting that include provisions for special visits.

- B. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, (such as grandparents, siblings and supportive adults), and children of the youth at reasonable times, subject only to the limitations necessary to maintain order and security, with the approval of the SDPO.

- C. 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.

- D. Detained youth who are parents, have involvement in their youth's care and are authorized for telephone communication shall be given opportunities for meaningful contact with their youth/youth and youth/youth's caregiver. "Meaningful contact" is defined as contact visits pursuant to the facility's visiting policy.

E. Guidelines: The benefits of an appropriate visiting policy include reduced tension, a healthy emotional climate, improved youth and staff morale, a more effective use of staff as well as less crowding, confusion and aggravation during visiting times.

1. Visitation should be encouraged since strong family and community ties increase the probability of success for a youth after release. There should be balance between the needs of the youth and the security of the institution.
2. The location for visiting within the facility should be consistent with overall security requirements. The use of devices that prevent physical contact should be avoided, except in instances of security risk.
3. Youth in the San Luis Obispo County Juvenile Hall are entitled to a minimum of two one hour scheduled visits per week. There will be no maximum number as this depends on the number of youth in the Hall, time, space to visit, institutional safety and normal operations of the institution.

F. Authorized - approved visitors:

1. Parents/guardians or persons standing in loco parentis
2. Attorneys - are not required to schedule a visit time prior to court.
3. Clergy - may be scheduled outside of scheduled visit times.
4. Other family members, such as grandparents and siblings, spouses and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interest of the youth.

G. Approving Visitors:

Visitation shall not be denied solely based on the visitor's criminal history. The staff shall determine in each case, whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied, and superintendent.

1. All approved visitors to youth are subject to a CJIS and Monitor check.
2. All approved visitors from out of county will be subjected to a clearance from their home county.
3. Pre-approved visitors cannot be denied access to a youth unless they pose a safety and security risk to the institution.
4. Denial of access will be made by the on duty JSOIII/Supervisor, and documented in an Incident Report.

5. All approved visitors will be recorded and initialed by the JSOIII/Supervisor or Control JSO, as directed in the booking file on the Visitors Log Sheet.
6. Denied visitors will have name and date of birth recorded by the JSOIII/Supervisor in red in the booking file on the Contact Notes.
7. All visits by approved visitors must be scheduled in advance with the Control JSO, who records it on the visit calendar. The Control JSO will record specifically who will visit.
8. If a pre-approved visitor requests a visit and is not scheduled, approval will be at the discretion of the JSOIII/Supervisor.

H. Individuals Not Pre-approved

1. Individuals requesting a visit that is unknown to the Probation Department will be directed to call the youth's parent/guardian, instruct parent/guardian to contact the youth's probation officer for approval.
2. Staff will check the CJIS and Monitor status.
3. If approved by the DPO, they will email JH with the name of the approved person. .
4. If visitation is denied, the name will be written in red on the Contact Notes with a brief explanation, and the requesting parties will be notified.
5. If a non-approved visitor without a scheduled visit requests a visit, a CJIS and Monitor check will be completed, and approval will be approved/denied by the on-duty JSOIII/Supervisor.
6. JSOIII/Supervisor will assess the authorization of a visitor each time the youth is booked into custody, (i.e., only blank visitor sheets can be pulled forward).

I. Visitations

If the Supervising Deputy Probation Officer knows or is suspicious of any security concerns with regards to a visitor, they will notify JSC. This information will be considered by the JSO prior to allowing/denying a visit.

Visits can be longer than prescribed if time and circumstances permit and if approved by a supervisor or shift leader.

1. Visits are by appointment only unless there is an immediate need and the rest of the program is not adversely affected. Exceptions are for those who have a short visit after a court hearing.
- 2.

2. The JSO, on-duty JSOIII/Supervisor, prior to visitation shall check all visitors allowed into the Juvenile Hall through the CJIS and Monitor systems. PC 260(d) indicates that current probationers, parolee's and/or any person convicted of a felony must have prior permission of the Facility Manager before entering facility grounds.
3. Any visitor who is found to have an active warrant shall not be allowed into Juvenile Hall until the warrant has been cleared.
4. Staff may request identification from any and all visitors and deny access to anyone who falsely identifies him/herself.
5. No letter, writing, literature or reading material shall be given to any youth or taken from a youth by a visitor without permission of the on-duty JSO III or Supervisor.
6. Although visitation is a requirement, visits may be limited or canceled due to the immediate behavior of the youth. Specific situations include, but are not limited to, overt risk to security because of the youth's mental or emotional state, previous volatile visits and/or recent unresolved outbursts by the youth.
7. In order to ensure the security of the facility and the safety of visitors, visits may be postponed with or without prior notice. Such procedure should occur only because of exceptional conditions within the facility.
8. Visitors who have been drinking or appear to be under the influence of a drug shall be excluded from any visits. If the suspected person is driving, they are to be informed that the Sheriff's Department and/or California Highway Patrol will be notified if they attempt to drive away from the facility. Instead of leaving, the person will be asked to contact someone to pick them up.
9. Should any visitor be caught or suspected of bringing contraband into the facility, the on-call Supervisor or Chief Deputy shall be notified immediately for consultation and guidance.
10. A Supervisor or JSO III may direct that a visit be supervised with the visiting room door open and an Officer standing outside (indirect), or with the Officer directly in the room (direct), at the direction of the JSO III or Supervisor, based upon safety concerns. The decision for a directly or indirectly supervised visit shall be documented with an Incident Report.
11. Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits.

12. The facility may provide access to technology as an alternative, but not as a replacement, to in person visiting.

6.6 Correspondence Pursuant to Section 1375

- A. The youth' constitutional rights to send and receive mail shall not be violated at any time.
- B. There is no limitation on the volume of mail that youth may send or receive.
- C. Youth may send one letter per day postage free.
- D. Youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, Board and officials of the detaining authority. Facility staff may be, with the authorization of the Chief Deputy and/or his/her designee, authorized to open and inspect such mail only to search for contraband and in the presence of the youth. This requirement is set by case law and not subject to interpretation.
- E. Incoming mail other than mail noted in Section D of this policy, shall be opened and inspected for contraband daily. Staff assigned to open mail shall be of the rank of Juvenile Services Officer III and above.
- F. Incoming and outgoing mail may be read only when there is reasonable suspicion to believe facility safety and security, public safety, or minor safety may be jeopardized. Authorization to read a minor's mail shall only be made by the Chief Deputy and/or his/her designee. Staff assigned to read mail shall be of the rank of Juvenile Services Officer III and above.
- G. Reasonable suspicion for the purposes of this policy is defined as:

To have knowledge of facts that, although not amounting to direct evidence, would cause a reasonable person, knowing the same facts, to reasonably conclude the same thing.

- 1. Factors to establish reasonable suspicion shall include, but are not limited to:
 - Advocates criminal behavior or behavior against institutional rules.
 - Advocates or encourages specific acts of violence or physical harm to a person(s) or contains threats of suicidal intent.
 - Advocates or plans for escape.
 - Contains contraband or pornographic material.
 - Any materials that advocate racial, gender, religious, sexual or national hatred.

- Any materials containing instructions for the manufacturing of drugs, explosives or other unlawful substances
 - Any writings, drawings, pictures, or other materials promoting gang activity or behavior.
 - Any mail to/from a documented gang member or associate.
 - Any mail to/from anyone on probation/parole.
2. If the determination is made that there is reasonable suspicion to read a youth's incoming or outgoing mail, then the on-duty supervisor shall notify the youth, in writing, that his/her mail is being reviewed. A Juvenile Hall Incident Report form will be used to document all mail reviews.
 3. No copies of the youth's mail shall be made or placed in a youth's case file unless such correspondence is or has been the subject of legal determination and actions; disciplinary determinations and actions or criminal investigation and actions.
 4. When a youth is sent any correspondence or material not prohibited by law, but considered contraband by the facility, it shall be returned to the sender or held for probation investigative purposes.

6.7 Telephone Access Pursuant to Section 1376

A. Legal aspects (Section WIC 627)

1. The arresting or booking officer shall take immediate steps to notify the youth's parents, guardian or a responsible adult of the youth's detainment. Should staff be unable to reach a parent or guardian, they shall:
 - a. Continue to make and document attempts to contact each hour, and;
 - b. Request that the police or Sheriff's in the youth's jurisdiction attempt to make contact with the parent or guardian. And if not at home, leave a note on the front door directing them to contact the Juvenile Hall, and;
 - c. Notify the on call Supervisor or Chief Deputy that staff has been unable to contact the parent or guardian.
2. Immediately after being taken to Juvenile Hall and no later than one (1) hour after being taken into custody, the youth shall be advised of their right to make at least two (2) telephone calls. One telephone call can be made to his/her parent, guardian, responsible adult or employer and the other telephone call can be made to an attorney.

3. It is a misdemeanor to willfully deprive a youth of the right to make their telephone calls.
- B. Any youth booked into Juvenile Hall shall be advised and given the right to make two (2) phone calls; one to a parent, guardian or responsible relative and the other to an attorney within one (1) hour of booking.
1. Phone calls are to be at public expense.
 2. Phone calls are to be made in the presence of a staff member.
 3. Messages may be relayed to youth. No information shall be given to friends or other youth. Any information concerning the youth must come from the Probation Officer handling the case.
 4. Youth may telephone their employers to report that they will not be available for work.
 5. Refer the parents to the arresting agency if they request an account as to why the youth was arrested. Refer the parents to supervisory staff regarding the possibility of release.
 6. Youth should be informed that telephone calls might be monitored to maintain institutional security. This does not apply to telephone calls between the youth and his/her attorney (these shall be given privacy).
 7. All telephone calls made at the time of the booking will be logged as to date, time and name of person called.
 8. Youth will have access to the collect phone call system available on each unit. Staff shall insure that youth do not attempt to contact victims, co-defendants or any individuals that they have been ordered by the Court to have no contact with.
 9. Youth who are unable to make collect phone calls to their parents may do so at the County's expense and on a facility phone, not to exceed two (2) calls per week.

6.8 Procedure for Unit Pay Phones

- A. Youth will have an unlimited number of collect phone calls during free time periods as established by the approved facility schedules.
- B. Youth will ask to use the phone, or be called by staff to use the phone.
- C. The pay phones are for recreational use only. All County business, legal business and/or family emergencies will remain the responsibility of the Probation Department.
- D. All youth's calls made from the unit pay phones are collect calls.

- E. There will be no incoming calls to youth unless approved by the on-duty supervisor on a case by case basis.
- F. Juvenile Hall staff will not be responsible for passing phone messages on to youth. Time allowing, direct caller to youth's parents or provide the Juvenile Hall address, always keeping CONFIDENTIALITY in mind.
- G. Youth will keep his/her personal phone lists in his/her room folders.
- H. JSOs will utilize a sign-up sheet to address multiple phone call requests during free time.
- I. If youth are waiting to use the phone, calls will be limited to 15 minutes.
- J. If parents have no phone, youth will be encouraged to use the mail system.
- K. If a phone number needs to be blocked, staff will complete a phone number block request, (see example on next page) and route to the JSO III/Supervisor.
- L. Generally, calls will not be monitored, however, staff needs to redirect youth prior to using the main kill-switch when:
 - 1. Volume becomes extreme
 - 2. Youth becomes physically agitated
 - 3. An emergency incident occurs in the facility
 - 4. A youth refuses to hang up the phone when directed
 - 5. Youth uses inappropriate or verbally abusive communication.
- M. Violation of phone etiquette will be handled using Juvenile Hall procedure for NOT FOLLOWING STAFF DIRECTIVES. DO NOT CONSEQUENCE YOUTH WITH PHONE RESTRICTION.
- N. All income generated by the use of pay phones will be added to the existing Ward Welfare Funds account

6.9 Access to Legal Services Pursuant to Section 1377

- A. Pursuant to WIC 633, upon a youth's appearance before the Court for a detention hearing, each youth and their parent if present shall be informed of:
 - 1. The reason the youth was taken into custody:
 - 2. The nature of the Juvenile Court proceedings; and
 - 3. The right of the youth and his/her parents to be represented by counsel in all proceedings.
- B. Appointment of Counsel (WIC 634)

1. All youth described under WIC 601 and WIC 602, shall have Court appointed counsel unless the youth has already retained counsel or has made an intelligent waiver of his/her right to counsel.
 2. All licensed attorneys who represent detained youth shall be given access to the Juvenile Hall upon providing proof of identification and California Bar Association membership.
- C. Access to a Licensed Attorney
1. All youth will have access, upon request to licensed attorneys.
 2. All youth will be allowed confidential consultation with attorneys.
 3. All youth will be allowed unlimited, postage free legal correspondence and cost free telephone access as appropriate.

6.10 Legal Access upon Admission

- A. Pursuant to Section 627(a) of the Welfare and Institutions Code, newly admitted youth shall, within one (1) hour of admission, be advised of his or her right to make two (2) completed phone calls, one to a parent, legal guardian or responsible relative, and one to an attorney.

Note: Willfully depriving a youth of his/her right to make telephone calls is a Misdemeanor pursuant to Section 627(b) of the Welfare and Institution Code.

- B. Pursuant to Section 825 of the Penal Code, staff cannot willfully refuse or neglect to allow any attorney (including an un-appointed Public Defender) to meet with a detained youth at the request of the youth or any relative of the youth.
- C. Advisement of Constitutional rights (WIC 627.5)
1. When a youth is booked into custody Juvenile Hall staff shall immediately advise the youth and his/her parent or guardian that anything the youth says can be used against him/her and shall advise them of the youth constitutional rights, including his right to remain silent, his/her right to have counsel present during any interrogation, and his/her right to have counsel appointed if he/she is unable to afford counsel.
 2. Following the detention hearing, a youth, whether or not he/she has requested counsel, may NOT be interrogated about the charge for which the youth appeared in court.
 3. Once a youth has requested counsel, he/she may not be interrogated unless the attorney for the youth agrees to such interrogation, or unless the youth personally initiates further communication, exchanges, or conversations with the authorities.

4. The Juvenile Hall is not required to notify a youth's previous attorney when the youth is taken into custody, unless requested to do so by the youth.

D. Law Enforcement Access to Youth

1. A youth may be made available to law enforcement post detention hearing for questioning regarding a crime that is unrelated to the one for which the youth appeared in court unless the youth has invoked his right to counsel.
2. If the youth has invoked his right to counsel, he/she may not be interrogated about any crime for which the youth is a suspect unless the attorney for the youth agrees or the youth personally initiates further communication, exchanges or conversations with authorities.
3. If a law enforcement officer request they wish to question a youth who has requested counsel in connection with a crime for which the youth is not a suspect, (i.e.; the youth is a victim or a witness) Juvenile Hall staff will make the youth available to law enforcement.
4. If law enforcement investigators are interrogating a youth and an attorney arrives in person at the facility and wishes to speak with the youth, the Juvenile Hall staff shall advise the youth that an attorney wishes to speak with him/her. It will be up to the youth to decide whether to speak with the attorney at that time or proceed with the interrogation.
5. If a youth who has not requested counsel is being interrogated by law enforcement investigators, and any attorney calls the facility, but is not physically present, and requests that a message be relayed to the youth, the Juvenile Hall shall not convey a message to the youth from an attorney that is not physically present in the facility.
6. Juvenile Hall staff shall not honor an attorney's request to halt the interrogation until the attorney arrives at the facility. When the Juvenile Hall staff declines to honor the attorney's request to halt the interrogation and declines to convey a message from an attorney to the youth, the requesting attorney shall be so advised. (See procedure in C. above)
7. If an attorney makes a request by telephone to interrupt an interrogation so that he/she may speak to the youth, Juvenile Hall staff will not do so and will advise the attorney they must be present.
8. If a youth who has not requested counsel is being interrogated by law enforcement investigators, and Juvenile Hall staff is made aware that the youth requests to speak to his or her parent(s), the youth will be given an immediate opportunity to contact his/her parent. It will be up to the youth whether or not to continue with the interrogation.

6.11 Social Awareness Program Pursuant to Section 1378

- A. Programs designed to promote social awareness and reduce recidivism shall be provided by Juvenile Hall staff and/or volunteers/contractors, and take into consideration the needs of male and female youth. Such programs may be provided under the direction of the County Board of Education or the Chief Probation Officer, and may include:
 - 1. Victim awareness
 - 2. Conflict resolution
 - 3. Anger management
 - 4. Parenting skills
 - 5. Juvenile justice education
 - 6. Self-esteem building
 - 7. Tolerance and diversity
 - 8. Building effective decision making skills
 - 9. Appropriate gender specific programming
- B. There will be a written annual record review of the programs by the responsible agency to ensure that program content offered is current, consistent, and relevant to the population.

6.12 Furloughs

- A. Youth may be given a furlough for special reasons that are authorized by the court and approved by the DPO assigned to the case and/or custody SDPO.
- B. The following procedures and rules for furloughs apply:
 - 1. Each furlough will be for a specific period of time.
 - 2. There are forms for the release and return of youth given furlough. Parents or other person to whom the youth is released will be given a form, which identifies how the youth spent the time on the furlough.
 - 3. Youth will be released in their own clothes.
 - 4. Youth's case file will note the temporary release, time of departure and time of return.
 - 5. A new booking sheet will not be required unless there are new charges as a result of or during the furlough.
 - 6. Youth and their parents are to be advised prior to release that the youth is still in custody and failure to return may result in further court action/charges (WIC 871).
 - 7. Youth returning from furlough will be subject to search and a urine sample collected providing a youth has a chemical testing clause as a term of his/her probation.

6.13 Posting of Programs and Activities

- A. A written daily schedule of all educational, recreation/exercise programs, other programs such as television, radio, stereo, video and games, religious and other special programs shall be posted on all units in an area accessible to all youth.

6.14 Daily Schedule
Weekday Schedule

0615hrs.	Lights On
0630hrs.	Population Count
0630-0645hrs.	Shift Change (All Staff)
0700-0730hrs.	Breakfast (set up and break down)
0730-0800hrs.	Hygiene (No Showers)
0755-0810hrs.	Staff Prep Period
0810hrs.	School starts
1010-1110hrs.	East Unit Class outside P.E.
1110-1210hrs.	West Unit Class outside P.E.
1210hrs.	School ends for lunch
1215-1250hrs.	Lunch (set up and break down)
1250-1305hrs.	Staff Prep Period
1300-1400hrs.	2 nd half of School
1400-1415hrs.	Staff closes down their unit, end of Day shift
1430hrs.	Population Count
1430-1445hrs.	Shift Change- <i>Swing Shift Begins</i>
1445-1645hrs.	Recreation/Yard Time
1645-1700hrs.	Staff Prep Period
1700-1730hrs.	Dinner (set up and break down)
1730-1800hrs.	Showers/ Staff Breaks
1800-1830hrs	<i>Shift Change</i>
1830-2000hrs.	Recreation/Yard Time
2000-2100hrs.	Finish Showers/ Clean Units/ Sort Laundry
2100-2130hrs.	Hygiene: Shaving, Nails. <u>One youth at a time.</u>
2130hrs.	Lights out, radios off, bathroom/water calls before Grave
2130hrs.	**All youth in rooms ** Population Count
2130-2200hrs.	Unit Shut Down

Saturday Schedule

0615hrs.	Lights On
0630hrs.	Population Count
0630-0700hrs.	Shift Change (All Staff)
0700-0730hrs.	Breakfast (set up and break down)
0730-0800hrs.	Hygiene (No Showers)
0800-0830hrs.	Staff Prep Period & start cleaning rooms
0830-1000hrs.	Unit/ Room Cleaning
1000-1200hrs.	Recreation/ Yard Time
1215-1250hrs.	Lunch (set up and break down)
1250-1300hrs.	Staff Prep Period
1300-1400hrs.	Recreation/Yard Time
1400-1415hrs.	Staff closing down units (End of Day shift)
1430hrs.	Population Count
1430-1515hrs.	Shift change (All Staff)- <i>Swing Shift Begins</i>
1515-1645hrs.	Recreation/Yard Time
1645-1700hrs.	Staff Prep Period/ Showers
1700-1730hrs.	Dinner (set up and break down)
1730-1800hrs.	Staff Prep Period/ Showers
1830-2000hrs.	Recreation/Yard Time
2000-2030hrs.	Showers/Clean Kitchen
2030-2130hrs.	Peer Leader Party
2130hrs.	Lights out , radios off, bathroom/water calls before Grave
	**All youth in rooms **
2130-2200hrs.	Unit Shut Down

Sunday Schedule

0615hrs.	Lights On
0630hrs.	Population Count
0630-0645hrs.	Shift Change
0645-0700hrs.	Staff Prep Period
0700-0730hrs.	Breakfast (set up and break down)
0730-0800hrs.	Hygiene (No showers)
0800-1030hrs.	Unit Cleaning/ Recreation Time
1030-1130hrs.	Sunday Church Service/ Recreation Time
1130-1200hrs.	Recreation/ Yard Time
1200-1230hrs.	Lunch (set up and breakdown)
1230-1245hrs.	Staff Prep Period
1300-1400hrs.	Recreation/Yard Time
1400-1415hrs.	Staff closing down units (End of Day shift)
1430hrs.	Population Count
1430-1445hrs.	Shift change- <i>Swing Shift Begins</i>
1445-1645hrs.	Recreation/Yard Time Units
1645-1700hrs.	Staff Prep Period/ Showers
1700-1730hrs.	Dinner (set up and break down).
1730-1800hrs.	Staff Prep Period/ Showers
1800hrs.	Shift Change
1830-2000hrs.	Recreation/Yard Time Units #1, 2, & 3
2000-2130hrs.	Showers/ Cleaning/ Hygiene
2100-2130hrs.	Hygiene: Shaving, Nails. <u>One youth at a time.</u>
2130hrs.	Lights out, radios off, bathroom/water calls before Grave
	All youth in rooms
2130hrs.	Population Count
2130-2200hrs.	Unit Shut Down

6.15 Unit Radio Procedure

The Juvenile Hall relies on those restrictions placed upon radio stations by the Federal Communications Commission, to prevent lyrics with profane language from being heard by the youth.

- A. However, it is generally acknowledged that songs with objectionable lyrics are often heard over the radio, and that this material may not be appropriate for youth who are anti-social and/or mentally ill. Thus, if at any time a JSO working any unit feels the music is inappropriate, the JSO can turn the music down, off, or change the station.

- B. Youth are not permitted to bring videos, DVD's, tapes, CDs or any electronic device into the facility for use on the units.

CHAPTER 7: DISCIPLINE AND BEHAVIORAL INTERVENTIONS

7.1 Discipline Pursuant to Section 1390

- A. The disciplining of youth shall be consistent with Article 7, Section 1390 of Title 15 of Minimum Standards for Local Juvenile Facilities and the following guidelines:
- B. Disciplinary action shall be described in detail using the appropriate form of documentation and be positive in nature using Positive Behavior Interventions and Supports (PBIS).
- C. Disciplinary action is intended to correct, guide, teach and deter further negative behavior of youth during their stay at the Juvenile Hall.
- D. Officers counsel youth regarding the natural and logical consequences of their behavior and create opportunities for youth to practice behavior that is in accordance with a set of desired behavioral expectations; to be Safe, Responsible, and Considerate.
- E. Discipline SHALL NOT include any form of:
 - (1) corporal punishment,
 - (2) group punishment,
 - (3) physical or psychological degradation or deprivation of: clean bed and/bedding;
 - (4) shower and toilet;
 - (5) drinking fountain;
 - (6)
 - (7) hygiene items;
 - (8) clean clothing;
 - (9) contact with parents,
 - (10) clergy, or attorneys;
 - (11) exercise;
 - (12) medical and counseling services;
 - (13) religious services;
 - (14) clean and sanitary living conditions;
 - (15) education;
 - (16) the ability to send and receive mail;
 - (17) books and/or reading material;
 - (18) deprivation of diet and/nutritional needs,
 - (19) and rehabilitative programing.

Note: Meals consisting of foods that may be consumed without utensils may be provided for youth who have been deemed at risk for injuring themselves, and/or have demonstrated a history of aggressive and/violent behavior using their food trays, i.e. throwing trays against walls.

- F. Discipline should be timely, and occur as soon as possible after the incident, which supports the use of discipline. Such rules and penalties shall include both major violations and minor 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.

- G. The on-duty Supervisor / JSO III shall notify and make arrangements with educational program staff to provide schoolwork for youth on room confinement, medical separation, and self-separation,
- H. Restricting attendance from religious services as a disciplinary consequence is prohibited. If a youth is deemed a risk to the safety and security of the facility requiring separation or room confinement, then separate arrangements shall be made to provide religious services to the youth upon approval of the on-duty or on-call Supervising Deputy Probation Officer / Facility Manager.
- I. **A Time-Out:** an imposed temporary separation of the youth from the giving youth the opportunity to interrupt a negative pattern of behavior that could lead to discipline if not changed.

Time outs shall not exceed 15 minutes and it is expected that staff shall counsel youth during this time period and reinforce the minimum expected behaviors. Time outs must not be in a locked room

- J. **Reflection Time:** a phrase used to refer to time a youth spends away from the group to address minor negative behaviors by working on an appropriate written assignment reflecting on the impact of their negative behavior and focusing on more desired behavior.

Reflection time sanctions shall be given for rule violations that do not constitute or necessitate an incident report. Reflection times shall result in a youth losing the next available recreation period. Reflection time is NOT to be served during school hours or prohibit a youth from receiving religious services.

The on-duty Supervisor or JSO III is authorized to approve officers' recommendations for imposing reflection time on youth or extending reflection time as needed.

- K. **Privilege Suspension:** reserved for youth that refuse to attend school or for repeated rule violations that do not require room confinement. Privilege suspensions shall be documented in an incident report and approved by the on-duty supervisor. All Privilege Suspensions will be accompanied with a written reflective assignment.
- L. **Separation:** When a youth is removed from the general population for disciplinary purposes and is NOT confined to a locked room.
Medical separation and self-separation is NOT considered discipline.
- M. **Incident Report:** Incident reports shall document major rule violations that are not seen as a risk to the safety of others. It could result in a recommendation for room confinement or separation. Staff shall clearly articulate how lower levels of interventions and sanctions were used and failed to change the youth's behavior, when applicable.

7.2 Discipline Process Pursuant to Section 1391

- A. JSO's, JSO III's, and SDPO's are authorized to impose discipline in the form of a "time-out", reflection time, privilege suspension, and an incident report.
- B. Minor rule violations may be handled informally by counseling, advising a youth of the expected behavior based on being Safe, Responsible, and Considerate. Appropriate consequence for this type of behavior is a time out, a reflection time, or a privilege suspension. Reflection Times, Privilege Suspensions, and Incident Reports must be documented, reviewed for appropriateness, and appealable to a supervisor.
- C. The JSO III or Supervisor shall evaluate the major rule violation including but not limited to assessing the youth's attitude and behavior, discussing the incident with the Juvenile Services Officer (JSO) involved and, if appropriate, an SDPO will review video to determine if formal disciplinary action is required. If so, they shall direct the reporting JSO to prepare an incident report or a room confinement Incident Report. The incident reports should include informal and less interventions that were attempted prior to recommendation for formal disciplinary action and include trauma-informed approaches and PBIS (Positive Behavior Interventions and Supports.)
- D. The reporting JSO shall serve the youth with an incident report discussing with them the reason for the report and the recommended sanction. The JSO shall note on the incident report if the youth agrees or not agree with the facts and circumstances documented in the report and if the youth waives his/her right to a hearing.
- E. The SDPO will approve all Incident Reports. Only a SDPO or CDPO can overturn an IR of any kind.
- F. The JSO's are prohibited from delegating discipline to any youth.
- G. The on-duty Supervisor/JSO III shall document the service of the incident report to the youth, name of the reporting officer and recommended sanction in the facility shift change log.
- H. If the youth waives his right to a hearing, the on-duty supervisor or JSOIII shall note on the incident report.
- I. Hearings
 - 1. Disciplinary Hearing times are scheduled to take place, within 2 hours of the youth being placed on room confinement status. Exception: disciplinary hearings will not be conducted between 2200-0700 hours. Disciplinary hearings that fall within this time period shall be conducted the following day. An on-duty JSOIII, who is not a party to the incident, is responsible for conducting the disciplinary hearing.
 - a. Written notice of violation prior to a hearing

2. The Hearing Officer shall appoint a staff member to assist the youth when requested and allow the youth to make a statement, present evidence and testimony regarding the incident and the recommendation of formal disciplinary action.
 - a. Hearing by a person who is not a party to the incident
3. The Hearing Officer in determining if formal disciplinary action is appropriate shall take the following into consideration: achievement of rehabilitative/disciplinary goal; prior behavioral history; the youth's immediate behavior and attitude; safety/security of the facility; input of reporting officer; current/ongoing Behavioral Health issues related to youth's behavior; any insight or reflection the youth may have as to the nature of the problem and their willingness to improve their behavior.
4. The Hearing Officer shall document on the incident report and the Disciplinary Hearing Form whether the incident is founded or not founded, and the disciplinary action taken. Any incident that is unfounded shall be brought to the Supervisors attention.
 - a. Violations that result in a removal from a camp or commitment program, but not a return to court, will follow the due process provisions in subsection (b)
- J. The Supervising Deputy Probation Officer / Chief Deputy shall review all disciplinary hearings to ensure consistency with departmental policy and Title 15.
- K Any decision by the Supervising Deputy Probation Officer or Chief Deputy to modify the youth's discipline shall be documented clearly in the facility shift change log.
- L. Accommodations will be provided to youth with disabilities, limited literacy, and English language learners

7.3 Privilege System Behavior Management Policy and Procedure

The concept of behavior management is multi-faceted and begins at the time of booking. It is important to set a professional tone at that time. Further, it is important that youth receive proper instructions regarding institution expectations as well as copies of all rules and instructions.

The Privilege System provides youth an opportunity to have a fresh start on a daily basis. The youth's daily behavior determines their programming and privileges for that day in most cases. The Privilege System is based on graduated sanctions, positive reinforcement, and incentives to manage and control behavior.

The youth must understand that the institution provides a safe and secure environment, and that they will be expected to adhere to the rules of the institution and follow the directions of the staff.

- A. The youth are eligible daily to have 3.5 hours of recreation time during weekdays and up to 6.75 hours of recreation during weekend based on their behavior.
- B. The minimum expected behaviors throughout the day for youth include the following:
 - 1. Bed is made with few wrinkles;
 - 2. Clothing in room is folded;
 - 3. Communicates in a respectful manner with staff and other youth;
 - 4. Gets along with others;
 - 5. Requires no more than average amount of supervision;
 - 6. Attends school, does work as required and complies with teacher directives;
 - 7. Responds appropriately to staff instructions and follows all safety directives;
 - 8. Wears clothing neatly and properly; and
 - 9. Has acceptable personal hygiene and grooming.
- C. All meals shall be eaten at the dining table unless a youth has received a consequence for violating an established dining table rule or is on administrative separation status.
- D. Graduated Sanctions
 - 1. Graduated sanctions matches the youth's action with the appropriate intervention or sanction based upon the youth's current behavior while in detention, severity of the facility rule violation and level of cooperation at the time of the violation/incident. The goal is to achieve a legitimate rehabilitative or disciplinary purpose
 - 2. Staff shall start with the lowest consequence that is necessary and reasonable for the situation and move to higher interventions as needed.
 - 3. Staff shall give clear expectations of behavior prior to school and programming times and utilize redirection and counseling at a minimum for negative or poor behavior.
 - 4. Time Outs: The purpose of time outs is to give youth a chance to think about their inappropriate behavior, regroup and change their behavior without having to receive more significant consequences.

Time outs shall not exceed 15 youth and it is expected that staff shall counsel youth during this time period and reinforce the minimum expected behaviors.
 - 5. Reflection Time: Reflection Time is used to provide the youth with an opportunity to quietly reflect on their behavior; examine how their negative actions impact others; and develop strategies for avoiding poor decision in the future. Above all, Reflection Time should be an educational experience with a specific assignment and behavioral goal in mind.

Reflection time sanctions shall be given for rule violations that do not constitute or necessitate an incident report. Reflection times shall result in a youth losing the next available recreation period. Reflection time is NOT to be served during school hours or prohibit a youth from receiving religious services.

The on-duty Supervisor or JSO III is authorized to approve officers' recommendations for imposing reflection time on youth or extending reflection time as needed.

6. Privilege Suspension: Privilege suspensions are reserved for youth that refuse to attend school or for repeated rule violations that do not require administrative separation. Privilege suspensions shall be documented in an incident report and approved by the on-duty supervisor.
7. Incident Reports: Incident reports shall document major rule violations as designated in the Juvenile Hall Rule Book that could result in a recommendation for administrative separation. Staff shall clearly articulate how lower levels of interventions and sanctions were used and failed to change the youth's behavior, when applicable.

The on-duty Supervisor is authorized to approve officers' recommendations for administrative separation as the result of incident reports and determine if a youth may remain in school or if other arrangements are needed to insure the youth completes school for the day; determine when the youth may have one (1) hour out and if a disciplinary hearing is required.

8. Youth may be placed on Administrative Separation (ADSEP) if the youth is determined to be a risk to the safety and security of the facility or others at the approval of the Chief Deputy. A SDPO or JSO III in the absence of a SDPO, shall assess the youth every four waking hours thereafter to determine whether a youth requires further administrative separation status.
9. Youth on ADSEP status may not be allowed to participate in regular programming but shall not be denied all of the following:
 - a. Bed and bedding;
 - b. Daily shower and hygiene;
 - c. Personal hygiene items;
 - d. Clean clothing;
 - e. Meals
 - f. Medical and Behavioral Health services;
 - g. Contact with parent(s) or attorney
 - h. Receive religious services;
 - i. Right to send and receive mail;
 - j. Educational materials and school program;
 - k. Books and magazines that equal no more than four and one bible;and

- I. One (1) hour of large muscle activity.
 - m. Rehabilitative programming
- 10. Administrative separations that exceed more than 4 hours shall automatically have a Discipline Hearing pursuant to Section 7.2-C of this policy and be documented in the 23/1 log to include the reason for the youth being on ADSEP, the time the youth was given one (1) hour or the reason the youth was not given one (1) hour out and the time the youth was cleared. Administrative separation needs to be in compliance with section 5.5 D, as it relates to Room Confinement.
- E. Incident Reports, privilege suspensions and reflection times shall be documented in the shift log at the end of each shift and the Juvenile Hall Activity Sheet.
- F. The on duty Supervisor shall review all incident reports daily to insure compliance with policy and Title 15.
- G. Staff shall document in the shift log and provide notice to school staff when a youth refuses to attend school.
- H. Incentives
 - 1. Youth who meet the minimum expected behaviors shall be allowed the following:
 - Attend all recreation activities;
 - Assist with clean up after meals;
 - Have lights and radios until 2130 on weeknights and 2200 hours on weekends;
 - Friday movie night;
 - Peer leader party;
 - request roommate of their choice approved by the on-duty Supervisor,
 - hardbound journals
 - 2. Commissary: All eligible youth shall receive commissary on Wednesday and Saturdays. Youth are not eligible if they are serving time down during Commissary.
 - a. Commissary bags will include hygiene products and treats of the same items.
 - 3. Non-Collect Phone Calls: All youth will be eligible for one (1) non-collect phone call per week.
 - a. Youth will complete a request form and the requests will be approved by the on-duty Supervisor or JSO III. Approval of the phone calls will be dependent on the youth having good behavior on the day the request is submitted

- b. Unit staff shall notify the on-duty JSO III or Supervisor when approved calls have been completed. Unit staff shall document phone calls in the Unit Phone Log.
4. Social Event / Peer Leader Party
 - a. Youth who have been detained for at least seven (7) days and have not received any incident reports, privilege suspensions or reflection times throughout the week will be eligible to attend the Social Event
 - b. The Social Event is scheduled on Saturdays at 2030 hours and may include special food, games, rewards, etc.
5. Long Term Incentives: Youth who do not received any incident reports, privilege suspensions, or reflection times for extended period times will be eligible for incentives which vary on a weekly basis and may include but not limited to, use of game room, a different colored t-shirt, baseball cap, longer showers, white phone calls, etc.

7.4 Juvenile Hall Youth's Handbook

INTRODUCTION:

At Juvenile Hall we:

- Redirect
- Educate
- Empower
- Heal

The staff of Juvenile Hall is here to help you stay out of trouble so you can fulfill your potential and contribute positively to your community. We are not against you! We believe you are valuable, capable, and able to have a positive influence in your community.

Juvenile Hall staff includes Juvenile Services Officers (JSOs), Supervising Deputy Probation Officers (SDPOs), teachers, nurses and therapists all of whom are committed to supporting you to maintain your freedom and make responsible choices for your quality of life and the good of the citizens of SLO County.

We Redirect – Our probation officers and JSOs are committed to keeping you safe, guiding you into appropriate and healthy behavior while at JSC, and assisting you to understand that illegal actions can be destructive to your life and happiness.

We Educate – Our dedicated teachers provide you with a quality education and ensure all the work you do here becomes part of your academic record and counts toward your school goals. We believe your education is vitally important for your success.

We Empower – Our compassionate Behavioral Health counselors provide crisis intervention and counseling to help you get through your time in JSC, and grow in self-understanding, and to clarify your life goals to prevent future incarcerations.

We Heal – Our highly qualified nursing staff helps you get and stay healthy while you are at JSC. They provide an initial physical exam, daily medical care for minor injuries and illnesses, and medication management for people taking prescriptions medicines.

ZERO TOLERANCE FOR SEXUAL ABUSE AND SEXUAL HARASSMENT

The San Luis Obispo County Juvenile Hall has a “zero”

tolerance policy for sexual abuse. ***Youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits. No person shall be subject to***

IS NOT ALLOWED UNDER

discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification.

When you first arrive at Juvenile Hall:

- You will be booked into custody by a Juvenile Services Officer (JSO).
- All of your property will be collected, and your clothing will be placed in a property room.
- You will be offered the opportunity to make **two (2) phone calls, one to a parent/guardian or an employer and one to an attorney.**
- After staff has read you your rights it is important to remember that anything you say about your arresting offense may be reported to the Court.

Any drugs/narcotics found on your person during the booking process and anytime thereafter, may result in the filing of criminal charges.

After the booking paperwork is completed:

- Our on-site Nurse will complete a physical with you.
- Our Behavioral Health Therapist will speak with you.
- You will be offered something to eat

You are not allowed to talk with other youth regarding your crime or the reason you have been brought to Juvenile Hall.

Each staff member here at Juvenile Hall is a mandated reporter and must report any suspected child abuse.

Juvenile Services Officers are sworn peace officers in accordance with 830.5 of the Penal Code. This means that they have powers of arrest search and the ability to use physical force including pepper

spray. You will be expected to obey their directives. ***Threatening to harm them or actually harming them is a felony.***

Youth must not harass anyone or be harassed by anyone because of race, color, gender, national origin, religion, medical condition, physical or mental disability, sexual orientation, gender identity or expression.

Sexual harassment includes any of the following:

- Inappropriate and unwanted touching in any form
- Sexual or gender based jokes or teasing
- Rude and inappropriate noises, like whistling, or noises which are sexually suggestive
- Rumors and comments about a person's sexuality
- Comments about a person's body

If you are subjected to **ANY** form of Sexual Abuse or Harassment notify an adult who is not involved in this behavior IMMEDIATELY.

Adults who can help you include:

- An officer
- A teacher
- A volunteer
- A Behavioral Health counselor
- A nurse

COURT PROCESS:

- A probation officer will be assigned to your case to meet with you and determine if you should remain in custody and attend a detention hearing or be released to a parent or guardian.
- If it is necessary for you to stay in Juvenile Hall you will be assigned a court date. Your parents and your attorney will be notified of your court date. If you don't have an attorney one will be assigned to you.
- The Detention Hearing will take place within 48-72 BUSINESS hours after your booking. At that hearing the Judge will make a decision to have you remain in custody for future hearings; be released on Home Supervision with or without Electronic Monitoring; or be straight released to a parent or guardian.
- Future hearings will take place to determine appropriate actions based on your charges, criminal history, peer associations, family relationships, school performance, substance abuse and pro-social activities and behavior. At those hearings you will be told how long you will stay in Juvenile Hall.

HOUSING:

Unit and room assignments are based on the following:

- Age
- Charges
- Criminal history
- Behavioral history
- Behavioral Health needs
- Medical needs
- Facility needs
- A youth's individual needs

JUVENILE HALL SERVICES:

ACCESS TO LEGAL SERVICES:

- You will have access, upon request, to licensed attorneys.
- You will be allowed confidential consultation with attorneys.
- You will be allowed unlimited, postage free legal correspondence.

ACCESS TO HEALTH SERVICES:

- You will have access to first aid and emergency services.
- You will have access to health care regardless of your classification status or behavior.
- You will have opportunities, both written and verbal, to talk with medical or Behavioral Health staff about your medical or Behavioral Health needs.
- You will have access to reproductive and family planning services.
- You will have access to medical diets due to food allergies or other health related problems.

ACCESS TO COUNSELING SERVICES:

- You will have access to crisis treatment and counseling upon request.
- You will have access to individual counseling by Behavioral Health staff or with your current therapist.
- You will have opportunities to attend group counseling in anger management, substance abuse, and AA/NA support when available.

ACCESS TO RELIGIOUS PROGRAMMING

- You will have the opportunity to attend a religious program at least once per week.
- Participation in religious programming is **VOLUNTARY**. You may also participate in free time activities on a separate unit.
- If you require a special diet based on your religion, please notify staff.

ACCESS TO READING MATERIAL, PROGRAMS, AND ACTIVITIES

- There are a large supply of reading material on every living unit
- Youth may request to read a copy of Title 15 during free time. Copies are kept on each living unit.
- You will receive a minimum of one hour of physical activity every day
- Participation in programs and activities is encouraged and based on a youth's behavior.
- You will receive a minimum of 2 additional hours of free time a day; and a total of 5 hours on the weekend
- A program and activity calendar is posted on each unit
- Weather permitting, 1 hour of recreation will be outside

FIGHTING:

Fighting will not be tolerated. Any youth involved in fighting will be separated from the population. Fighting will result in a loss of privileges and/or the use of force and may result in room confinement or the filing of new charges.

PAT DOWNS:

You may be patted down:

- When you are booked in.
- When you have had a visit.
- When you return from a furlough.
- After you have seen your attorney.
- During random searches or shake downs.
- Anytime an officer deems it is warranted. **If an officer has reasonable suspicion to believe that you may be hiding contraband, you may be strip searched.**

CONTRABAND:

Contraband" is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, would interfere with the orderly day-to-day operation of a juvenile facility, or violate facility rules. Any excessive number of allowed items e.g. clothing) may be seen as contraband.

ITEMS ALLOWED IN YOUR ROOM:

- 1 mattress & pillow per bed unless medically cleared.
- 3 blankets, one for the bottom and two on top.
- 1 shirt, 1 underwear, bra for girls, 1 pair of socks, 1 pair of green pants, 1 pair of sweatpants, 1 sweatshirt, 1 summer shirt, 1 sleeping shorts
- Approved Peer Leader clothes
- A combination of 5 books/magazines (no penal codes)
- Cards - You may check these out at staff's discretion.
- Room folder & Journal - These items are not allowed on the unit.
- Photographs - You may display 5 photographs, calendars or drawings around your window but not on the screen. Items may not be torn or cut out of magazines.

Lights, radios and TV's will be turned off at 9:30 pm Sunday through Thursday.

Lights, radios and TV's will be turned off in your room at 10:00 pm on Friday and Saturday

BATHROOMS:

East and Center Units:

You must ask staff's permission before entering a bathroom. When exiting, ask a JSO if you should leave the door "open or closed." In the morning, you will have 5 minutes to use your hygiene tray and return to your room.

West Unit:

You must ask staff's permission before entering a bathroom. In the morning, after breakfast, you will be given your hygiene tray in your room. You will have 5 minutes to complete your hygiene process.

SHOWERS:

In the evening, you have 10 minutes to shower, use your hygiene tray, and return to your room. Staff will conduct 5-minute visual checks during showers.

**IF YOU HAVE HAIR LONGER THAN
SHOULDER LENGTH YOU MUST WEAR IT UP
IN A PONYTAIL OR BUN WITH A HAIR TIE.**

CLOTHING:

- T-shirts must be worn at all times.
- T-shirts must be tucked in, unless approved by staff while on the yard
- You must have your shirt and pants on at all times unless you are in the bathroom with the door closed.
- You may not layer clothes, *except* when a sweatshirt or summer shirt is worn over a T-shirt.
- Pants should fit properly. They should not sag below the waistline and if they are too long they must be cuffed, not pegged up, so that they don't drag on the ground.
- Do not roll down pant waist band
- Pant legs may not be tucked into your socks, unless it is approved by staff (while on the yard).
- Sandals may be worn in the shower only.
- Undergarments and t-shirts are exchanged daily.
- All other clothing is exchanged twice a week on Monday and Friday.
- Clothing is considered County property. Do not rip, tear, alter in any way or throw away without staff's permission.
- Summer shirts and sweatshirts should not be tucked into your pants.
- You may not wear any of your own personal clothing, accessories, or jewelry while here at Juvenile Hall.
- For your safety, you may not put clothing over your face while sleeping

REQUESTS:

Juvenile Hall uses a form called "Minor's Request." They are located near the control desk on each unit. There are three different colors.

White Minor's Request forms are filled out if you would like to talk to: your Probation Officer, lawyer, shift leader, or a supervisor. This form may also be used to request room changes, a roommate, or phone calls, and for peer leader requests or for general questions.

Purple Minor's Request forms are filled out if you would like to speak to a Behavioral Health counselor.

Gold Minor's Request forms are filled out if you need to speak to the nurse or if you are requesting services from the nurse.

*Unit staff can complete a non-confidential request for the youth at their discretion.

MAIL:

You may mail letters at the County's expense. All letters are to be mailed during programming times.

- When staff hand you an envelope, you need to immediately address it, place the letter inside, and hand it to staff who will initial the back of the envelope. The envelope must contain your full true name in the left hand corner and the recipient's full name and address.

- Letters will be checked for contraband, sealed, and placed in outgoing mail by graveyard staff
- Staff will open incoming mail to make sure that the envelope contains no contraband. **You are not allowed to keep any envelopes, stickers, or stamps in your room.**
- If you are writing to someone in another custody facility, a Supervisor must approve the mailing of the letter prior to being sent. Do not seal the envelope but ask staff to give to a supervisor for approval.
- You may not write letters to or receive letters from court ordered non-associates or others who are on probation or parole.
- Outgoing mail may be read by a Supervisor IF
 - staff reasonably believes the letter may contain information that could pose someone a safety risk, or promote criminal
 - If you are a documented gang member and are sending a letter to another documented gang member,
 - Contains gang or drug related material
- Incoming mail may be read for the same reasons as stated with outgoing mail.

Mail should not contain the following:

- Advocate criminal behavior
- Advocate or plans escape
- Contain pornographic material
- Contain material that advocates racial, gender, religious, or sexual conduct.
- Contains explosives, or any unlawful substances
- Any writings, drawing, pictures, or other materials promoting gang activity or behavior.

The address to receive mail at Juvenile Hall is:

(Youth's Name)
 SLO County Government Center
 Attn: Probation JSC
 SLO, CA 93408

PHOTOGRAPHS:

Photographs are allowed in the institution, but staff **must approve them and initial on the back of the photograph.**

- Photographs may not depict any form of gang affiliation, sexual content, drugs and alcohol or anti-social/criminal activity. A supervisor may remove a picture from a youth's room anytime they feel it is not appropriate.
- You are NOT allowed to have photographs of youths currently in custody or on probation.
- No Polaroid photographs are allowed in your room.
- Photographs are to remain in your room and not shared with others unless approved by a supervisor.

VISITS:

You may visit with your parents and or legal guardians, parents standing in loco parentis, and children twice a week for one hour. Your parents can contact Juvenile Hall by telephoning (805) 781-5389 to make an appointment. They will receive instructions on what they can bring you and how to schedule visits. Anyone other than those listed above will need to have prior approval from your Probation Officer or a Supervisor.

TELEPHONE CALLS:

All telephone calls after your rights call during the booking process will be "collect." You may use a pay phone operated by NCIC phone company. To set up a collect call account you can visit the website: www.NCIC.com or call 1-800-943-2189

You may be allowed the *possibility of a non-collect phone call per week*. The calls will be approved by the JSO/ JSO III or Supervisor and will be facilitated at the discretion and convenience of the staff.

Staff has the authority to end your phone call if you are heard being rude, disrespectful, or you are using inappropriate language. Your call may be ended if it is causing you to become upset and agitated.

GRIEVANCE PROCEDURE:

The grievance system is a juvenile hall process for the purpose of maintaining humane and safe treatment of the youth held in the juvenile hall. If you complaints about any condition of confinement, you can appeal to higher authorities to investigate the matter. You should address your complaint to the on duty JSO III. You may appeal the decision to a Supervising Deputy Probation Officer or the Chief Deputy Probation Officer.

We will attempt to resolve the grievance at the lowest appropriate staff level. After your complaint has been investigated, you have the right to a hearing, conducted by a neutral party, where you can present your side, and have a staff assist you during the hearing if you wish. You will receive a response in a reasonable time (usually 1-3 days), including the reasons for the decision. If your grievance is valid, we will take steps to correct the matter.

You have free access to a grievance procedure, which gives an opportunity for a fair hearing and resolution of complaints pertaining to care and treatment while you are here. If you need help writing your grievance, staff will assist you. You may not fill out a grievance during school or, during sleeping hours.

Hearings on your grievances shall be done promptly, within two days after the request is made. The following are the steps in the grievance process.

1. If you choose not to attempt to resolve the issue with the staff involved, you will start the process by submitting the grievance form.
2. Grievance forms are available in an open and accessible place on each living unit.
3. You may hand deliver a grievance to staff, or place the grievance in a locked box placed on all living units.
4. The on-duty JSO III shall remove any grievances from the lock box at the conclusion of each of their shifts.

You will not be punished in any way for submitting a grievance form. If you believe you have been punished, you are encouraged to discuss grievance with your attorney.

GENERAL RULES:

It is very important that you follow all staff instructions for your safety and the safety of others. You are expected to follow all PBIS matrices the first time you are asked. **Not all the expectations are in the Handbook.** If you have any questions, please discuss them with staff.

First Expectation to Remember:
Staff directions (written, verbal or implied) must be quickly and respectfully followed

PRIVILEGE SYSTEM

You will have a chance to earn special privileges and items for your room by being helpful and cooperative. Good behavior may also qualify you to be a Peer Leader, and participate in Saturday night Peer Leader Parties. For example, offering to help out with extra chores or making especially good decisions would allow you to earn “Coupons.” Coupons also allow you to “buy” special items from our Saturday morning “Commissary Cart,” like notepads, extra phone calls, healthy snacks, and bathroom supplies of nicer quality than those issued to you when you arrived. Behavior expectations to be SAFE, RESPONSIBLE, and CONSIDERATE are posted throughout Juvenile Hall.

Intake

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none">• Keep hands and feet to self• Disclose contraband	<ul style="list-style-type: none">• Answer questions honestly• Communicate only to officer working with you• Ask questions if you don't understand	<ul style="list-style-type: none">• Follow staff directions• Be patient• Use appropriate language and conversation• Use manners• Use indoor voice

MOVEMENT:

Movement procedure occurs when:

- **You are moving to and from your room**
- **Moving throughout the building including the yard, court, visiting, and the classrooms.**
- **Any time staff places you into “Movement”**

While walking through the building in movement you must have your **hands behind your back, palms together, and fingers interlaced.**

While sitting in Movement you must have your hands on the table in front of you, palms together and fingers interlaced. If there is no table, use your lap.

When you cross throughout the building, you must say **“CROSSING”** each time you go through a doorway. When crossing between units you are in “movement procedure.” Hold all questions and comments until you are out of movement procedure.

Movement

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Listen to instruction • Keep hands and feet to self • Remain still 	<ul style="list-style-type: none"> • Remain quiet • Set a positive example 	<ul style="list-style-type: none"> • Follow staff directions • Wait until out of movement to ask questions

Room

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Contraband-free • Free of extra items • Stay seated when staff enter 	<ul style="list-style-type: none"> • Bed made • Trash free • Write/draw on chalkboard only • Personal items are organized • Keep room clean 	<ul style="list-style-type: none"> • Follow staff directions • Knock politely to get staffs attention • Use appropriate language and tone • Quiet voices • Avoid distracting others

Hallways

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Hands behind back with fingers interlaced • Eyes forward • Stay within lines • Remain silent unless saying "Crossing" 	<ul style="list-style-type: none"> • Prepare yourself for movement • Walk directly to destination • Say "Crossing" appropriately when entering/exiting 	<ul style="list-style-type: none"> • Follow staff directions • Keep personal space • Save questions until out of movement

Unit

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Dress appropriately • Ask permission before moving by raising your hand & being called on • Resolve conflicts constructively • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Return all checked-out items • Keep track of all your items • Participate in activities • Prioritize your time (use wisely) 	<ul style="list-style-type: none"> • Follow all staff directives • Use appropriate language and conversations • Inside voices

Health Services

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Remain seated • Take shoes off in nurses station • Maintain personal boundaries • Notify staff when you don't feel safe 	<ul style="list-style-type: none"> • Answer questions honestly • Follow your treatment plan • Positively participate in your healthcare • Be open to learning 	<ul style="list-style-type: none"> • Follow staff directions • Use appropriate language • Listen • Be open to feedback

Bathroom

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Use for intended purpose • Always wash and dry hands • Report damage and unsafe conditions to staff • One person in bathroom at a time 	<ul style="list-style-type: none"> • Use hygiene items appropriately • Wear shower shoes • Bring out clothing and hygiene items when done • Be aware of time • Let staff know when you exit 	<ul style="list-style-type: none"> • Flush toilet after using • Clean up after yourself • Use toilet appropriately • Be mindful of those around you

School

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Keep hands and feet to yourself • Ask permission to move • Remain seated • Maintain personal boundaries • Stay in front of all staff • Resolve conflicts constructively 	<ul style="list-style-type: none"> • Keep track of assigned school supplies • Return school supplies to staff • Work attentively • Participate in your education • Ask for help • Do your own school work • Keep track of assigned school supplies 	<ul style="list-style-type: none"> • Follow staff directions • Raise hand and wait to be called on • Listen when others are speaking • Use supplies appropriately • Avoid profanity • Stay focused and allow others to stay focus

Yard and Gym

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Keep hands and feet to self • Remain 3 feet from yard fence • Use equipment properly • Resolve conflicts constructively • Be in groups of 3 or less • Report injuries immediately to staff • Use inside voices in gym 	<ul style="list-style-type: none"> • Participate in activities • Follow rules of assigned activity • Give your best effort • Wear clothing properly • Return all equipment to the proper place • Ask permission to get water 	<ul style="list-style-type: none"> • Follow staff directions • Throw away trash • Refrain from spitting • Display good sportsmanship • Use appropriate language • Include peers in activities

Visiting

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Stay seated • Appropriate physical contact • Be visible to staff • Contraband free 	<ul style="list-style-type: none"> • Dress appropriately • Communicate only with your visitor • Engage with your visitor 	<ul style="list-style-type: none"> • Use appropriate language • Listen to your visitor • Use appropriate volume and tone of voice

Counseling

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Sit in assigned chair • Stay seated • Sit up straight • Stay calm • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Ask questions if you don't understand • Be honest • Accept consequences 	<ul style="list-style-type: none"> • Follow staff directions • Refer to the Judge as "Your Honor" • Wait your turn to speak • Listen to others speak

Courtroom

SAFE	RESPONSIBLE	CONSIDERATE
<ul style="list-style-type: none"> • Remain seated • Maintain personal boundaries • Notify staff when you don't feel safe 	<ul style="list-style-type: none"> • Answer questions honestly • Participate in activities • Follow directions • Be open to learn 	<ul style="list-style-type: none"> • Be respectful • Use appropriate language • Ask clarifying questions • Listen

BEHAVIORAL MODIFICATIONS:

When you do not demonstrate the expected behaviors directly related to being SAFE, RESPONSIBLE, and/or CONSIDERATE, you may receive a consequence. This may range from a verbal directive by staff to being separated from the group. The goal is to have you understand the appropriate behavior, take responsibility for your actions, and get you back to the regular daily program. The following are some modifications or consequences you may receive for your behavior:

TIME OUT:

There may be times when you break a minor rule. When this happens, staff may choose to separate you from the other youth for a "time out." During this time an officer will talk to you individually and see how you can get back on track without further consequences.

REFLECTION TIME:

A "reflection time" is for repeated rule violations. You will be given an assignment to complete while seated alone during regular programming. Once you complete the assignment satisfactorily and agree to comply with the rules you may re-engage in programming.

PRIVILEGE SUSPENSION:

A privilege suspension occurs when youth repetitively do not comply with the behavioral matrices. Privileges may include: programming (free time) with youth, having the radio on in your room, and the ability to participate in programs that day. You will be given an assignment to complete while seated alone during regular programming. Once you complete the assignment satisfactorily and agree to comply with the rules you may re-engage in programming. The following are some reasons you may earn a Privilege Suspension:

1. Youth refuses to participate in school or complete school work
2. More than one RT during a shift/during the day
3. Repeatedly not being SAFE, RESPONSIBLE, OR CONSIDERATE

INCIDENT REPORT:

An Incident Report may be written by a JSO for inappropriate behavior such as, but not limited to aggressive behavior, destruction of county property, disruptive behavior, excessive profanity, failure to follow staff directives, personal slurs, contraband, racial slurs, school refusal, sexual harassment, inappropriate sexual behavior. Your behavior and actions will be typed up on an Incident Report (IR). A copy of the IR will be placed in your file, given to your Probation Officer, and given to you.

SEPARATION

Temporary separation from the general population for a new booking and evaluation; suicide watch; nurses' orders due to illness; disciplinary consequences and protective custody.

While on SEPARATION status, you may not be allowed to participate in regular programming, but you will not be denied normal privileges available at the facility.

Self- Separation

If you chose to stay in your room separate from other youth during normal programming, meal or education periods, you will be asked to sign a Self-Separation form.

ROOM CONFINEMENT INCIDENT REPORT:

A Room Confinement Incident Report may be written by a JSO for any behavior that is deemed to be a safety and security risk to yourself, other youth, officers, staff or the facility. Your behavior and

actions will be typed up on an Incident Report (IR). A copy of the Room Confinement IR will be placed in your file, given to your Probation Officer, and given to you.

A JSO III or SDPO will assess your behavior every four waking hours to determine if you are ready to program with the other youth. You will be required to complete a reflective activity to show staff you are willing to take responsibility for your behavior and be ready to reintegrate back into the population.

Youth will be offered all of the following: bed and bedding, daily shower, access to bathroom facilities, personal hygiene items, clean clothing, full nutrition, contact with parent and attorney, 1 hour of large muscle activity, medical services and counseling, religious services, the right to send and receive mail, educational materials, and a combination of books and magazines that equal no more than five books.

DISCIPLINARY HEARING:

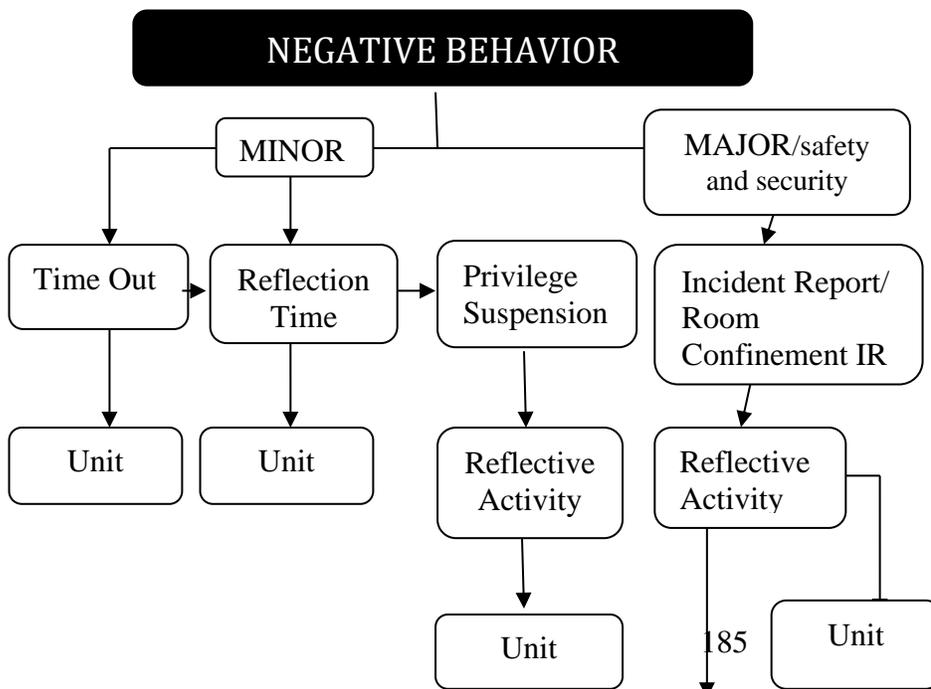
You may request a disciplinary hearing with JSOIII or a supervisor if you do not agree with your IR. During the hearing, you may request that the Hearing Officer appoint a JSO to assist you, and you will be allowed to make a statement regarding the incident. You will be placed on room confinement status pending the disciplinary hearing. Hearings will be conducted by a JSO III or a supervisor independent of the incident.

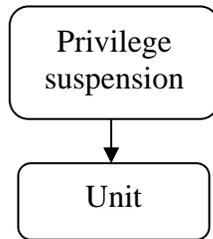
HEARING PROCEDURE:

If you do not agree with the consequences, you have received you may request a Discipline Hearing with a JSO III. If you do not agree with the decision of the JSO III, you may appeal the decision to a higher authority. A supervisor shall meet with you and discuss the situation. You will be advised that the decision can be appealed. The supervisor will seek input from all staff involved in the incident you are grieving.

If you wish to appeal the supervisor's decision, the hearing can be heard by the Chief Deputy of the Custody Division. The Chief Deputy will ask to meet with you personally in an attempt to resolve the situation. This is called an "appeal hearing."

The Chief Deputy will render a decision in writing within three working days after hearing the appeal. The Chief Deputy's decision will be final.





USE OF FORCE:

Juvenile Service Officers are authorized to use physical force for the following:

- To affect an arrest
- To prevent a youth from self-harm or harming others
- To stop the commission of crimes, riots, assault, escape, hostage taking, etc.
- To enforce the Juvenile Hall rules and regulations
- To prevent or stop the destruction of county property

Juvenile Services Officers may use a chemical agent called OC spray, commonly called pepper spray, when someone becomes a risk to staff, self, the facility, or other youth. This chemical agent causes pain and discomfort until the area is decontaminated. Each unit has a warning sign posted explaining that OC may be used and describing its effects.

Staff will decontaminate a youth after he or she complies with staff directives. An officer will stay with the youth until the youth feels fully decontaminated. Following the youth of OC spray, the on-duty nurse will clear the youth from any potential injuries.

Juvenile Service Officers may use the WRAP Restraint System, a tool that immobilizes your legs and hands if you become combative or engage in self-harm or out of control behavior.

EMERGENCY PROCEDURES:

In the event of an emergency you must follow the directions of the staff quickly and without question. Stay calm and quiet. You will be directed by staff to move to a safe location, inside or outside of the building, depending upon the specifics of the emergency.

When an officer calls a **CODE 3** you must get on the ground, face down, with your hands behind your back with palms together and fingers interlaced, and feet crossed at the ankles. Any refusal to follow directions may be deemed unsafe to staff and other youth, resulting in Room Confinement or an Incident Report.

CHAPTER 8. HEALTH SERVICES

8.1 Responsibility for Health Care Services Pursuant to Section 1400

- A. Responsibility for Health Care Services
 - 1. Facility administrator shall ensure that health care services are provided to all youth.
 - 2. Designated health administrator shall be responsible to:
 - a. Develop policy for health care administration
 - b. Identify health care providers for the defined scope of services
 - c. Establish written agreements as necessary to provide access to health care
 - d. Develop mechanisms to assure that those agreements are properly monitored
 - e. Establish systems for coordination among health care service providers
 - f. Work in cooperation with the Director of the Department of Behavioral/Behavioral Health
 - 3. Designated responsible physician shall develop policy in health care matters involving clinical judgments.

8.2 Patient Treatment Decisions Pursuant to Section 1401

- A. Licensed health care professionals, operating within the scope of their license and within facility health care services policy, have sole authority to make clinical decisions for individual youth under their care.
- B. Safety and security policies and procedures apply to facility health care personnel.
- C. Youth shall be transported to off-site providers in a timely manner when directed by the authorized facility health care staff.

8.3 Scope of Health Care Pursuant to Section 1402

- A. The Health Administrator, in cooperation with the Facility Administrator shall develop and implement written policy and procedure to define which health care shall be provided within the facility and those services that shall be available through the community.
- B. Each facility shall provide:
 - 1. At least one physician or health care provider to provide treatment
 - 2. Health care services which meet the minimum requirements of Title 15 and be at a level to address emergency, acute symptoms and/or

conditions and avoid preventable deterioration of health while in confinement

3. Staff, space, equipment, supplies, materials, and resources manuals necessary to insure the level of health care services provided within the facility.
- C. The Facility Manager shall develop written policy and procedure that provide for parents, guardians or other legal custodians, at their own expense, to authorize and arrange for medical, surgical, dental, behavioral/Behavioral Health or other remedial treatment of youth consistent with facility security requirements and public safety.

8.4 Health Care Monitoring and Audits Pursuant to Section 1403

A. Health Care Monitoring and Audits

1. Statistical data shall be collected monthly and provided to the Chief Deputy.
2. Policy and procedures shall be systematically revised through the quality assurance process.
3. A process for correcting identified deficiencies in the medical, dental, Behavioral Health and pharmaceutical services delivered and policy/procedure improvements shall be incorporated into the quarterly LEMC meeting.
4. The Health Administrator shall provide an annual written report of health care services to the Facility Administrator.
5. Medical, mental and dental services shall be reviewed by health and facility administrators during quarterly Law Enforcement Medical Care (LEMC) meetings.

8.5 Health Care Staff Qualification Pursuant to Section 1404

A. The health administrator shall, at the time of recruitment for health care positions, develop education and experience requirements that are consistent with the community standard and the needs and understanding of the facility population. Hiring practices will take into consideration cultural awareness and linguistic competence. Qualified staff shall work within the scope of their license or certification pursuant to the Business and Professions Code.

B. Facility health care personnel shall:

1. Have appropriate and valid California licenses and/or are certified to provide care;
2. Work within the scope of practice described by their particular license or certification; and
3. Keep their licenses and/or certificates current.

- C. The Health Administrator shall ensure that appropriate licenses and credentials are kept on file in the facility, at a central location where the documents are available for review.
- D. The Health Administrator shall assure that position descriptions and health care practices require that health care staff receive the supervision required by their license and operate within the scope of practice.

8.6 Health Care Staff Procedures Pursuant to Section 1405

- A. Health Care Staff Procedures
 - 1. The responsible physician may delegate clinical functions or services to licensed health care staff when safe and legal.
 - 2. The clinical function or services shall be performed by staff operating within their scope of practice per written protocol, standardized procedures, or direct medical order.

8.7 Health Care Records Pursuant to Section 1406

- A. The Health Administrator, in cooperation with the Facility Administrator, shall maintain complete individual and dated health records that include when applicable, but is not limited to:
 - 1. Intake health screening form.
 - 2. Medical examinations.
 - 3. Health service reports.
 - 4. Complains of illness or injury.
 - 5. Names of health personnel, who treat, prescribe, administer, or deliver medication.
 - 6. Location treatment provided.
 - 7. Medications records (see Section 1438, 1439)
 - 8. Progress notes.
 - 9. Consent forms.
 - 10. Authorizations for release of information.
 - 11. Copies of previous health records.
 - 12. Immunization records.

13. Laboratory reports
 14. Individual treatment plan
- B. Maintenance
1. Health records shall be maintained in a locked area separate from the confinement record, or secured electronically.
 2. Access to health behavioral/Behavioral Health records shall be authorized by the Health Administrator.
 3. Youth shall not be used to translate confidential medical information for other non-English speaking youth.
 4. Health care records shall be retained in accordance with community standards.

8.8 Medical / Behavioral Health Confidentiality Pursuant to Section 1407

- A. To protect Behavioral Health client information, and to comply with the Lanterman-Petris-Short Act (WIC Sections 5328-5328.9) and Title 15 Section 1401.
- B. No Behavioral Health client information is released without required authorization.
- C. The Welfare and Institution Codes on confidentiality apply to all information and records obtained in the course of providing services to any youth housed in Juvenile Hall.
- D. Records or information may only be released with the written authorization of the youth's legal guardian.
- E. Records or information may be released to:
 1. The youth's attorney;
 2. As allowed by Order of Juvenile Court; (Copy to be attached when available)
 3. Behavioral Health Professionals with whom there is a completed, signed Exchange of Information in the youth's file;
 4. Request for records must be processed through the Medical Behavioral Health Records Department at 1-805-781-4700.
- F. The Health Administrator shall have established protocol for the mutual multi-disciplinary sharing of health information with the Court, youth supervision staff and the Probation Department, which is consistent with existing laws and mandates.
- G. This protocol shall include provisions for the sharing of information to the: Courts, Probation Department, and the Juvenile Hall staff.

- H. This nature and extent of this information shared shall be appropriate to: treatment planning; program needs; protection of the youth or others; management of the facility; maintenance of security; and preservation of safety and order.
- I. Medical and Behavioral Health services shall be conducted in a private manner such that information can be communicated confidentially consistent with HIPAA.
- J. Youth shall not be used to translate confidential medical information for other non-English speaking youth

8.9 Transfer of Health Care Summary and Records Pursuant to Section 1408

- A. Transfer of Health Care Summary and Records
 - 1. Relevant records and a health care summary shall be forwarded to health care staff in the receiving facility when a youth is transferred to another jurisdiction.
 - 2. Relevant records and a health care summary shall be forwarded to specific physicians or health care facility in the community upon request and with the written authorization of the youth and/or parent/guardian.
 - 3. Hiring practices will take into consideration cultural awareness and linguistic competence

8.10 Health Care Procedures Manual Pursuant to Section 1409

- A. Policy and Procedures Manual
 - 1. Will address the standards of the facility.
 - 2. Is available to health care staff, facility administrator, and facility manager to ensure effective service delivery.
 - 3. Is reviewed and revised annually by health administrator in cooperation with the facility manager.
- B. Contents (Section 1324)
 - 1. Table of organization.
 - 2. Purpose of programs.
 - 3. Responsibilities of employees.
 - 4. Maintenance of record keeping statistics.
 - 5. Instructions for handling:

- a. Deaths
- b. Suicide attempts
- c. Suicide prevention
- d. Serious illness or injury
- e. Emergency and basic health care

C. Responsibility for Health Care Services (Section 1400)

1. Facility administrator shall ensure that health care services are provided to all youth.
2. Designated health administrator shall be responsible to:
 - a. Develop and implement policy for health care administration
 - b. Identify health care providers for the defined scope of services
 - c. Establish written agreements as necessary to provide access to health care
 - d. Develop mechanisms to assure that those agreements are properly monitored
 - e. Establish systems for coordination among health care service providers
 - f. Work in cooperation with the Director of the Department of Behavioral Health
3. Designated responsible physician shall develop policy in health care matters involving clinical judgments.
4. Each policy and procedure for the health care delivery system shall be reviewed at least every two years and revised as necessary under the direction of the health administrator. The health administrator shall develop a system to document that this review occurs.

8.11 Management of Communicable Diseases Pursuant to Section 1410

1. The Health Administrator, in cooperation with the Facility Administrator and local Health Officer, shall develop written policies and procedures to address the identification, treatment, control, follow-up and reporting of/the management of communicable diseases.
2. The policies and procedures shall include but is not limited to:
 1. Intake health screening procedures;
 2. Identification of relevant symptoms;
 3. Referral for medical evaluation;
 4. Treatment responsibilities during detention;
 5. Coordination with public and private community-based resources for follow-up treatment;
 6. Applicable reporting requirements; and
 7. Strategies for disease outbreaks

B. Communicable Disease (Pandemic, Epidemic, or Outbreak)

When officially determined by the Center for Disease Control (CDC) an outbreak of a serious health threat has occurred the following procedures will be in place.

1. Staff

- a. Only essential staff will be permitted in the building. These staff may include Juvenile Services Officers, Probation Officers, Public Health, Behavioral Health, and any other individuals approved by Superintendent.
- b. All permitted staff entering the Juvenile Hall will submit to a health screening, including specific questions and temperature taking if needed.
- c. Any staff experiencing designated symptoms will be referred to the Public Health Department.
- d. While on duty, Staff will follow all recommendations by CDC and Public Health including but not limited to wearing of facial coverings, physical distancing, and any required Personal Protection Equipment.

2. Booking

- a. Youth and arresting officer(s) will be met in the Sally Port by the medical staff on duty and a JSO III/Shift Leader/SDPO. In the event medical is not on duty, the detention staff will suffice.
- b. A surgical mask will be placed on the youth.
- c. Medical staff (detention staff in their absence) will take the youth's temperature, ask screening questions and conduct initial screening and testing for any medical issues that might require medical clearance at the Emergency Department. All information will be documented in youth's medical file.
- d. All youth will be administered **any designated needed testing by medical, if not tested prior to booking.**
- e. In the absence of medical staff, screening documentation will be completed by Shift Leader or SDPO and placed in medical office for filing.
- f. If immediate care is needed, youth should be sent to Emergency Department to obtain medical clearance, due to urgent symptoms or other medically urgent conditions.
- g. Cleared youth will be brought into the building for booking.
- h. Officers will wear gloves, masks and face shield or goggles while maintaining a 6-foot distance when reasonably possible during the booking process.
- i. Bookings will be conducted in intake for all non-symptomatic youth who had a negative screening.
- j. Bookings for symptomatic or confirmed cases will be booked on a designated Unit, using paper a booking packet.
- k. Officers will wear full PPE when conducting bookings (gown/jumpsuit, gloves, face shield, and N95 mask)

- l. All medical screenings will take place in a designated room on designated Unit.
 - m. Non symptomatic youth should be housed in an area separate from other youth when staffing permits.
 - n. In the event a youth test positive for any necessary testing they will be housed on the designated Unit and follow the Confirmed Case Protocol.
 - o. Youth MUST always wear a mask while OUT of their room
 - p. If cloth masks are used, they will be laundered nightly in hot water and returned to the youth in the morning.
 - q. Youth will be given schoolwork by SLOCOE in the form of a paper packet.
- 3. Youth will eat in their room.
 - 4. Medical will take the youth's temperature two times daily and conduct physical symptom checks.
 - 5. Youth will be retested after 10 days.
 - 6. Youth will remain on this protocol for 14 days.
 - 7. If the youth's test is positive for the communicable disease, they will be moved to the designated Unit and follow the Confirmed Case Protocol.
 - 8. If a POSITIVE youth is released from their isolation or if a NEGATIVE youth has a negative test at the end of their quarantine they will be moved on to West Unit.
 - 9. If a youth has a Confirmed Case of the communicable disease the following will apply:

Administrative:

- A. Delivery of results (when lab testing is conducted by Public Health):
 - i. Regarding Staff: If Public Health determines staff need to be tested, results will delivered (both positive and negative) directly to staff and Probation
 - ii. Regarding Youth: JSC Medical Staff will test youth upon booking and deliver to Probation, youth and parents.
- B. The following individuals will be contacted by phone:
 - i. On duty or on call SDPO
 - ii. CDPO
 - iii. CPO
 - iv. Public Health
 - i. Division Director of Public Health
 - ii. Public Health Doctor assigned to Juvenile Hall
 - iii. Communicable Disease Program Manager (or designee) at 805-781-5577
 - v. Youth's parent or guardian (by JSC Medical Staff or SDPO)
 - vi. Youth's Deputy Probation Officer
 - vii. Juvenile Court Judge

Youth:

1. The youth will be medically isolated and housed on Center Unit in a wet room.
2. The medical isolation will be for a minimum of 10 days.
3. The youth may not be confined to their room pursuant to Title 15 Section 1354.5 and WIC 208.3, unless directed by medical staff.
4. If medically separated per Title 15, medical staff shall document the decision and why.
5. One bathroom will be designated for their use
6. If approved by Medical staff, the youth can be out of their room, and wearing a mask
7. Youth will eat in their room, or on the unit IF cleared by the nurse.
8. All surfaces youth touches while out of their room will be immediately wiped down with an anti-bacterial cleaning solution
9. With Medical approval, Youth may go outside (if feeling well enough) and wear a mask.
10. All clothing will be changed out two times per week. Soiled clothing will be placed in a plastic bio-hazard bag and immediately placed outside of the kitchen area.
11. Soiled bedding will be placed in bio-hazard plastic bag and immediately placed outside of the kitchen area
12. Medical staff will monitor the youth's health as they see needed, included but not limited to temperature taking 2x per day and monitoring symptoms daily.
13. The medical separation and quarantine will be lifted after 10 days and:
 - a. No fever and OFF all fever reducing medication for 24 hours
 - b. All other symptoms improving

Staff:

1. Staff assigned to the unit are encouraged to wear street clothes to work and change into their uniform on site. At the end of their shift they can change back into their street clothes (shower if desired), bag their exposed uniform and take home to wash.
2. Prior to entering Center Unit, officers will put on Personal Protection Equipment – PPE (a disposable jumpsuit over their uniform, mask, gloves and face shield / eye protection).
3. The door between East and Center unit will remain closed
4. Staff will always remain a minimum of 6 feet away from youth, unless an emergency.
5. When staff leave the unit they will remove their jumpsuit on garden patio and place in a designated trash can.
6. Personal eye protection may be removed and sanitized after each use.

8.12 Access to Treatment Pursuant to Section 1411

A. Access to Treatment

1. There shall be unimpeded access to health care regardless of youth's classification status or behavior.
2. Youth shall convey requests for emergency and non-emergency health care services.

3. Youth shall have opportunities for both written and verbal communications accommodating all language or literacy barriers regarding medical/Behavioral Health services.
4. Youth supervision staff shall relay requests from youth, initiate referrals when needed for health care services is observed and advocate for the youth when the needs for services appears to be urgent.
5. Designated staff shall inquire and make observations regarding the health of each youth on a daily basis and in the event of possible injury.
6. Opportunities are available on a twenty-four hour per day basis to communicate emergency health care service needs.
7. All health care requests shall be documented and maintained for one year.

8.13 First Aid and Emergency Response Pursuant to Section 1412

- A. Youth shall have access to first aid and emergency services
 1. First aid kits shall be available in designated areas of the Juvenile Hall.
 2. The Health Care Administrator/Responsible Physician shall approve the contents, number, location and procedure for the periodic inspection of first aid kits.
 3. Youth supervision and health care staff shall be trained in responding to emergencies requiring first aid.

8.14 Individualized Treatment Plans Pursuant to Section 1413

- A. Individualized treatment plans shall be developed and implemented for all youth who have received services for significant health care concerns.
 1. Health care providers shall assure that health care treatment plans are considered in facility program planning.
 2. Health care restrictions shall not limit participation of a youth in school, work assignments, exercise and other programs, beyond what is required to protect the youth's health.
 3. Medical and Behavioral Health information shall be shared with youth supervision staff in accordance to Section 1407 for purposes of programming, treatment planning and housing.
 4. Any youth suspected or confirmed to be developmentally disabled shall be referred to the local regional center for developmentally disabled individuals for purposed of diagnosis and/or treatment within 24 hours excluding weekends and holidays.

5. Program planning shall include pre-release arrangements from continuing medical and Behavioral Health care, together with participation in relevant programs upon return into the community.
6. Policies and procedures shall address accommodations for youth who may have special needs when using showers and toilets and dressing/undressing.

8.15 Health Clearance for In-Custody Work and Programs Pursuant to Section 1414

- A. All youth shall receive a health clearance screening to participating in the following:
 1. Work Crews
 2. Physical Activity including but not limited to the Sports program, Physical Education class, and Run Club (CVA).

8.16 Health Education Pursuant to Section 1415

- A. Programs shall be provided through Public Health, County Office of Education and the Probation Department to all youth on the importance of developing and maintaining sound personal health care. These educational programs shall include but not limited to the following:
 1. Substance abuse
 2. Eating disorders
 3. Family planning
 4. STD prevention
 5. Psycho social function
 6. Personal hygiene
 7. Exercise and nutrition
- B. The Juvenile Hall medical staff shall provide reproductive health services education to those youth they deem appropriate to receive this information.
- C. This reproductive education information shall include but not be limited to those prescribed by Welfare and Institutions Code Sections 220, 221 and 222, and Health and Safety Code Section 123450.

8.17 Reproductive Services and Pregnant Youth Pursuant to Section 1416 and 1417

- A. Pursuant to Section 220 of the Welfare and Institutions Code, no condition or restriction shall be imposed that prohibits a female youth detained in the Juvenile Hall from obtaining an abortion.

1. Female youth found to be pregnant while detained in the Juvenile Hall and desiring an abortion shall be permitted to obtain an abortion.
- B. Pursuant to Section 221 of the Welfare and Institutions Code, any female youth detained shall be allowed the following:
1. Continued use of materials necessary for personal hygiene of her menstrual cycle and reproductive system;
 2. Birth control measures as prescribed by her physician;
 3. Upon her request be furnished with information and education regarding prescription birth control measures; and
 4. Access to family planning services at least sixty (60) days prior to her schedule release date including the services of a licensed physician or services necessary to meet her family planning needs at the time of her release
- C. Pursuant to Section 222 of the Welfare and Institutions Code, any female detained at the Juvenile Hall shall have the right to summon and receive the services of any physician or surgeon of her choice to determine whether she is pregnant.
1. If a female youth is found to be pregnant, she is entitled to a determination of the extent of the medical services needed by her and to the receipt of those services from the physician and surgeon of her choice.
 2. Any expenses occurring as the result of the services of a physician and surgeon whose services are not provided by the facility shall be the responsibility of the female.
 3. A female youth shall not be shackled by the wrists, ankles, or both during labor, including during transport to a hospital, during delivery and while recovering after giving birth.
 4. Pregnant youth temporarily taken to a hospital outside the facility for the purposes of childbirth shall be transported in the least restrictive manner possible consistent with the legitimate security needs of each youth.
 5. Once a physician declares a pregnant female to be in active labor, the youth shall not be shackled by the wrists, ankles or both, unless deemed necessary for the safety and security of the ward, staff or public by the Facility Manager or their designee.
 6. The rights provided by this section shall be posted in at least one clearly visible area to which all female youth have access.

8.18 Medical Clearance/Intake Health and Screening Pursuant to Section 1430

- A. The responsible physician in cooperation with the Facility Administrator and Behavioral Health Director shall establish policies and procedures defining when a health evaluation and/or treatment shall be obtained prior to acceptance for admission. Policies and procedures shall also establish a documented intake health screening procedure to be conducted immediately upon entry into the facility.
1. Prior to acceptance for booking
 - a. Conditions that preclude acceptance
 - b. Medical clearance
 - 1) Altered mental status
 - 2) Intoxication
 - 3) Documentation of circumstances
 - 4) Documentation of pre-booking treatment medical clearance.
 - 5) A minor who is unconscious shall not be accepted into the facility.
 2. At time of booking
 - a. Intake screening identifies
 - 1) Hazard to youth or others
 - 2) Health conditions that require treatment
 - 3) Communicable disease isolation
 - 4) Timely referral
- B. Medical Examination by Law Enforcement.

Staff may request law enforcement to clear a youth at Behavioral Health or Community Health Clinic/Hospital Emergency Room prior to booking Requests will be made under the following circumstances:

1. Behavioral Health - Any youth who does not know their name, the date, the year, what time they are arrested and/or is a danger to self or others, (i.e. 5585 of the Health and Safety Code, suicidal) shall be referred to Behavioral Health for evaluation.
2. Clinic/Emergency Room - Any youth who has been in an accident, incurred an injury during arrest, has potentially serious injuries incurred prior to arrest, who has been unconscious and/or who exhibits any of the symptoms of alcohol or drug impairment as listed in Section 5.1 D of this policy and procedure manual.

C. Intake Health Screening

A. Youth shall undergo an initial health screening at the time of booking. Youth who are experiencing any of the symptoms of alcohol or drug impairment as listed below, and/or are ill or injured, SHALL NOT be admitted to the facility until cleared by a physician.

1. Youth is unconscious.
2. Youth is intoxicated and unable to remain awake.
3. Youth is intoxicated and experiencing slow or slurred speech.
4. Youth is unable to stand or ambulate by themselves.
5. Youth is disoriented as to time, place or person.
6. Youth is unable to sit unassisted without falling.
7. Youth is experiencing persistent vomiting or an inability to clear mucus or food and liquids.
8. Whenever a youth is not accepted for booking, documentation of the circumstances and reasons for requiring a medical clearance shall be documented.
9. A written medical clearance shall be received from an emergency room or Behavioral Health on all youth needing clearance prior to booking.
10. When the arresting agency has medically cleared a youth through an emergency room due to his/her being under the influence of a controlled substances or alcohol and is then accepted for admission into the Juvenile Hall, that youth shall be placed in a holding room when possible, on a fifteen-minute stress watch. The youth shall remain on a fifteen-minute watch until the nursing staff pursuant to Section 2-1E has medically cleared the youth.
11. When requested by law enforcement Juvenile Hall staff will, when possible, relieve law enforcement at the hospital after authorization by the on-call SDPO or Chief Deputy.

8.19 Intoxicated and Substance Abusing Youth Pursuant to Section 1431

- A. Youth who are intoxicated or under the influence of a controlled substance will be accepted for booking into the Juvenile Hall according to the extent to which health care can be provided within the facility. This includes but is not limited to whether or not medical staff is on duty at the time the youth is admitted.
- B. Youth who display outward signs of intoxication including but not limited to disorientation as to time, place or person, lapses of consciousness, difficulty breathing, persistent vomiting, inability to clear mucus or food/liquids, unable to stand or sit on their own, or are known or suspected to have ingested any substance that could result in a medical emergency shall not be admitted to the Juvenile Hall without first being evaluated at a local hospital.
- C. A passive alcohol screen (PAS) shall be administered to all youth upon admission, who are suspected or known to be under the influence of alcohol. The PAS shall be administered while the arresting officer is present.
- D. If on duty at the time of the youth's admission, facility medical staff shall assess all youth suspected of being intoxicated or under the influence of a controlled or other substance to determine the need for a medical clearance by an emergency physician.
- E. If facility medical staff are **not** on duty at the time of admission, and the youth has a Blood Alcohol Content of .10 or above, the youth shall not be admitted to the Juvenile Hall without first being evaluated at a local hospital.

- F. Youth who are Intoxicated or under the influence, that have been medically cleared by a physician to be booked into the Juvenile Hall, shall be housed in a holding room until the youth is no longer intoxicated or under the influence.
- G. Staff shall visually observe the youth at least every 15 minutes while in a holding room. Visual checks shall be documented with actual time on a facility stress form.
- H. If a youth appears intoxicated or under the influence of a substance after six (6) hours from the time of admission, a medical evaluation shall be completed.
- I. A medical clearance shall be obtained prior to booking any youth who is intoxicated to the extent that they are a threat to their own safety or the safety of others.

8.20 Health Appraisals / Medical Examinations Pursuant to Section 1432

- A. Youth admitted to the Juvenile Hall shall be medically checked within 96 hours of their booking, excluding holidays:
- B. Medical examinations shall be conducted in privacy and only limited by significant security issues.
- C. The Chief Deputy shall approve the presence of an officer during a medical examination if a youth poses a significant security risk at the time of admission.
- D. Medical examinations shall include the following:
 - 1. Health history present and past
 - 2. Physical examination
 - 3. Laboratory and diagnostic testing
 - 4. Family history
 - 5. Reproductive history
 - 6. Medications
 - 7. Allergies
 - 8. Pre-Release planning
 - 9. Health related behaviors:
 - a. Substance use/abuse
 - b. Nutrition
 - c. Exercise
 - d. Safety
 - e. Occupation
 - f. Environmental exposures
 - g. Immunizations
 - h. social/education
 - i. Physical examination
 - j. Laboratory

8.21 Requests for Health Care Services Pursuant to Section 1433

- A. Youth have the right to appropriate medical, dental and Behavioral Health care.
- B. Youth shall be provided with opportunities to request medical, dental and Behavioral Health care services while detained at the Juvenile Hall.
- C. Youth requesting medical, dental or Behavioral Health services shall receive such attention as soon as is reasonable and possible.
- D. Youth shall be informed of how to request medical, dental, and Behavioral Health care services during their admission orientation and in a manner, language and vocabulary that is understood by them.
- E. Youth supervision staff shall relay emergency and non-emergency health care requests in a timely manner.
- F. Staff shall inquire and make observations regarding the health of each youth on a daily basis and in the event of possible injury.
- G. There shall be opportunities available on a twenty-four hour per day basis for youth and staff to communicate the need for emergency health care services.
- H. Provision shall be made for any youth requesting health care attention, or observed to be in need of health care, to be given that attention by the nursing staff.
- I. All health care requests shall be documented and maintained for one year.

8.22 Consent for Health Care Pursuant to Section 1434

- A. Consent from parent/guardian/caregiver: Upon a youth's admission into the Juvenile Hall, facility medical or probation staff, shall obtain, whenever possible, authority to consent to medical and dental care for the youth from the youth's parent(s), legal guardian(s), or relative caregiver. (Family Code section 6910.)
- B. Court consent: If no parent, guardian, or relative caregiver is available, the Probation Department shall obtain consent and authorization for health care services from the Juvenile Court. (Family Code section 6911 and Welfare and Institutions Code Section 739)
- C. Consent by emancipated youth: An emancipated youth (as defined by Family Code section 7002 to include a youth who has entered into a valid marriage, is on active duty with the armed forces, or has received a declaration of emancipation from the court) may consent to medical, dental, and psychiatric care. (Family Code section 7050)
- D. A youth may consent to medical services in an emergency when the parent or guardian is unavailable to give consent. (Business and Profession Code 2397)

- E. Youth may refuse verbally or in writing non-emergency medical and Behavioral Health care.
 - 1. A youth does not have the right to refuse medical care and counseling for a drug or alcohol related problem when the youth's parent or legal guardian gives consent for that treatment. (Family Code Section 6929(f))

- F. Specific informed consent shall be obtained from the youth's parent(s), legal guardian(s), or the Juvenile Court whenever treatment is beyond a routine or ordinary level of care including but not limited to:
 - 1. Invasive procedures;
 - 2. Surgery; or
 - 3. Use of psychotropic medications

- G. Youth of any age may consent to care without parental consent or notification in the following circumstances:
 - 1. Medical care related to the prevention or treatment of pregnancy. This includes contraception and abortions, but does not include sterilizations. (Family Code section 6295; American Academy of Pediatrics v. Lungren (1997), 16 Cal. 4th 307.)
 - 2. Medical care related to the diagnosis or treatment and collection of medical evidence related to an alleged rape or an alleged sexual assault. (Family Code sections 6927 and 6928.)

- H. Youth 12 years of age or older may consent to care in the following circumstances:
 - 1. Outpatient Behavioral Health services: Behavioral Health treatment or counseling on an outpatient basis, except a youth may not receive convulsive therapy, psychosurgery, or psychotropic drugs without the consent of a parent or guardian or authorization from the Juvenile Court. (Family Code section 6924.)
 - 2. Medical care related to the diagnosis or treatment of an infectious, contagious, or communicable disease if it is one that is required by law to be reported or is a related sexually transmitted disease. (Family Code section 6926.)
 - 3. Medical care and counseling relating to the diagnosis and treatment of a drug or alcohol related problem, except a youth may not receive replacement narcotic abuse treatment without the consent of the youth's parent or guardian. A youth does not have the right to refuse medical care and counseling for a drug or alcohol related problem with the youth's parent or guardian consents to that treatment. (Family Code section 6929.)

8.23 Dental Care Pursuant to Section 1435

- A. Youth detained at the Juvenile Hall shall receive dental care as necessary for acute conditions and to prevent adverse effects on the youth's health and require preventive services as recommended by a dentist. Such treatment shall not be limited to extractions.
- B. Youth supervision staff shall notify the medical staff when they have reason to believe a youth is experiencing an emergency dental condition.
- C. Preventative dental examinations may be authorized by the Facility Manager for youth with unusually long periods of confinement in order to prevent deterioration of dental health.
- D. Annual dental exams shall be provided to any youth detained for longer than one year.

8.24 Prostheses and Orthopedic Devices Pursuant to Section 1436

- A. "Prostheses" is defined as any artificial device utilized to replace missing body parts or to compensate for defective bodily functions. For purposes of this policy, this includes dental prostheses, eyeglasses and hearing aids.
- B. Youth shall be provided with a prostheses device or allowed to maintain the wearing of a prostheses device upon admission into the Juvenile Hall if prescribed by his/her treating physician.
- C. Prostheses devices may not be removed unless there is probable cause to believe they present an immediate risk of bodily harm to any person in the facility or threatens the security of the facility and authorized by the Facility Manager.
- D. If a youth's prostheses device is removed, they shall be examined by a physician within 24 hours after such removal.

8.25 Behavioral Health Services and Transfer to a Treatment Facility Pursuant to Section 1437

- A. Screening, care and/or referral for Behavioral Health services shall be provided for youth detained at the Juvenile Hall
- B. Behavioral Health Services Provided While in Custody:
 - 1. Individual Crisis Intervention: Those youth requesting through the Youth's Request Form, or through staff referral, will receive crisis intervention from Probation Behavioral Health Staff to determine the youth's potential danger to self or others and assess for brief crisis treatment and crisis resolution counseling.
 - 2. Psychological/Social Assessment: Those youth in custody who are already on medication and in need of evaluation by a physician will see

their attending physician or be evaluated by the County Behavioral Health physician and receive services deemed necessary by the attending physician.

3. Psychiatric Medication Evaluation: Those youth in custody who are already on medication and in need of evaluation by a physician will see their attending physician for be evaluated by the County Behavioral Health physician and receive services deemed necessary by the attending physician.
4. Psychological Testing: Those youth ordered by the Superior Court to have a psychological exam will be coordinated through the deputy probation officer assigned to the case.
5. Individual Counseling: Those youth presenting previous Behavioral Health issues and current Behavioral Health issues will receive individual counseling by Probation Behavioral Health staff or the current therapist who has been working with the youth in the community. Any youth may request individual counseling through attending Juvenile Hall via the Youth's Request Form.
6. Group Counseling: Each youth detained by the Court may attend group counseling, unless otherwise noted by attorney of record, advising the youth not to attend group counseling. Female youth detained by the Court will also be offered an additional group addressing female issues one time per week as programming options allow.

C. Coordination of Treatment Services:

1. The Behavioral Health staff will meet with Juvenile Hall staff on a daily basis as to the needs of those youth with Behavioral Health issues which pose a risk or danger to self or others, as well as consulting with Juvenile Hall staff on an as-needed basis to assure the safety and security and meeting the needs of those youth requiring Behavioral Health services. Additionally, the Probation Behavioral Health staff will assist the Juvenile Hall staff in developing after-care plans with the youth's family and/or placement/field officer.
2. The Behavioral Health staff will assist in the transition plan for youth undergoing Behavioral Health treatment, including arrangements for continuation of medication and therapeutic services.
3. Mentally disordered youth who appear to be a danger to themselves or to others, or to be gravely disabled, shall be evaluated either pursuant to applicable statute or by on-site licensed health personnel to determine if treatment can be initiated at the Juvenile Hall.

8.26 Pharmaceutical Management and Psychotropic Medications Pursuant to Section 1438 and 1439

- A. In accordance with the Performance and Quality Improvement Work Plan, Section 4070 of the Welfare and Institutions Code and CCR Title 22 Div. 5, Chapter 9, Article 4, Section 77083, San Luis Obispo County Behavioral Health Services has a medication monitoring system to assess and monitor prescribing practices.
 - 1. It is the policy of the Health Agency to assure a legal, safe, and accurate method of dispensing and administering medication. That all medications delivered to youths shall be the right medication, in the correct dosage, and delivered to the correct youth.
 - 2. Verbal orders shall be signed within 72 hours.
 - 3. Youth will be identified by the name and picture on their identification wristband.
 - 4. Medication shall be kept in a securely locked cabinet.
 - 5. Upon release, youth will be sent with a prescription, or 30 day supply of medication.
 - 6. Quarterly inspections shall be conducted by a licensed pharmacist
- B. Medically licensed persons may administer psychotropic medications to youth detained at the Juvenile Hall in a safe, proper and uniform manner.
- C. Medically licensed persons for the purposes of this policy include Physicians, RNs, NPs, LVN's, LPTs with a valid California license.
 - 1. RNs, LVNs and LPTs may accept and implement telephone, verbal or written medication orders from a physician.
 - 2. The medically licensed person on each shift will review the physician's orders for any psychotropic medications that youth are scheduled to receive.
 - 3. If a mental status exam by a medically licensed staff person indicates that a youth needs psychotropic medication, the medically licensed staff person contacts the psychiatrist on duty at 781-4700 for orders.
- D. General Principles
 - 1. The medically licensed person must know the classification, action, and potential side effects of each medication. He/she will review this information prior to administering any medication unfamiliar to him/her.
 - 2. The medically licensed person is responsible for obtaining a written consent to administer psychotropic medications from the youth's parent(s), legal guardian(s), responsible relative or the Juvenile Court. This consent contains information on the medication's class, action, effect and potential side effects.
 - 3. Medications are checked against the physician's orders for:

- Correct person
- Correct medication
- Correct time
- Correct dosage
- Correct route

4. The youth's allergies are reviewed to verify the medication is not contraindicated.
5. Verify identification of youth by:
 - a. Checking the photo ID on the youths wrist band
 - b. Verification by the custody officer in attendance

E. Refusal to take psychotropic medication

A youth in custody may refuse to take a psychotropic medication. If the youth refuses, and they continue to threaten imminent harm to self or others, the SLO Mobile Crisis team shall be summoned by calling 781-4700. They will evaluate the youth for possible 5585 admission to an acute hospital.

F. Administration of medication

1. Administer medication. Stay with youth to verify it has been ingested (PO), or properly absorbed (IM).
2. The medically licensed person takes and records the youth's vital signs (BP/P/R) at least once within a 2 hour period after the medication is administered.
3. Any significant change in the youth's vital signs is promptly reported in person or by phone to the physician on duty for further instructions.
4. Medication is never left unattended.

G. Documentation

1. The medication is charted in the youth's record after administration.
2. The documentation should include the name of the medication, the dose, the route and what symptoms it was intended to reduce.
3. Within an hour, a second entry should indicate if the medication was effective, and any side effects noted.

8.27 Collection of Forensic Evidence Pursuant to Section 1452

A. Collection of Forensic Evidence

1. Forensic medical services shall be provided by appropriately trained medical professions who are not responsible for providing ongoing health care to the youth.

2. Facility staff is prohibited from collecting forensic evidence including but not limited to blood alcohol samples; body cavity searches; and other procedures for prosecutorial reasons.
3. Facility staff is authorized to collect DNA samples for purposes pursuant to Prop. 69 requirements and collect/witness urine samples for purposes of drug testing.

8.28 Sexual Assaults Pursuant to Section 1453

- A. Facility medical staff shall promptly notify law enforcement when a youth reports to have been sexually assaulted prior to or after their booking into the Juvenile Hall.
- B. Any medical examination related to the reported sexual assault shall be conducted at a local hospital in cooperation with the investigating law enforcement agency.

8.29 Participation in Research Pursuant to Section 1454

- A. No biomedical or behavior research involving youth detained at the Juvenile Hall shall be conducted.

8.30 Emergency Medical Transportation

- A. In the event of a medical emergency requiring that a minor be transported by paramedics to a hospital, the Shift Leader or on-duty Supervisor shall:
 1. Direct medical staff (if on-duty) to prepare any medical records or medication to be provided to the attending emergency room staff;
 2. Ensure that the minor is secured in the appropriate level of restraints pursuant to Section 13.3 of this policy and procedures manual, Transportation of Youth.
 3. Assign an officer to accompany the minor to the hospital and provide direct supervision, until relieved or given further instructions by a Shift Leader or Supervisor.
 4. Ensure that the officer(s) transporting the minor provide the hospital staff with the minor's medical file.
- B. It is the responsibility of Juvenile Hall staff to notify the parent(s) of any minor transported to a hospital pursuant to Section 13.10 of this policy.
 1. Parental notification shall be completed only when the minor is transported back to the Juvenile Hall, unless otherwise indicated by hospital staff, i.e. in cases involving a minor who hospital staff does not believe will survive.

CHAPTER 9: FOOD

9.1 Frequency of Serving Pursuant to Section 1460

A. Frequency of Serving

Each youth shall be provided a wholesome and nutritionally adequate diet. The food and nutrition should include, but not be limited to:

1. A minimum of three meals per any 24-hour period and at least one meal shall include hot food.
2. Supplemental food shall be served if more than 14 hours lapse between the evening and morning meal.
3. Meals shall be served to youth on medical diets as prescribed by the attending physician.
4. A minimum of 20 minutes to eat at each meal, except for those youth on medical diets as prescribed by attending physicians, where the attending physician has prescribed additional time.
5. Nutritious food will be offered to newly admitted youth, unless otherwise determined medically unsafe by nursing staff and documented by medical staff.
6. Youth who miss or may miss a regularly scheduled facility meal shall be provided with a sandwich or substitute meal and beverage. Youth on medical diets shall be provided with their prescribed meal.

9.2 Minimum Diet Pursuant to Section 1461

A. Minimum Diet

1. Facility meals are based on nutritional standards which may include the Federal Child Nutrition Meal Program. The minimum diet provided shall be based upon 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 2015- 2020 Dietary Guidelines for Americans Based on activity levels, additional servings from the milk, vegetable - fruit, and bread - cereal groups shall be provided in amounts to assure caloric requirements.
2. Pregnant youth shall be provided with a supplemental snack.
3. In keeping with the chronic disease prevention goals, total dietary fat should not exceed 30 percent of the total calories on a weekly basis.
4. Facilities electing to provide vegetarian diets for any reason shall also conform to the dietary guidelines.

5. The minimum diet in every 24-hour period shall consist of a full number of servings specified from each of the food groups below. Snacks may be included as part of the minimum diet.

9.3 Medical Diets Pursuant to Section 1462

- A. The prescription of therapeutic diets shall be the sole province of the attending physician. The therapeutic diets utilized at Juvenile Hall shall be planned, prepared and served with consultation of a registered dietician.
- B. The Chief Deputy shall comply with any therapeutic diet prescribed for a youth. Diet orders shall be maintained on file for at least one year.
- C. The Juvenile Hall shall have a therapeutic diet manual, which includes sample menus. It shall be available in both the medical office and the Sheriff's Department, and available for reference and information upon request. A registered dietician shall review, and the responsible physician shall approve, the diet manual on an annual basis.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1997.

9.4 Menus Pursuant to Section 1463

- A. Menus shall be planned at least one month in advance of their use. The menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus preventing repetitive meals. A registered dietician shall approve menus before being used.
- B. If any meal served varies from the planned menu, the change shall be noted in writing on the menu.
- B. Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietician at least annually.

9.5 Food Service Plan Pursuant to Section 1464

- A. Per Title 15, Section 1464, the San Luis Obispo County Juvenile Hall has an average daily population of less than 50, and does not employ or have a food services manager available. Therefore, the facility administrator shall prepare a written food service plan. The plan shall include, but not be limited to, the following policies and procedures:
 - (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

9.6 Food and Laundry Receiving

- A. Youth shall not be within sight and sound of the kitchen / delivery area when food and laundry is delivered / picked up by the Jail Honor Farm inmates.
- B. Adult custodial inmates shall not have access to the kitchen area when delivering meals. They are authorized to bring meal carts into the delivery area under officer supervision.
- C. Receiving officers should ensure interior door in the delivery area is locked during meal deliveries.
- D. The receiving and interior doors shall remain locked at all times and only be opened when the on-duty Control JSO has confirmed that a delivery has arrived.

9.7 Food Contamination Reporting

- A. Officers shall immediately investigate any report of food/meal contamination brought to their attention by a youth.
- B. Officers shall collect any meal and advise the on-duty supervisor or JSO III if they discover any foreign item, insect or other unsanitary object/matter in a meal tray.
- C. The on-duty JSO III or Supervisor should contact the Jail and advise them of the tainted meal.
- D. The tainted meal shall not be thrown away but kept if Jail staff request the contents of the tray.
- E. An incident report including a picture of the tainted meal should be completed and forwarded to the Superintendent.

CHAPTER 10. CLOTHING AND PERSONAL HYGIENE

10.1 Standard Facility Clothing Issue Pursuant to Section 1480

- A. Youth will be provided with clothing as work, climate and illness may require. Under normal conditions, each youth will be provided, at a minimum, with:
 - 1. Clean underclothing, socks and t-shirts are issued daily.
 - 2. Clean outer clothing issued twice weekly, Wednesday and Saturday during the graveyard shift.
 - 3. Clean footwear.
 - 5. All clothing issued shall be serviceable.
 - 6. All youth will receive new underwear to be worn only by them during their stay at Juvenile Hall.
 - 6. Clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.
- C. Youth will wear clothing issued or as directed by staff. Youth who cannot be fitted with issued clothing will wear their own clothes, as long as they are in good taste and do not depict any alcohol, drug or gang indicia.
- D. Issued Clothing
 - 1. All youth will be issued new underwear upon booking and their initials placed on the undergarment. Undergarments and socks will be washed at Juvenile Hall during the graveyard shift. All other clothing will be washed by commercial laundry.
 - 2. Shoes will be washed only when dirty. They will be washed at Juvenile Hall during the graveyard shift shoes should be washed with other items to avoid noise and unbalanced load.
 - 3. When turned in by a youth, shoes will be sprayed with a disinfectant, germicidal, fungicidal spray before being stored for reissue.
- D. Youth's Personal Clothes
 - 1. The youth's personal clothes will be collected, inventoried and stored securely upon admission.
 - 2. No youth is allowed in the laundry/clothing storage room.
- E. Replacement of Issued Clothes

1. Whenever an item of issued clothes is no longer serviceable due to damage or wear, the items shall be thrown away.

10.2 Special Clothing Pursuant to Section 1481

- A. Youth assigned to special work projects shall be issued suitable clothing or personal protective clothing to perform the special work when regular clothing would be unsanitary or inappropriate.
- B. Special or personal protective clothing shall be suited to the type of work and climate conditions that exist at the time of the special work project/assignment.

10.3 Clothing Exchange Pursuant to Section 1482

- A. As work, climate and illness may require more frequent exchange:
 1. Outer garments, except foot wear, shall be exchanged at twice per week.
 2. Undergarments and socks shall be exchange daily.

10.4 Clothing, Bedding and Linen Supply Pursuant to Section 1483

- A. There shall be an adequate quantity of clothing, bedding available for actual and replacement needs of the facility population.

10.5 Control of Vermin in Youth's Personal Clothing Pursuant to Section 1484

- A. All infected clothing shall be cleaned, disinfected in a closed container as to eradicate or stop the spread of vermin.
 1. Infested clothing shall be placed in a closed "biohazard bag," and taken to a designated area.
 2. Staff will wash the clothing separate from any other clothing.
 3. Once the clothing has been cleaned and disinfected, they will be stored according to designated policy.

10.6 Issue of Personal Care Items Pursuant to Section 1485

- A. Each youth detained at Juvenile Hall for over 24 hours shall be provided with the following:
 1. Toothbrush.
 2. Toothpaste.
 3. Soap, either liquid or bar.
 4. Comb or brush.
 5. Shaving implements.
- B. Youth shall not share any personal care items.

10.7 Personal Hygiene Pursuant to Section 1486

- A. Each youth shall be given the opportunity to shower daily.
- B. Each youth will be expected to shower daily. Showers will be taken in the evening or at the convenience of staff on duty. Failure to shower regularly will be a basis for restriction from various facility activities for public health purposes upon authorization of the Facility Manager. Shampoo will be provided and hair should be washed regularly.
- C. Youth will be allowed to brush their teeth after each meal. Toothbrushes will be maintained at the unit control desk and issued for each use.
- D. Each female will be provided personal hygiene supplies with regard to her menstrual cycle and reproductive system, and will be provided with supplies as necessary.

10.8 Shaving Pursuant to Section 1487

- A. Both males and females shall have access to safety razors and shall be allowed to shave. Male youth shall be allowed to shave their faces daily. Female youth shall be allowed to shave their underarms and legs once per week.
- B. The ability to shave may be suspended if a youth is considered to be at risk to harm himself/herself or others.
- C. Officers shall follow the Shaving/Finger Nail Clipper Procedure at all times.

10.9 Hair Care Services Pursuant to Section 1488

- A. Youth shall receive hair care services monthly. Equipment shall be disinfected, before use.
- B. Youth shall not be allowed to perform hair care service upon each other.

CHAPTER 11. BEDDING AND LINENS

11.1 Standard Bedding and Linen Issue Pursuant to Sections 1500, 1501 and 1502

- A. Each youth shall be supplied with bedding and towels as work, climate or illness may necessitate. Under normal conditions, each youth will be provided, at a minimum, with:
1. A clean and serviceable fire-retardant mattress and pillow, in good repair pursuant to Section 1500.
 2. Two or three clean blankets, depending upon climate.
 3. Clean towel and washcloth issued every other day.
 4. Youth shall be issued clean bedding once a week. Due to medical conditions or other circumstances the youth's bedding may be exchanged more often if needed.
 5. Mattresses shall conform to the size of the bed.

CHAPTER 12. FACILITY SANITATION AND SAFETY

12.1 Facility Sanitation, Safety and Maintenance Pursuant to Section 1510

- A. All staff is responsible to see that the building and grounds (within the secure perimeter) are kept clean, orderly and neat at all times. This shall be the responsibility of the Shift Leaders and Supervising Deputy Probation Officers to see that this is enforced.
- B. As a matter of routine, all staff are expected to assign youth to sweep, mop, dust and clean the premises as often as may be necessary. Each shift will be expected to be observant and maintain cleanliness to ensure a safe and healthy environment.
- C. Youth shall be advised that the defacing, marking or otherwise damaging of walls, furniture or equipment in the facility will not be tolerated. Offenders of this rule shall be subject to disciplinary action or criminal proceedings.
- D. Care of Rooms
 - 1. Youth are required to keep their rooms neat and orderly at all times. Rooms will be checked each morning before breakfast, at a minimum.
 - 2. Failure to maintain a clean room may result in loss of privileges.
 - 3. Rooms will be checked for overall condition. This should be done at the time a youth is assigned to a room and again upon leaving that room assignment. Damage to a room will be documented.
 - 4. Rooms may be inspected at any time for any reason. They should be checked at irregular intervals for contraband and vandalism.
- E. Care of Equipment
 - 1. It is imperative that care be given to equipment including restraint devices.
 - 2. All equipment is to be used with caution and consideration. Staff are responsible to ensure no equipment is abused, handled roughly or used for a purpose for which it is not designed.
- F. Drawer Locks
 - 1. The drawers and cupboards are to be locked when staff are not using them.

12.2 Smoke Free Environment Pursuant to Section 1511

- A. To assure that state laws prohibiting youth from smoking are enforced in the Juvenile Hall, and to maintain a healthy environment for youth and staff, the Juvenile Hall will be a smoke free area. Youth shall not be exposed to secondhand smoke while in the facility or custody of staff.

12.3 Reporting Hazards

- A. All Juvenile Hall staff shall be required to submit a written report of any observed or perceived physical hazards presented by the facility to the On-Duty or on-call Supervising Deputy Probation Officer on or before the end of that staff's shift. (Refer to Hazard Report Form)
- B. The On-Duty or on-call Supervising Deputy Probation Officer shall report the hazard to the Chief Deputy of the Custody Division, in writing, as to the resolution or recommended resolution to the reported hazard.
- C. The Chief Deputy of the Custody Division shall maintain records of all reported hazards and efforts to eliminate those hazards for a period of two years.
- D. Copies of all reported hazards shall be forward to the Department Safety Committee.

12.4 Gun Control

- A. It is illegal for any person to bring a weapon into a custodial facility. The doors into intake, kitchen hallway and into any unit are the points beyond which weapons must not be brought into the facility.
- B. All persons will leave their weapons in their car or deposit them in the gun locker.

12.5 Key Control

- A. The keys to the administration part of the building are to be on a separate ring and kept secured in the intake office. At no time is an "administration" key to be on any ring carried by staff except for Supervising Deputy Probation Officer and the Chief Deputy of the Custody Division.
- B. If staff needs access to the administration section of the building, a key will be checked out from intake and immediately returned.
- C. In the event a staff member should lose/misplace their set of keys while on duty, the facility shall be immediately locked down, a facility count conducted and a search initiated until the keys are found. The Chief Deputy of the Custody Division shall be promptly notified. The staff person will also submit an incident report outlining the circumstances of the breach of security.
- D. In the event a set of keys leaves the building with an off-duty staff, that individual shall be notified to bring the keys back to the facility immediately and the on duty or on-call Supervising Deputy Probation Officer promptly notified.
- E. Keys shall not be added or removed from a key ring without consulting a Supervising Deputy Probation Officer.

- F. At no time should a staff person have a security key ring and an administration key in their possession at the same time. No security key ring is to go out of the secure perimeter of the facility except those carried by the Supervising Deputy Probation Officers and Chief Deputy of the Custody Division. The yard is considered to be part of the secure perimeter as are the outside kitchen door, front gate and patio.
- G. Staff coming on duty must have their personal keys put on the hook in the key case in which the security key ring is removed. The personal keys will be returned when the security keys are returned.
- H. All keys issued and returned will be logged in the intake log. Keys being turned in temporarily may be left with the intake desk without logging in and out.
- I. The Control JSO assigned to the intake desk will be responsible for issuing and accepting keys. The key box will remain within the secured area of intake desk and the key to the key box will be kept on the ring maintained at the intake desk
- J. The administration key will remain alone on a separate ring to be stored at the intake desk. The Control JSO will be responsible to know to whom all keys are issued.
- K. No staff will leave the building at any shift change until the Control JSO on has all keys accounted for. Keys will be issued only to staff assigned to and scheduled to work at the Juvenile Hall. The exception is county Maintenance personnel may be issued the fire ring. The fire ring may be issued to emergency personnel such as Sheriff's personnel providing assistance or fire personnel. The issuance of a fire key ring to emergency personnel must be logged but does not require a set of personal keys to be left in exchange.

CHAPTER 13. OPERATIONS AND PROCEDURES

13.1 Responsibilities and Relationships

A. Duties and Standards

1. Youth supervision Staff shall provide close supervision of youth under their care and maintain secure custody, which is as non-restrictive as possible.
2. Youth supervision staff shall prevent unwholesome activities from occurring and be consistent in the administration of discipline.
3. Youth supervision staff shall provide wide-awake supervision of each aspect of the daily living situation and adhere to the time schedule of the Juvenile Hall. Sleeping on duty is **strictly prohibited**.
4. Youth supervision Staff shall maintain current and complete activity sheets, reports, and count of youth.
5. Youth supervision staff shall carry out designated Juvenile Hall programs and services and be available to advise and consult with staff, departments and agencies working with the youth.
6. Youth supervision staff shall participate in mandated training and stay in compliance with Standards and Training in Corrections (STC) and/or department requirements.

B. Youth Supervision: Staff Relationship with Youth

1. Youth must clearly understand that the youth supervision staff is in charge. All youth will be treated fairly and in a manner consistent with the Department's Policy on Conduct and Employee Responsibility.
2. Youth supervision staff are to enforce the orders of the Court by maintaining a safe and secure environment for youth in the Juvenile Hall.
3. Probation Department policy states that Department employees shall not at any time **fraternize or have contact with**, juveniles or adults on probation or parole. Inappropriate contact includes, but is not limited to, communication in written correspondence or telephone or by visiting the probationer or parolee's residence or place of employment, except within the scope of their official capacity as a Deputy Probation Officer or Juvenile Services Officer.
4. Whenever a youth supervision staff member receives correspondence from a probationer or parolee, that staff shall refer the correspondence to a Supervising Deputy Probation Officer. If contact is by telephone, electronically or in person, refer youth to his/her probation officer and report the incident by means of an incident report as soon as reasonably

possible and as indicated by the Department's Conduct and Employee Responsibility policy.

5. Youth supervision staff working with youth of the opposite gender shall be sensitive to the youth's feelings when asking the youth for personal information during booking or when the youth is showering, dressing, using the toilet or being searched. Members of the same gender shall conduct strip searches, unless authorized by a Supervising Deputy Probation Officer in response to an emergency.

13.2 Home Supervision

- A. The Probation Department shall operate and maintain a Home Supervision program for youth described in Section 628.1 of the Welfare and Institutions Code pursuant to Section 840.
- B. A youth who meets one or more of the criteria for detention, but does not require 24 hour secure detention, may be released on Home Supervision pursuant to Section 628.1 of the Welfare and Institutions Code or by court order pursuant to Section 636(b) of the Welfare and Institutions Code.
- C. The Home Supervision Program and its officers shall be under the supervision of the Chief Deputy Probation Officer of the Juvenile Services Division or their designee and adhere to the statutory requirements pursuant to Section 841 of the Welfare and Institutions Code.
- D. Supervision of Youth:
 1. The Court or Probation Officer may impose curfew times, school attendance requirements, electronic monitoring or any other special conditions necessary to assure the protection of the youth and community and their further appearance in Court.
 2. No search of the youth's person or property or chemical testing can be conducted unless specified by court order. (The court order for HS is not specific to terms of release.)
 3. Enforcement of Home Supervision release conditions shall be conducted under established Probation Department policies.

13.3 Transportation of Youth

- A. General Provisions
 1. All transporting officers shall have a valid California drivers' license, complete the County's defensive driver's training, and be certified in CPR/First Aid.
 2. Vehicles shall be operated and maintained in compliance with Department and County policies.

3. A visual safety inspection of the vehicle, including all lights, horn, warning lights, turn signals and brake lights and a search for contraband, shall be performed pre- and post-transport.
4. Staff and all youth when being transported must wear seat belts.
5. All incidents and accidents involving a county vehicle, staff or youth shall be reported in accordance with Department and County policies and as set forth below.
6. A written transportation log entry shall be completed for all transports of youth. The vehicle mileage and location from/to shall be documented in the vehicle mileage log pre- and post-transport
7. Only emergency repairs should be made while on the road. All others should be noted in the log and done at the County garage.

B. All Transports

1. Officers shall carry a valid California driver's license and Department ID at all times during the transport.
2. Officers shall be equipped with personal safety items including pepper spray, handcuffs, and cell phone/radio.
3. Verify prior to transport that the custody van is equipped with first aid kit, fire extinguisher, emergency phone numbers, flares, vest and emergency triangle signs, County gas cards, vehicle mileage log, an accident packet, plug-in cell phone charger and blank incident forms.
4. Opposite gender transports, shall include the notification of Sheriff's Dispatch or the Juvenile Hall on-duty Control JSO with mileage and time of departure/arrival at the beginning/end of each trip. Additionally any stops made along the way shall require notification of Dispatch/ Control JSO to log mileage, time, place and reason for stop and restart time.
5. The on duty supervisor will determine the number of staff required to transport a youth(s).
6. The van shall be fueled so it does not go below one-half tank. Water, oil and window washing water should be checked at each fuel stop. Fuel stops are not to be done with youth in transit except in unusual circumstances due to distance factors. Rest stops are not permitted with youth in the van unless it is a matter of imminent need.
7. A log shall be kept with each trip. The name of each staff person and the date should be entered. The time and mileage of each arrival and departure point shall be logged.
8. Any damage to the van or other county vehicle must be reported promptly, especially those requiring repair, and absolutely when other

persons and/or property are involved when an accident occurs. The glove box contains instructions for use in serious accidents.

9. The van and cars shall have all trash removed from the vehicles after each run.

C. Pregnant Youth

1. Pursuant to Section 222 of the Welfare and Institutions Code, pregnant youth taken to a hospital or medical office outside the facility shall be transported in the least restrictive manner possible, consistent with legitimate security needs of each youth
2. A pregnant youth shall not be shackled by the wrist, ankles or both during labor, including during transport to the hospital
3. Once an attending physician determines that a pregnant youth is in active labor, the youth shall not be shackled by the wrists, ankles or both, unless it is necessary for the safety and security of the youth, staff, or public.

D. In-Custody Transports

In addition to all the above,

1. In-custody transports shall be by the custody van, other caged vehicle or a non-caged vehicle with a second transport officer.
2. Transport officers shall be equipped with their safety gear including radio, handcuffs/key, pepper spray and baton (baton applies only to officers trained and authorized to carry a baton).
3. Pursuant to WIC 210.6, mechanical restraints may not be used on a juvenile during transportation to/from a secure facility commitment, unless determined by a SDPO or CDPO that restraints of that kind are necessary to prevent physical harm, or that there is a substantial risk of flight. The level of restraints shall be determined by the on-duty supervisor and the reasons supporting the decision shall be documented.
4. There are three levels of restraints:
 - Level 1 - Leg Irons only;
 - Level 2 – Leg Irons and Hand Cuffs (front); and
 - Level III – Leg irons and belly chains.

After the youth is assessed for risk factors, the on-duty supervisor will determine the level of restraint.

5. In-custody juveniles and adults should not be transported in the same vehicle at any time.

6. If there is a female youth, at least one female officer must accompany the youth, absent exigent circumstances.
7. When transporting youth more than 50 miles one-way from Juvenile Hall, two Deputy Probation Officers/Juvenile Services Officers are required
8. When it is determined that a youth is a low-risk transport to placement, doctor's appointments or for other "non-court" reasons, one Deputy Probation Officer/Juvenile Service Officer may transport the youth.
9. When a youth is in restraints, there may be occasion to take restraints off (i.e., doctor's office). If this is the case, staff must check with the supervisor before leaving the facility to obtain approval for possible removal of restraints. Once at location, staff must do security check of location and, if assessed to be safe, restraints may be removed. Staff may leave the youth in the room, if the room is secure and staff can sit outside the room and still see if the youth tries to leave.

E. Transportation to Sheriff's Downtown Court Holding Facility

1. Youth going to Criminal Court for hearings must be escorted by two Deputy Probation Officers/Juvenile Service Officers.
2. The van must carry a cell phone and, upon arrival at the Custody sally port, the DPO/JSO will call the Sheriff's officers inside. Once the sally port is opened, the custody van will proceed inside.
3. Once inside, the youth must be secured in the holding room. One DPO/JSO will back the van outside and park it. The DPO/JSO will then join his/her partner inside. Probation staff must maintain responsibility and supervision of the youth at all times. When returning to Juvenile Hall, the reverse order must occur.

F. Armed Transports

In addition to all the above,

1. Section 830.5 of the California Penal Code allows officers to carry firearms while on duty if authorized by their employing agency. The Chief Probation Officer retains the sole authority to grant or deny request to carry a firearm while on duty.
2. All officers authorized to carry a firearm must first pass a psychological examination to evaluate the individual's suitability with regard to carrying a firearm.
3. Armed officers shall adhere to all Departmental Arming and Use of Force policies during an armed transport.

4. Only officers who have been approved and completed all department required trainings on in-custody armed transports shall be assigned. When an armed transport is designated two armed officers shall be assigned.
5. All arming equipment shall be stored in the department approved safe. (Baton, Taser, firearm, magazines, and ammunition)
6. Access to the location of the firearms safes shall only be completed by the Chief Deputy Probation Officer of the Custody Division or a Supervising Deputy Probation Officer assigned to the Juvenile Hall.
7. The need for armed transportation is to be pre-approved by the Chief Deputy Probation Officer of the Custody Division or the Assistant Chief. Armed transports shall be for:
 - Department of Juvenile Justice commitments or for a request for emergency housing
 - Transfer hearing taking place at the downtown courthouse
 - Any minor transferred to the adult criminal system
 - Or at the discretion of the Chief Deputy Probation Officer, Assistant Chief Probation Officer or Chief Probation Officer
8. Once the armed transport is completed the Juvenile Services Officer shall return all arming equipment to the department approved safe.

13.4 Firearms Safety and Storage

- A. Only Probation Department owned firearms will be stored in the exterior storage room.
- B. The firearms will remain locked in the department approved firearm safes until they are needed for training, transport, or inspection purposes.
- C. The Chief Deputy Probation Officer of the Custody Division and any Range Master will have access to the firearm safes.
- D. Within the Juvenile Hall storage room there will be an exterior security cage which will house lockers and firearm safes.
- E. The Chief Deputy Probation Officer of the Custody Division or a Supervising Deputy Probation Officer assigned to the Juvenile Hall will allow the armed Juvenile Services Officer into the security cage to retrieve the department issued firearm.
- F. The firearm shall only be retrieved for training, transports, or inspection purposes; Or at the direction of the Chief Deputy Probation Officer of the Custody Division, Senior Range Master or a Supervising Deputy Probation Officer assigned to the Juvenile Hall.
- G. After the firearms training, transport, or inspection, the equipment shall be returned to the department approved firearms safe after.

- H. All weapons must be returned unloaded, with the magazine removed and the slide locked back.
 - I. Officers authorized to carry firearms are not authorized to keep the firearm overnight at the officers residence, unless prior approval from the Chief Deputy of the Custody Division, Assistant Chief Probation Officer, or Chief Probation Officer.
 - J. Firearms shall be handled in a safe manner at all times.
 - K. Officers are required to use a receptacle for loading, unloading, or inspecting a firearm while in a Probation Department building or on the grounds of a Probation Department facility.
- G. Emergency Room and Medical Appointment Transports
- 1. The Juvenile Hall is responsible for transporting detained youth to the Community Health Clinic/Emergency Room, Behavioral Health Inpatient Unit, medical or dental appointments made by or authorized by the clinic or facility nurse, adult court for youth who have been found unfit for being held in Juvenile Court or for adult court proceedings concurrent with Juvenile Court matters.
 - 2. In case of a medical emergency, an ambulance will be called. Staff will not attempt to provide transportation for emergency, dangerous or life-threatening situations. Staff may be requested to accompany a youth in the ambulance, to a hospital.
- H. Traffic Accidents-Non-Injury
- 1 Staff shall follow the County vehicle accident policy.
 - 2. Inform Sheriff's Dispatch if logged on and/or the on-duty Control JSO who will log the notification. Advise location and number of vehicles involved and any injuries.
 - 3. Inform the on-duty or on-call Juvenile Hall Supervising Deputy Probation Officer who in turn will notify the Chief Deputy Probation Officer.
 - 4. Complete a vehicle accident report as soon as practical and deliver to the on-duty supervisor.
 - 5. Only emergency repairs may be done on the road. All other repairs are to be performed at/by the County Garage
- I. Traffic Accidents-Staff Involved Injury
- In addition to all the above in Section G,
- 1. Advise Sheriff's Dispatch / on-duty Control JSO of the nature of the injuries and request fire and paramedic response if necessary.

2. If able, insure youth are secured and safely removed from the area.
3. Obtain medical clearance prior to returning to work

J. Traffic Accidents-Youth Involved Injury

In addition to all the above in Sections G and H,

1. Determine and seek appropriate medical attention for the youth.
2. If youth has serious injuries, that if moved would place the youth's health at risk, request EMS response to the accident scene

K. Escapes

1. Alert Sheriff's Dispatch or the nearest law enforcement agency.
2. Give youth's full description, clothing worn, location last seen and direction of travel.
3. Notify the on-duty Control JSO who will notify the on-duty or on-call supervisor and the Chief Deputy.
4. Complete incident report within 24 hours and submit to the Chief Deputy.

L. Locations of Fueling

1. The County has several locations where fuel is available. These are to be used whenever a County vehicle needs fuel, unless a trip out of the county and fuel is needed in order to continue the trip and meet the requirements of safety.

County gas pumps are located as follows:

- a. Adjacent to the Honor Farm.
2. Voyager credit cards are available for use at gas stations. Voyager cards are restricted to use when a county vehicle is out of the County.

M. Maintenance of Juvenile Hall Vehicles

1. The van should be washed and cleaned carefully once each month.
2. All vehicles shall follow scheduled service dates established by the County Garage.

N. Use of Vehicles by Non-Custody Staff

1. The Probation Department (non-custody) is authorized to use the secure van for transportation.

2. Prior arrangements are required, unless an emergency or extreme urgency occurs.

The use of the van by other than Juvenile Hall personnel is to be authorized by the Chief Deputy of the Custody Division. Approval will be given based on the Juvenile Hall potential needs and priorities.

13.5 Staff Parking

Staff shall not park in the spaces reserved for the Juvenile Court Judge or custody van at any time, nor those reserved for the Deputy District Attorney or Chief Deputy Probation Officers during business hours. Staff should not park beyond the paved parking lot adjacent to the Juvenile Hall /Juvenile Services Center after dark.

13.6 Reporting Criminal Offenses in the Juvenile Hall

- A. Obtaining an accusatory statement or other information regarding a new criminal offense committed by a youth in Juvenile Hall will be the function of sworn facility staff unless the nature of the criminal offense requires the San Luis Obispo County Sheriff's Department to obtain this information upon prior approval of the on-duty or on-call Supervising Deputy Probation Officer.
- B. Pursuant to W&I 625.6, prior to a custodial interrogation, and before the waiver of Miranda rights, a juvenile 15 years of age or younger, shall consult with legal counsel in person or by phone or video conference, except in cases where information is needed to protect life or property from an imminent threat. The consultation may not be waived.
- C. Reporting procedure:

If staff has reasonable cause to believe a criminal offense has been committed in Juvenile Hall, the following steps shall be taken:

1. Unit staff shall immediately notify the on-duty or on-call Supervising Deputy Probation Officer.
2. Youth supervision staff will secure the scene and if applicable, leave all physical evidence alone and separate all involved youth.
3. The on-duty or on-call Supervising Deputy Probation Officer will contact the Chief Deputy Probation Officer to determine how and who shall handle the criminal investigation.
4. The investigating officer shall complete a crime report pursuant to the Crime Report Policy. A copy of the report will be forwarded to the Chief Deputy Probation Officer of the Custody Division for review and approval. Once approved the report will be forwarded to the Juvenile Division to be reviewed for filing with the District Attorney.

13.7 Youth Abuse Reporting

- A. In any instance where staff, within the performance of employment, observes or there appears to be a youth who has received physical abuse, sexual abuse or corporal punishment resulting in a traumatic injury, staff will promptly report such situation by telephone to the Youth Protective Services Division of the County Department of Social Services.
- B. Staff shall complete a Suspected Child Abuse Report (SCAR) on all sexual activities of youth under 18 years of age regardless of claims of consent by the youth or of partner age.
- C. Further, within 36 hours, staff will submit a written report of the incident to the Department of Social Services.
- D. Staff must be, by training, experience or education, reasonably suspicious that the youth is a victim of youth abuse before a report is required.
- E. Refer to Penal Code Sections 11165 through 11174 for specific information.
- F. The assigned Probation Officer and his/her supervisor are to be notified of any such report after it is made by email or other correspondence.

13.8 Release of Youth's Information

- A. All communication regarding a youth detained in juvenile hall and or on probation will be in compliance with WIC 827(B) & (C).

*Any information received by a teacher, counselor, or administrator under this subdivision shall be received in confidence for the limited purpose of rehabilitating the minor and protecting students and staff, and shall not be further disseminated by the teacher, counselor, or administrator, except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile's probation officer is necessary to effectuate the juvenile's rehabilitation or to protect students and staff.
(C) An intentional violation of the confidentiality provisions of this paragraph is a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500).*

- B. The purpose is to simultaneously serve the public interests and preserve confidentiality. Law enforcement may receive information on a "need-to-know" basis. Release of such information must be logged.
- C. As a general rule, all contact with the media should be referred to the administration, unless previously authorized by the Chief or Assistant Chief. Questions regarding policy about releasing information in general can be referred directly to the Chief or Assistant Chief. Questions regarding new programs, recent incidents, tours, etc., can be referred to the Chief Deputy Probation Officer.

- D. In the event a media representative calls asking about the disposition of a particular youth for a specific event, refer the call to the on-duty supervisor or Chief Deputy Probation Officer. It is the Probation Department's policy not to give out names, ages or circumstances of arrest for reasons of confidentiality.
- E. Parents will be provided information about the charges for which the youth is being held and the general well-being of the youth. Exceptions may be made, such as for medical problems, as needed. If in doubt, call a supervisor for consultation. Court reports and court ordered evaluations will not be divulged.
- F. If someone from the general public inquires about a specific case, politely tell the person that we cannot discuss any youth with anyone other than the youth's parent(s), guardian(s) or attorney, or refer the telephone call to a supervisor.
- G. Related agencies may receive information on a need-to-know basis. Release of such information must be logged. Behavioral Health, in particular, will not have a reciprocal arrangement regarding release of information without a signed consent from their "patient."

13.9 Use of Restraints in Juvenile Court

- A. When the on-duty supervisor determines that a youth requires mechanical restraints during their appearance in court due to the youth's behavior while detained at the Juvenile Hall, including the court room, the youth being an escape risk or the seriousness of the youth's criminal charges, the following procedure shall be followed:
 - 1. The on-duty supervisor shall make recommendation to the Chief Deputy Probation Officer or their designee.
 - 2. If the Chief Deputy Probation Officer or their designee concurs with the recommendation, the Juvenile Probation Court Officer will be notified of the facility's request.
 - 3. The Juvenile Probation Court Officer will make the request to the Juvenile Court Judge on the record prior to the youth entering the court room.
 - 4. The Court Officer will notify the Juvenile Hall of the Court's ruling on authorizing the youth's appearance in restraints.

13.10 Parental Notification

- A. Parent(s), legal guardian(s) or responsible relative shall be contacted whenever the following has occurred to a youth detained at the Juvenile Hall:
 - 1. A youth has been injured as a result of an accident, fight, or use of force;
 - 2. A youth has been taken to the hospital;
 - 3. A youth is hospitalized pursuant to Section 5585 of the Welfare and Institutions Code;

4. A youth is the subject of new criminal charges while detained at the facility; or
 5. A youth is the victim of a crime that occurred in the facility.
- B. Parental notifications shall be made by the on-duty or on-call Juvenile Hall Supervisor or his/her designee.

13.11 Use of Electronic Devices by Staff and Visitors

Personal Electronic Devices / Items include but are not limited to cell phones, radios, mp3 players, video equipment, videos/movies, CDs/tapes, headphones or any other personal electronic *media* device.

1. In order to maintain a safe, secure and well supervised facility, personally owned cellular telephones, pagers, electronic gaming devices, and other mobile communication devices, are not permitted to be used in the intake, holding, living areas or facility yard of the Juvenile Hall (Chief Probation Officer, Chief Deputies, Supervising Deputy Probation Officers, Department Administrative Supervisors/Managers, and Information Technology staff are exempt). County owned desk top computers may be used for official/work related purposes only.
2. Visitors will be advised by staff that cellular phones, pagers or other mobile communication devices are not permitted in the designated areas specified in 13.11.1. (County management and supervisory employees, County Maintenance staff, Communications, and Information Technology staff are exempt)
3. Exempt Probation and county staff should “silence” cellular phones, pagers, and other mobile communication devices when in the facility living units.
4. Staff may keep their personal cellular phone, pager, or other mobile device in their assigned locker or cubby while on duty.
5. Access to the Internet is not permitted in any area of the Juvenile Hall without authorization from a Supervising Deputy Probation Officer
6. Staff may utilize personal electronic devices while on breaks, away from any area where youth are. i.e. in the staff training room, or break room.
7. Personal laptop computers and electronic reading devices, i.e. a “Kindle” are allowed on the living units while youth are in their rooms after “lights out.” Such devices may be used for word processing and reading only. Electronic games, movies, or audio devices etc. are not allowed.
8. Any device that emits any audio is prohibited, i.e. a laptop computer programmed to play music, an mp3, etc.

9. The wearing of headphones, "ear buds" or any implement that could obstruct a staff member's ability to hear is prohibited.

13.12 Personal Items / Food / Staff Meals

A. Definitions:

1. Personal Containers include, but are not limited to purses, fanny packs, backpacks, sports duffel bags, luggage, rolling coolers, briefcases, lunch boxes/ bags, etc.
2. Small coolers containing snacks which are no larger than 12"x12" are permitted.
3. Personal Items include, but are not limited to metal eating utensils, and non- glass water bottles.

B. Personal Containers and items

1. Personal containers are to be stored in facility lockers or refrigerator. Personal items or bags other than those containing snack foods are not permitted in the facility living areas or yard.
2. Staff shall not bring any item into the facility which poses a potential safety/security breach to the operation of the Juvenile Hall.
3. Staff should promptly report all incidents involving lost or stolen personal items to the on-duty JSO III/Supervisor Deputy Probation Officer. An incident report shall be written identifying the items and circumstances of the loss prior to leaving their scheduled shift.

C. Staff Meals and Food Items

1. All Officers on duty during meal time are provided facility meals free of charge while on duty.
2. Staff that wish to have alternative meals may bring in their own food and store it in the facility's designated refrigerator.
3. Staff bringing in their own meals may eat their meal in the staff break room on their break-time, or on the units during scheduled facility meal times.
4. Officers are not permitted to consume food, coffee or other beverages while supervising youth in the facility yard. Exception: water in .5 liter bottles or smaller is allowed so long as staff can carry on their person without the use of their hands.
5. Staff shall not share or give any youth their beverages or personal food items.

6. Coffee makers, coffee pots or other brewing devices are not allowed on the living units.
7. Staff may store snacks in a location behind the control desk.
8. Snacks may be consumed while on the living unit. Snacks shall be consumed in as non-obtrusive a manner as possible so as to not disrupt or distract unit programming and operations.
9. Beverages may be consumed on the living units, behind the control desk in paper, Styrofoam or non-breakable containers only. Ceramic, aluminum, and glass containers are prohibited.
10. Staff are responsible for their own personal property while in the facility. The loss, misplacing, or misuse of personal property could be cause for discipline.

Chapter 14. Coastal Valley Academy (CVA)

14.1 Description

Coastal Valley Academy is a residential treatment program for wards of the juvenile delinquency court that have been removed from the homes of their parent(s)/guardian(s). The County Board of Supervisors adopted an ordinance establishing the academy as a “Juvenile Camp Facility” for the purposes of state funding. Coastal Valley Academy (CVA) adheres to all Title 15 and Title 24 requirements.

Youth shall be court ordered to complete CVA and receive day for day custody credits. Length of commitment depends on the amount of available custody time, the age of the youth, their academic status, etc.

In addition to the JH Handbook, youth will receive a handbook specifically regarding CVA.

14.2 Youth

A. Screening

The Juvenile Division will process all recommendations through the Staffing Committee according to the Juvenile Staffing Procedure. If a youth is found appropriate, the probation department will make a dispositional recommendation to the court.

B. Court Commitment

Youth will be court ordered to CVA for a specific amount of time based on the available custody time, age of the youth, academic status, and criminogenic factors to be addressed. Youth will be given a copy of the court order stating the date of release and all upcoming court hearings.

C. Clothing

CVA youth will be provided with specific CVA clothing. All clothing and accessory issues will be addressed through a youths level within the program.

D. Furloughs

CVA youth may be furloughed for home passes, community events and educational activities based on their level within the program. Furloughs must be court ordered.

14.3 Staff

A. Selection

1. Juvenile Services Officers interested in being considered for the Coastal Valley Academy will give a notice of interest to the SDPO's and Chief Deputy of the Juvenile Hall.

2. When an opening is available, the CDPO of the Custody Division will put out a notice of interest to all officers. Officers will be screened and selected by the Custody Chief Deputy, CDPO of the Juvenile Division and the Placement SDPO.

B. Work schedule

1. Work schedules will be assigned in compliance with Juvenile Hall Policy: Section 3.18 paragraph A: Work Hours, Shift Assignments and Time Off.

C. Schedule Rotation and Posting

1. Staffing schedules shall be prepared every eight (8) months with the exception of the graveyard shift, which will be every four (months).
2. The schedule will be posted at least thirty (30) days in advance.
3. Officers will put in two requests.
4. Schedules will be assigned based on the needs of the facility, seniority, time served on existing shift.

D. Uniforms

1. Officers will adhere to the dress policy found in the Juvenile Hall Policy and Procedures Manual, Section 3.22.
2. CVA officers will purchase an approved cover shirt or jacket with the CVA emblem through J. Carroll.

E. Equipment

1. Officers assigned to CVA will wear the minimum equipment including one pair of handcuffs, Mk-4 Pepper Spray, Portable Two-way Radio with remote speaker mic and earpiece, and Department issued star badge.
2. Officers are not required to wear earpieces between 2300 and 0700 hours, however it is expected that officers' on-duty will have them available if necessary to insure confidentiality, safety or security of the facility.
3. Officers working between the hours of 2000 and 0600 must carry a Seat Belt Cutter commonly referred to as a "suicide knife."

APPENDICES

APPENDIX I: JOB DESCRIPTIONS / CHAIN OF COMMAND

JUVENILE SERVICES OFFICER I, II, & III

DEFINITION:

Classes in this series, in a custody setting, provide for the temporary and safe supervision of juveniles who are accused of conduct subject to the jurisdiction of the court who require a restricted environment for their own, or the community's protection, while pending legal action; do other related work as required.

TYPICAL TASKS:

Supervise and counsel juveniles in custody in accordance with established procedures; organize and direct services which support the juveniles physical, emotional and social development which include education, recreation, counseling, nutrition, hygiene, reading, visitation, transportation, communication, and continuous supervision; utilize force and ensure a safe environment, in accordance with established policy, including the use of physical, mechanical and chemical restraints; observe and report behavior; provide verbal de-escalation as necessary; book youth into custody in accordance with procedures; perform strip searches as necessary; collect specimens when required; transport youth.

DISTINGUISHING CHARACTERISTICS:

Juvenile Services Officer I: This is the entry level of this series. Incumbents, under close supervision, learn the principles and procedures of a juvenile custody setting and learn to supervise, control and guide juveniles in detention.

Juvenile Services Officer II: This is the first journeyman level of this series. Under general supervision, incumbents supervise, control, guide and counsel juveniles in detention. Incumbents work with more independence and are assigned the more difficult, complex tasks; may act as lead person in the absence of a Juvenile Services Officer III.

Juvenile Services Officer III: This level is not part of the career series. Under general supervision, incumbents have responsibility for lead functions in the training, assigning and reviewing the work of subordinate staff assigned; supervised activities of juveniles in detention. This position reports to a Supervising Deputy Probation Officer, assists in doing staff evaluations and progressive discipline, as necessary.

EMPLOYMENT STANDARDS:

Knowledge of:

Juvenile Services Officer I: Interviewing, counseling, crisis intervention, institution safety and security methods and techniques; the Juvenile Justice System, developmental stages of youth and basic principles of applied psychology, including parenting skills and conflict resolution methods; cultural diversity among youth; effective report writing.

Juvenile Services Officer II: In addition to the above: effective communications skills; principles of effective supervision techniques; case management, court systems and law enforcement process relating to juveniles; the intake and release process of youth.

Juvenile Services Officer III: In addition to the above: effective supervision and training; applicable rules and regulations regarding juvenile detention, administration of prescribed medications.

Ability to:

Juvenile Services Officer I: Understand and gain the cooperation of youth; learn the principles and practices of Juvenile Probation work; learn and apply State Laws, County Ordinances and other rules affecting juvenile probation and detention; enforce rules and regulations with developmentally and emotionally impaired adolescents; communicate effectively both verbally and in writing; establish and maintain effective working relationships; apply and teach parenting skills as necessary; read, understand and apply departmental policies and procedures.

Juvenile Services Officer II: In addition to the above: learn principles of effective supervision; enforce departmental policies and procedures; exercise good judgment and make sound decisions in a variety of conditions; act as a lead person in the absence of a supervisor.

Juvenile Services Officer III: In addition to the above: train, assign, prioritize and review the work of others; handle complex issues and apply effective course of action; administer prescribed medications when necessary, act as lead person and supervise staff; work under stressful situations; establish and maintain effective working relationships with other employees and outside agencies.

EDUCATION/EXPERIENCE:

All levels: Completion of 60 semester units or 90-quarter units of college course work with a major in behavioral science, social science, youth development, criminology or a related field. (Job related experience in dealing with a diverse population, family relationships, the development of youth and delinquency factors such as youth abuse, attachment disorders, learning disabilities, developmental delays, substance abuse and truancy may be substituted for the required education on a year-for year basis.)

In addition to the above:

Juvenile Services Officer I: No additional experience required.

Juvenile Services Officer II: One year experience in a juvenile detention facility equivalent to a level of Juvenile Services Officer I or higher, and completion of the Board of Corrections, Standards and Training for Corrections, Group Counselor CORE Academy Training.

Juvenile Services Officer III: One year experience as a Juvenile Services Officer II or equivalent, or one year experience as a Deputy Probation Officer I or equivalent with experience in a juvenile detention facility, and completion of the Board of Corrections, Standards and Training for Corrections, Group Counselor CORE Academy Training.

LICENSES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Must be able to work a variety of shifts including irregular hours, weekends and holidays.

Juvenile Services Officer I: Satisfactory completion of the Board of Correction, Standards and Training for Corrections, for Group and Counselor CORE Academy within (1) year of appointment.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and Behavioral Health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of his position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it is a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

SUPERVISING DEPUTY PROBATION OFFICER

ABOUT THE POSITION:

Under general direction, plans, organizes, directs, and coordinates the activities of Juvenile Hall within the Probation Department; assigns, supervises, and reviews the work of subordinate staff; and does other related work as required.

TYPICAL TASKS:

Develops programs; explains departmental policies, procedures, and directives to assigned staff, reviews work of assigned staff to ensure compliance with instructions; consults with and advises subordinates on casework and treatment methodology; may attend court hearings; interprets and executes orders and instructions of the Court; reviews and evaluates Court decisions and legislation to determine effects on assigned division; supervises, trains and evaluates subordinates; assists in the preparation of division budget; prepares reports; is responsible for liaison between assigned division and related agencies; may represent the Department before interested groups and individuals; may inspect and evaluate placement facilities such as homes, camps, ranches; keeps and maintains records.

The manager will also monitor the quality of care and management of health services staff, including Nurse Practitioner, Nurses, Behavioral Health Therapists and Behavioral Health aids within the 45-bed institution. He/she will coordinate health needs of juveniles in custody and with medical staff. Behavioral Health Crisis Team, County Health Agency, Department of Social Services, County Behavioral Health Department, Criminal Justice system agencies, Community Schools, Shelter Care, County Drug and Alcohol, the California Youth Authority and private health care providers; participate in annual inspections with the Health Department, Juvenile Justice Commission, Grand Jury, and Board of Corrections.

THE REQUIREMENTS:

Knowledge of: Modern principles of adult and juvenile probation work, juvenile detention practices, probation casework objectives, principles and methods, cultural diversity; a working knowledge of Title 15 and Title 24 regulations; California Penal Code, California Welfare and Institutions Code and other state and county laws governing adult and youth population; community resources; the principles and procedures of general administration, supervision and staff development.

Ability to: Interpret the goals, functions and procedures of the Probation Department to the public; supervise, train and evaluate subordinates; plan and direct the work of subordinates; communicate effectively both orally and in writing; establish and maintain effective working relationships with other officials, employees and the public; prepare clear, complete and concise reports; assist in the implementations of treatment programs at Juvenile Hall.

EDUCATION/EXPERIENCE:

Graduation for an accredited institution with a Bachelor's degree in the social or behavior sciences, Public Administration, Business Administration, Criminal Justice, or closely related field. Related experience may be substituted for the required education on a year-for-year basis. In addition, EITHER A: two years of supervisory experience in a position equivalent to Supervising Deputy Probation Officer or higher is required; OR B: two years of increasingly responsible professional experience in a probation-oriented field AND two years of related supervisor experience.

PHYSICAL/PSYCHOLOGICAL EXAM

In accordance with Government Code Section 1031, candidate=s physical, emotional and Behavioral Health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it is a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

CHIEF DEPUTY PROBATION OFFICER

DEFINITION:

Under general direction, plans, organizes, directs and coordinates the activities and administration of a major division within the Probation Department; coordinates and directs communications, resources, and personnel in support of probation services and ensures smooth and efficient division operations; assigns, supervises and evaluates the performance of assigned personnel; and performs other related work as required.

TYPICAL TASKS:

Directs, coordinates and supervises the major divisions within the office; assists in the formulation of policies and procedures and implements those policies and procedures into programs and services; conducts staff

meetings; develops and interprets policies and practices to staff; writes manuals, bulletins or general instructions on policies and procedures; evaluates the effectiveness of policies, procedures, services and programs; reviews and evaluates the casework methodology of subordinates; discusses case problems and policies with state and local law enforcement agencies, judges, school authorities, social service agencies, and other organizations; assists in the selection, training and evaluation of subordinate staff; reviews and evaluates court decisions and legislation to determine effects on the probation program; prepares reports and correspondences; represents the Probation Department before interested groups and individuals.

EMPLOYMENT STANDARDS:

Knowledge of: The California Penal code, the California Welfare and Institutions Code, and other State and County laws governing adult and juvenile probation work; modern principles of adult and juvenile probation work and of related court procedures; principles of budgeting, personnel management and departmental administration; community resources available to assist in delinquency prevention, control and rehabilitation.

Ability to: Plan and direct the work of subordinates; supervise, train and evaluate personnel; effectively develop and alter programs in response to changing needs and requirements; make studies and prepare detailed and comprehensive reports; establish and maintain effective working relationships with other officials, employees and the public.

EDUCATION/EXPERIENCE:

Graduation from an accredited institution with a Bachelor's degree in the social or behavioral sciences. Job-related experience may be substituted for the required education on a year-for-year basis. In addition, three years of increasingly responsible supervisory and/or administrative experience in adult and juvenile probation work is required.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Section 1031, candidate=s physical, emotional and Behavioral Health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

Organizational Chart

CHIEF DEPUTY

|

*3 SUPERVISING DEPUTY
PROBATION OFFICERS*

6 JUVENILE SERVICES OFFICER III

34 JSO I and JSO II

APPENDIX II: FIRE INSPECTION FORM

MONTHLY FIRE SAFETY INSPECTION GUIDE (FOR USE BY FACILITY STAFF)

Facility: _____ Phone: _____
 Fire Dept.: _____ Phone: _____
 Evaluator(s): _____ Date: _____

MONTHLY FIRE SAFETY INSPECTION GUIDE INSPECTION ITEMS 1 - 20	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
ITEM 1 - ELECTRICAL				
a. Extension cords: Condition Excessive Length (used in lieu of permanent wiring)				
b. Appliances property grounded				
c. Motors				
d. Wiring				
ITEM 2 - STAIRWAYS				
a. Doors at each floor level: Operation Kept closed				
b. Free of obstructions				
c. Properly lighted				
ITEM 3 - EXIT LIGHTS				
a. Proper size				
b. Proper watt bulbs				
c. Working order				
ITEM 4 - EXITWAYS				
a. Properly lighted				
b. Free from obstructions				
c. Are there two remote paths of exit travel from each block or area?				
d. Are reliable means provided to permit the prompt release of inmates from locked areas?				

MONTHLY FIRE SAFETY INSPECTION GUIDE (continued)		SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
INSPECTION ITEMS 1 - 20					
e.	Is prompt release of inmates guaranteed by adequate correctional personnel continuously on duty with keys readily available?				
a.	Is more than one set of keys readily available in case of loss or breakage during a fire emergency?				
ITEM 5 - FIRE DOORS					
a.	Operation				
b.	Unobstructed (no wedges)				
ITEM 6 - FIRE HOSE (STAND PIPES)					
a.	Cabinet door operation				
b.	Hose condition				
c.	Nozzle in place				
d.	Hose properly hung in rack				
ITEM 7 - EXITWAYS					
a.	Correct location Accessible and visible				
b.	Properly serviced Serviced date within 12 months				
c.	Decals which indicate type of fire, which extinguisher can be used on				
ITEM 8 - FIRE ALARM FACILITIES					
a.	Location signs in place				
b.	Boxes unobstructed				
c.	Tested every 30 days				
d.	Date of last test				
e.	Auxiliary boxes should have sign indicating if system is connected to fire department				
ITEM 9 - FIRE DRILLS					
a.	Date of last fire drill				
b.	Do all employees and staff members participate in a drill?				
ITEM 10 – SPRINKLER SYSTEM					
a.	Tested every 30 days (by local fire department, unless other arrangements have been made)				

<p style="text-align: center;">MONTHLY FIRE SAFETY INSPECTION GUIDE (continued)</p> <p style="text-align: center;">INSPECTION ITEMS 1 - 20</p>	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
b. Heads and controls unobstructed				
ITEM 11 – FLUES AND VENTS a. Condition				
ITEM 12 – HEATING a. Fire door operation				
b. No combustible storage in room				
c. Condition of filters in air conditioning system				
d. Combustion air opening unobstructed				
ITEM 13 – HOUSEKEEPING a. No combustibles stored under stairways				
b. Adequate storage of janitorial and cleaning equipment in proper area				
c. Oily rags, paint rags, in covered metal cans				
d. No excessive accumulation of combustible litter				
ITEM 14 – KITCHEN a. Hoods, vents, fans ducts: Condition Free of grease accumulation				
b. Filters cleaned regularly Date last cleaned				
ITEM 15 - COMPRESSED GASES (NONFLAMMABLE) a. Properly stored (cylinders) in designated area				
b. Properly secured (cylinders) by chain or strap to wall				
c. Storeroom vented to outside				
ITEM 16 - FLAMMABLE LIQUIDS a. Properly stored outside of facility				
b. Properly dispensed				
c. "No Smoking" signs provided				
d. Containers in good condition				

<p style="text-align: center;">MONTHLY FIRE SAFETY INSPECTION GUIDE (continued)</p> <p style="text-align: center;">INSPECTION ITEMS 1 - 20</p>	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
<p>ITEM 17 - AUXILIARY LIGHTING</p> <p>a. Auxiliary emergency generator Maintenance Operating order</p>				
<p>b. Checked weekly - date of last test</p>				
<p>c. Emergency fixtures working properly</p>				
<p>ITEM 18 - CARELESS SMOKING HAZARDS</p> <p>a. Designated smoking area Proper ashtrays</p>				
<p>ITEM 19 - GENERAL HAZARDS</p> <p>a. Has everyone in your department been warned never to use flammable fluids for cleaning floors, clothes or furnishings?</p>				
<p>b. Do you see that any portable heater is placed well away from bedding, furniture and other combustible materials?</p>				
<p>c. Is every fireplace equipped with a sturdy metal fire screen?</p>				
<p>d. Do you keep your yard cleared of leaves, debris and combustible rubbish?</p>				
<p>e. If you keep gasoline for use in a power mower or generator, is it stored in a strong, metal safety-type can with self-closing caps on openings?</p>				
<p>ITEM 19 - GENERAL HAZARDS (continued)</p> <p>f. Are the furnishings in use non-combustible? Check, if any of the following are used in your facility:</p> <p style="margin-left: 40px;">___ Furnishings padded with foamed plastics or foamed rubber</p> <p style="margin-left: 40px;">___ Foamed plastic or foamed rubber padding on walls, ceilings or floor</p> <p style="margin-left: 40px;">___ Mattresses constructed, in whole or in part, of foamed plastics or foamed rubber</p>				
<p>g. If any of the above furnishings are used, do you know the fire performance of the materials?</p>				
<p>h. Has any action been taken to alleviate the hazard created by materials, which have been shown to have poor fire performance?</p>				

<p style="text-align: center;">MONTHLY FIRE SAFETY INSPECTION GUIDE (continued)</p> <p style="text-align: center;">INSPECTION ITEMS 1 - 20</p>	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
<p>ITEM 20 - FIRE DETECTION EQUIPMENT</p>				
<p>a. Have smoke and/or heat detectors been provided</p>				
<p>b. Are they interconnected to the fire alarm system?</p>				
<p>c. Are detectors tested periodically and in operable condition?</p>				
<p>d. Are all fire alarm system components (F/A stations, detectors, audible devices, standby batteries), in working order?</p>				

**APPENDIX III: MONTHLY SAFETY/EMERGENCY EQUIPMENT INSPECTION
(FOR USE BY FACILITY STAFF)**

Facility: Juvenile Hall

Evaluator(s): _____

Date: _____

INSPECTION ITEMS	SATISFACTORY	UNSATISFACTORY	COMMENTS
CERT CLOSET:			
a. Shields (2)			
b. Chest Protectors (8)			
c. Helmets (7)			
d. Knee/Shin Guard combo (6 bags)			
e. Knee pads			
f. Elbow pads			
g. WRAP (2)			
h. Spit Masks			
i. Goggles			
j. Sledge Hammers (3 - 2 large, 1 small)			
k. Bolt Cutters (Green)			
l. Ram			
m. Blackhawk Dynamic Entry Tools (2)			
n. Stanley Utility Bar (Yellow)			
o. Eastwing Pro Claw (Blue)			
p. Shackles			
q. Belly Chains			
r. Yellow Hazard Suit			
s. First Aid Kit			
t. Zip Tie Cutter			
PANIC BUTTONS (functional – 9 total):			
1. Visiting Rooms 1, 2 & 3			
2. Visiting Hallway			
3. Interview/Booking Room			
4. Main Intake Area			
5. ADA Bathroom			
6. Nurses' Office (2)			

(Continue→)

INSPECTION ITEMS	SATISFACTORY	UNSATISFACTORY	COMMENTS
East Unit Safety Drawer:			
a. Belly Chains			
b. Shackles			
c. Soft Leg Restraints			
d. Belly chain and soft restraint key			
e. Flashlight			
f. Spit masks			
g. Microshield			
Center Unit Safety Drawer:			
a. Belly Chains			
b. Shackles			
c. Soft Leg Restraints			
d. Belly chain and soft restraint key			
e. Flashlight			
f. Spit masks			
g. Microshield			
West Unit Safety Drawer:			
a. Belly Chains			
b. Shackles			
c. Soft Leg Restraints			
d. Belly chain and soft restraint key			
e. Flashlight			
f. Spit masks			
g. Microshield			

APPENDIX IV: BEHAVIORAL HEALTH FORMS

BEHAVIORAL HEALTH SCREENING

(To be completed at booking, by Booking Officer)

CONFIDENTIAL BEHAVIORAL HEALTH INFORMATION

Is to remain in Booking File, Pursuant to Title #1 Sections 1407, 1413, 1437

DATE/TIME:

YOUTH'S NAME: _____ DOB: _____

INTERVIEWER'S NAME:

1. Are you currently seeing a counselor? Yes _____ No _____
Who? _____ For how long? _____
What issues are you working on? _____
2. Have you seen a counselor in the past? Yes _____ No _____
What kind of issues did you work on? _____
3. Have you been in a Behavioral Health hospital program before? Yes _____ No _____
When? _____ Where? _____
4. Have you heard voices or seen things that others don't? Yes _____ No _____
If yes, do they frighten you or tell you to harm yourself or others? Yes _____ No _____
Describe: _____
5. Are you currently on medication? Yes _____ No _____
Name of medication(s): _____
Name of Doctor: _____
Date and time of last dose: _____
6. Have you tried drugs or alcohol? Yes _____ No _____
What types? _____ Date last used? _____
7. Have you ever been a victim of abuse? Yes _____ No _____
[] Physical [] Neglect [] Emotional [] Sexual
Was it reported? Yes _____ No _____ When: _____
8. Has anyone close to you died? Yes _____ No _____
Who: _____ What happened? _____

How did you deal with it? _____
9. Have you ever had thoughts of ending your life? Yes _____ No _____
When: _____ How: _____
Have you ever attempted to harm yourself or end your life? Yes _____ No _____
When: _____ How: _____
Do you feel this way now? Yes _____ No _____
How would you do it? _____
10. Do you have thoughts of taking someone else's life? Yes _____ No _____
Who: _____ How: _____
When: _____
11. Do you and your family have problems getting along? Yes _____ No _____
What are the major issues? _____
12. Do you get along with peers? Yes _____ No _____
13. What kinds of activities do you like to do? _____
14. Do you enjoy school? Yes _____ No _____
Current school: _____ Current Grade: _____
Are you currently or in the past been in any special classes, resources classes, or school programs?
Yes _____ No _____
15. What worries or concerns do you have? _____

APPENDIX V: BEHAVIORAL HEALTH PROCEDURE

This manual was compiled pursuant to Section 1324 (Policy and Procedures Manual) of Title 15 which stipulates that “All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees and shall be administratively reviewed a minimum of every two years and updated as necessary.”

This manual is not comprehensive but specifically relates to Behavioral Health procedures at JSC. Each procedure covered will cite the corresponding “Section” of Title in order to clearly specify the role of the SLO County Behavioral Health Clinicians at SLOJH.

Suicide Prevention Program Pursuant to Section 1329

- B. Each youth will be screened for suicide at intake by a Juvenile Service Officer (JSO) prior to housing and have a follow up mental health screening and risk assessment by the on-duty Behavioral Health Clinician (BHC)
- C. If a youth presents as a suicide risk while placed at Juvenile Hall and a BHC is available, the youth will be assessed by the BHC as soon as possible
- D. When it is determined that a youth may be a suicide risk:
 - 2. BHC will call the Psychiatric Crisis Dispatch Center (805-788-2509) to notify them that a youth at the Juvenile Hall is being assessed for suicide and may need a bed in a psychiatric hospital
 - 3. While the Psychiatric Crisis Dispatch Center (CDC) is seeking a bed, BHC will continue to assess and intervene with the youth to de-escalate and develop a safety plan
 - 4. If the youth does de-escalate and is determined to no longer be at imminent risk of suicide, the BHC will inform the CDC that hospitalization is no longer required
 - 5. The youth will remain on Safety Protocol (see attachment) for up to 48 hours
 - a. Safety Protocol sheet will be completed, identifying housing, clothing, showering, programming, eating utensils, and room safety checks
 - 6. BHC will notify Juvenile Hall staff and initiate the youth being put on Safety Protocol
- E. When it is determined that the youth is a suicide risk:
 - 1. BHC will confirm with the CDC that youth is a suicide risk
 - 2. If designated, BHC will write the 5150/5585 hold. If not designated, BHC will coordinate with the CDC to contact the Mental Health Evaluation Team (MHET) to determine if the client meets 5150/5585 criteria
 - i. Fax 5585/5150 hold to SLO Youth Services HIT at 805-781-1265
 - 3. Probation will transport youth to hospital emergency department for medical clearance
- F. If a youth presents as a suicide risk and BHC is not available to assess the youth:
 - 5. Juvenile Hall staff and/or Public Health nurse will the CDC at 805-788-2509
 - 6. CDC will dispatch the Mental Health Evaluation Team (MHET) to the Juvenile Hall
 - 7. A medical clearance will be required if the youth is placed on 5585/5150
 - a. Transportation to and from the hospital emergency department, out-of-county inpatient facility, and/or PHF (if youth is 18 or older), will be provided by Probation

8. Public Health nursing staff will be notified of a youth's admittance to and return from the out-of-county inpatient facility (if youth is under 18) or PHF (if the youth is 18 or older)
 - a. Nursing staff will complete a Health Services Discharge Summary when a youth is admitted to the out-of-county inpatient facility/PHF
 - b. Nursing staff will secure prescribed medication upon the youth's return from the out-of-county inpatient facility/PHF
 - c. If there is a phone call from the out-of-county inpatient facility/PHF, the Juvenile Services Office will transfer call to the Public Health nurse and/or get a point of contact at the out-of-county inpatient facility/PHF
- G. Once a youth is placed on a 5585/5150 hold and is waiting for placement in an out-of-county inpatient psychiatric facility or the PHF (if placement is delayed), the 5585/5150-intervention protocol should be activated to address the needs of the youth:
 1. CDC will call JH control desk (805-781-5389) within 24 hours to arrange telehealth Medication Support appointments with youth on hold as part of the PHF Staff Psychiatrist's daily rounds
 - a. Public Health nursing staff should be available to take medication orders from the PHF staff psychiatrist when needed while the minor is awaiting placement
 2. BHC will meet with the youth a minimum of two times per day while youth is on a 5585/5150 hold. Contacts may include Seeking Safety, Journaling or another evidence-based practice that focuses on behaviors and symptoms; contacts will be recorded in the electronic health record, supervisor/shift log, and the Mental Health log
 3. Public Health nursing staff will check-in with youth two times per day
 4. If a youth has a private therapist and/or psychiatrist, Probation staff will arrange for the youth to meet with their provider; BHC will consult with private providers as is clinically appropriate
 5. Rehabilitation services/TBS may be available for youth on psychiatric holds at the Juvenile Hall; confer with SLO Youth Services Program Supervisor and/or Youth Services Division Manager
- H. Youth is reassessed daily by MH, if possible; if the youth no longer meets 5585/5150 criteria, a designated staff (JH BHC or MHET) can rescind the hold in consultation with and approval from PHF Staff Psychiatrist
 1. To contact PHF Staff Psychiatrist call 805-781-4711 and ask to speak with the psychiatrist on duty
 2. Consult with PHF Staff Psychiatrist to get approval to rescind the hold
 3. If PHF Staff Psychiatrist approves, draw a line through the current hold and fax to SLO Youth Services HIT at 805-781-1265
 4. Call CDC at 805-788-2509 to notify that the hold has been rescinded (this will end the bed search)
 5. Update Safety Protocol
 6. Document that the hold has been rescinded in a Progress Note in electronic health record, MH Notes (if appropriate), and JH Supervisor Log
- I. All youth who return from an inpatient stay will be placed on Safety Protocol for a period of 48 hours
 1. Safety Protocol may be adjusted by the BHC to reflect the required level of supervision
 2. Youth will be assessed by a BHC as soon as possible following his/her/their return to the Juvenile Hall

3. Prior to being taken off the Safety Protocol, the youth and BHC will develop a safety plan. This safety plan will be kept on file in the Behavioral Health office at the Juvenile Hall
- J. Suicide prevention training, in accordance with Section 1322, youth supervision orientation and training (Facility Training Program), and Juvenile Corrections Core Course
 1. Suicide Prevention Training
 - i. Every officer shall receive an initial facility specific orientation on screening youth for risk of suicide, suicide prevention, treatment strategies to include trauma-informed approaches, and responses to suicide attempts
 - ii. Every officer will receive 4 hours of suicide prevention and training during Juvenile Counselor CORE
 - iii. Every officer will receive a yearly 2-hour suicide prevention update

Counseling and Casework Services and Mental Health Services and Transfers to a Treatment Facility Pursuant to Sections 1356 and 1437 of Title 15

- A. Trauma-informed and culturally responsive mental health services are available to incarcerated minors Monday through Friday from 8 AM to 9 PM and Saturday and Sunday from 9 AM to 7 PM
- B. All youth are screened for mental health and substance-use issues when admitted to the Juvenile Hall
- C. Elective mental health services are offered to all youth while at Juvenile Hall; youth may request to speak with the Behavioral Health Clinician (BHC) via the Youth's Request Form
- D. Licensed and licensed-track BHCs assigned to Juvenile Hall provide crisis intervention and address acute psychiatric episodes as necessary
- E. Behavioral Health Youth Assessment is conducted for those youth not currently open to SLO County Mental Health and needing urgent medication evaluations as well as those youth that are sentenced to the Juvenile Hall for an extended period and in need of mental health services
- F. Medication Support services are provided at the Juvenile Hall by the Behavioral Health psychiatrist assigned to the Juvenile Hall. The psychiatrist is available in person, via telepsychiatry, or available by phone weekly for 4-6 hours. If the psychiatrist is not available via telepsychiatry or phone, access to a Behavioral Health psychiatrist can occur by calling the PHF at 781-4711
- G. All medications, including psychotropic medications, are stored and administered by the Public Health nursing staff at Juvenile Hall
- H. If a youth has an open Mental Health case, the BHCs at the Juvenile Hall will work with youth, the youth's family, and staff at Behavioral Health Youth Services clinics to assure appropriate transition planning for youth being released from Juvenile Hall and needing continued mental health services
- I. Public Health nursing staff completes a Health Services Discharge Summary that is sent with the youth and includes information about medication that youth is taking and, when appropriate, instructions to follow up with Behavioral Health to schedule an appointment as soon as possible
- J. Referrals are made to mental health providers outside County of San Luis Obispo Behavioral Health when indicated

Use of Force Pursuant to Section 1357 of Title 15

- A. In a potential use of force situation, a Behavioral Health Clinician (BHC) will be available to intervene with an agitated youth to deescalate the situation

- B. Intervention by the BHC will follow the Juvenile Hall staff directives and the safety of all persons involved and will only be made if the Juvenile Hall staff deem it safe
- C. The BHC will work collaboratively with the primary Juvenile Hall staff involved to determine the type and length of the intervention
- D. In the event of a use of force, the BHC will be available to meet with the youth afterward if the Juvenile Hall staff deems it safe and appropriate
- E. The BHC shall document in MH Notes Version 1.103_25_2015, the electronic Mental Health notes system for Juvenile Hall-based services, the type and result of the intervention provided, including the name of the youth and officers involved

Physical Restraints Pursuant to Sections 1357 1358 of Title 15

- A. The Behavioral Health Clinician (BHC) shall intervene to deescalate the youth once the youth is secured in the WRAP and no later than 15 minutes after placement in the WRAP. The BHC will assess the need for mental health treatment
- B. If the BHC is not available, sworn Juvenile Hall staff shall attempt to deescalate youth. If a youth continues to present a danger to self or others and there is no on-duty BHC available, Juvenile Hall Staff will contact the Mental Health Evaluation Team (MHET) to assess the youth

Safety Room Procedures Pursuant to Section 1359 of Title 15

- a. SLO County Juvenile Hall does not utilize a Safety Room

Health Records Pursuant to Section 1406 of Title 15

- a. All Medication Support services, as well as ongoing therapy services for youth with open Mental Health cases who will be at the Juvenile Hall for an extended period, will be documented in Behavioral Health's Electronic Health Record (EHR)
- b. Documentation for BHCs' contact with youth who do not have open Mental Health cases may be stored in the secure MH Notes

Confidentiality Pursuant to Section 1407 of Title 15

- A. Mental health services shall be conducted in a private manner such that information can be communicated confidentially
- B. All information pertaining to mental health services provided at the Juvenile Hall shall be kept in accordance with the San Luis Obispo County Health Agency Health Information Privacy and Security Policy/Procedure: [Standard Protocols for Vaccine Administration](#)

Individualized Treatment Plans Pursuant to Section 1413 of Title 15

- A. All youth who have open County of SLO Mental Health cases and significant mental health care concerns will have individualized treatment plans as determined by Mental Health Documentation Guidelines ([INSTRUCTIONS FOR TREATMENT PLAN DOCUMENTS](#)). Mental Health information shall be shared with youth supervision staff in accordance with Section 1407 of Title 15 for purposes of programming, treatment planning and implementation
- B. BHC will make pre-release arrangements for continuing mental health care and, when appropriate, will refer youth to relevant programs upon return to the community

Intoxicated and Substance Abusing Youth Pursuant to Section 1431 of Title 15

- A. Behavioral Health Clinician (BHC) will assess a youth's substance use during the initial mental health screening
- B. If the BHC suspects a youth is under the influence of a substance, the BHC will:

1. Advise Juvenile Hall staff
2. Refer the youth to the on-duty nurse for evaluation
3. Postpone clearing the youth until he/she is no longer under the influence
4. Coordinate with Juvenile Hall staff and/or refer youth to other agencies to ensure youth receives appropriate substance abuse treatment if indicated

Psychotropic Medication Pursuant to Section 1439 of Title 15

- A. Medication support services are provided by the Behavioral Health psychiatrist assigned to the Juvenile Hall in coordination with the Public Health nursing staff at the Juvenile Hall. The psychiatrist is either on site or meets with youth via telepsychiatry at the Juvenile Hall weekly for 2-4 hours
- B. If the psychiatrist is not on site nor available by phone or telepsychiatry, BH Medical Director will be contacted by SLO Youth Services Program Supervisor or Youth Services Division Manager
- C. Appointments with the psychiatrist will be scheduled by the BHC in coordination with the Public Health nurse and psychiatrist
- D. The Public Health nurse and BHC will accompany the youth to his/her appointment with the psychiatrist
- E. The BHC will complete a Record of Disclosure and provide the Public Health nurse with the most recent medication evaluation/psychiatric assessment and most recent Psychiatrist Progress Note
- F. Psychiatrist will meet with youth and/or renew orders monthly
- G. BHCs will meet with the Public Health nursing staff daily to discuss the needs of those youth who receive medication support from Behavioral Health
- H. BHCs will coordinate with the nursing staff to ensure Public Health has information necessary to distribute medication as prescribed by the Behavioral Health psychiatrist
- I. BHC will ensure that all documentation related to medication support for youth detained in the Juvenile Hall, including hard copies of all doctor's orders, medication logs, handwritten prescriptions, is delivered to the Health Information Technician (HIT) at the San Luis Obispo Youth Services clinic on a weekly basis
- J. BHC will assist the psychiatrist in contacting youth's parents/guardians to discuss changes of medication regimens and procure written consent for any new medications prescribed
- K. Public Health nursing staff at the Juvenile Hall will be responsible for ordering medication and ensuring medication is available
- L. BHCs will assist Public Health nursing staff in communicating with parent/guardian of youth to procure medication when necessary
- M. Public Health nursing staff at the Juvenile Hall are responsible for secure storage and distribution of all psychotropic medication
- N. Medication refills are coordinated by psychiatrist and Public Health nursing staff. BHC will facilitate coordination when needed
- O. For youth being released from Juvenile Hall and in need of an urgent medication evaluation prior to the case being assigned to a clinic-based therapist, the BHC assigned to the Juvenile Hall will:
 1. Ensure that the Mental Health Treatment Plan includes medication support services
 2. Complete a Client Update Form to open unit/subunit for Psychiatrist and Medication Manager at the Mental Health clinic where client is to be seen and submit form to Health Information Technician (HIT) at SLO Youth Services
 3. Work with parents/guardian to schedule an appointment at the regional Mental Health clinic
 4. Complete Transfer Summary and submit to Youth Services Program Supervisor within three days of youth's discharge from Juvenile Hall

5. BHC will notify Youth Services Program Supervisor of urgent transfer. Youth Services Program Supervisor will follow procedure as stated in Mental Health Services Treatment Plans and Documentation Guidelines: [INSTRUCTIONS FOR TREATMENT PLAN DOCUMENTS](#)
6. A JV220(A) must be completed for any youth who is a 602 ward of the court and whose parents have either had their ability to authorize psychotropic medication suspended or are unavailable to consent to psychiatric treatment
7. If a prescription requires a Treatment Authorization Request (TAR), the BHC will contact the Youth Services Medication Manager (805-781-4179) to facilitate the TAR process

Medi-Cal Eligible or Un-sponsored Youth on Medication Returning or Coming to the Juvenile Hall

- A. When a youth returns from placement with less than a 10-day supply of medication and not opened to County of SLO Mental Health, the Public Health nurse will attempt to contact the physician who prescribed the medication and will request a refill and a medication order
- B. If a youth comes to the Juvenile Hall without medication as a result of being on the run, the Public Health nurse will contact the youth's parents, group home, social worker, or probation officer for medications to be brought to the Juvenile Hall. The nursing staff will then contact the prescribing physician to obtain a medication order
- C. If Mental Health case has been closed within 90 days, the Behavioral Health Clinician (BHC) will consult with the Program Supervisor to determine if a full assessment is warranted or if a progress note with updated assessment content is enough. If a new assessment is needed, it will not delay service and can occur after the case is reopened
- D. For new cases or cases closed for more than 90 days and when a youth comes into the Juvenile Hall on medications, the preference is for the BHC to do an assessment prior to the client seeing the psychiatrist; however, if the situation is urgent (i.e. client is running out of medications and the prescribing psychiatrist will not refill), the Behavioral Health psychiatrist will see the client and complete a medication evaluation/psychiatric assessment while the BHC is concurrently completing the Mental Health Youth Assessment. The BHC will complete the assessment within seven days, given the parents are accessible to give consent for medication and treatment
- E. If youth appears to be having side effects to the medication, the youth will be seen by the nursing staff who will determine the next step

Probation Referral for Mental Health Services Upon Youth's Release from the Juvenile Hall

- A. Probation Officer will call SLO County Behavioral Health Managed Care, 1 (800) 838-1381, and provide the following information: youth's name, DOB, insurance coverage, parents' names, address, phone number, reason for referral, and anticipated release date
 1. Managed Care will attempt to contact the parent three times. If there is no response to the outreach calls, Managed Care will leave the service request open for one week while waiting for a response and then the referral will be closed. *Note: It is helpful for the Probation Officer to inform the parents that a referral is being made and to direct parents to call Managed Care to schedule the appointment*
- B. **Timeline for assessment:**
 1. The intake is scheduled as close to the youth's release from the JH as possible and no later than 7 days from release
 2. **Note:** Probation will inform Managed Care as soon as they are aware that the youth's release date has been changed and the youth will not be released in time for the assessment. *Note: Communication with the referral source (Probation) will depend on whether an authorization to release information has been signed by the youth and*

parent. Probation will complete the Behavioral Health Authorization, gathering the youth and parent and/or guardian's signatures in advance, and fax it to Managed Care at the time of referral (Managed Care fax: 805-781-1177). The Probation Officer may also ask the JH BHC to secure an authorization and input into Anasazi in situations where the parent is coming to the JH

- C. Youth with private insurance
 - 1. Youth with private insurance whose mental health needs are severe, may qualify for MHSA Full-Service Partnership services and may be referred to Managed Care
- D. B) Youth may also be referred to Full-Service Partnership (FSP) as follows:
 - 1. Open Mental Health cases:
 - i. BHC will complete a BH Referral for in Electronic Health Record, including FSP tab and assign to the FSP Coordinator, Christina Menghrajani, on the signature line: Signature of Staff Accepting Referral:
https://myslo/DepartmentsNew/Health/Behavioral-Health/BH-Wide-Documentation-Resources/Mental-Health-Documentation-Resources/FSP-Full-Service-Partnership/FSP-Child_Youth-TAY-Procedure.aspx
 - 2. Non-open Mental Health Cases:
 - i. Outside agencies, such as Probation, can refer a youth to FSP by completing a paper referral that includes the BH Referral Form and criteria for either Youth or Transitional Age Youth (TAY) and fax to Behavioral Health Central Access, Attn: FSP Coordinator

Procedure for Parent/Guardian to Call Managed Care and Their Child is in the Juvenile Hall:

- A. Parent will call Behavioral Health Managed Care, 1-800-838-1381, and request a Mental Health assessment for their youth who is currently in the JH.
 - 1. Managed Care will contact the BHC at the JH to determine if they can accommodate the assessment
 - 2. If the JH BHC is unable to accommodate the assessment, Managed Care will schedule the intake at the Mental Health clinic nearest to where the client lives
- B. Timeline for assessment:
 - 1. The Mental Health assessment will be scheduled as close to the youth's release from the JH as possible, and no later than seven days from release

Job Descriptions:

Behavioral Health Clinician III: This level denotes the highest level of clinical expertise. Under general direction and with great latitude for independent judgment and initiative, takes full responsibility for clinical management of a client caseload or program assignment. Conducts behavioral health screenings, assessments, diagnosis, develops and implements treatment plans and recovery-oriented activities for individuals and groups, and provides non-medical psychotherapeutic or treatment services to assigned individuals and groups. May also provide facilitation to community groups, organize and provide educational activities, collect and analyze relevant data, and/or participate in development activities. Provides consultation and training to professional staff in therapy modalities and develops and implements community service projects. May provide leadership and/or training for other staff or treatment teams. This position completes a mental health screening on minors who are booked into the juvenile hall; consults and works with Probation staff, Public Health nursing staff, and other community agencies that work in the juvenile hall; provides consultation, education, and information services to lay and professional groups and individuals in the juvenile hall. This position must have the ability to effectively evaluate and treat clients;

establish and maintain the confidence and cooperation of clients, co-workers, and Probation staff; communicate effectively orally and in writing; and coordinate with therapists outside of the juvenile hall

Behavioral Health Clinician II: Under general supervision, and within scope of licenses/certifications currently held, takes full responsibility for clinical management of a client caseload or program assignment. Conducts behavioral health screenings, assessments, diagnosis, develops and implements treatment plans and recovery-oriented activities for individuals and groups, and provides non-medical psychotherapeutic or treatment services to assigned individuals and groups. May also provide facilitation to community groups, organize and provide educational activities, collect and analyze relevant data, and/or participate in development activities. This position completes a mental health screening on minors who are booked into the Juvenile Hall; consults and works with Probation staff, Public Health nursing staff, and other community agencies that work in the Juvenile Hall; provides consultation, education, and information services to lay and professional groups and individuals in the Juvenile Hall. This position must have the ability to effectively evaluate and treat clients; establish and maintain the confidence and cooperation of clients, co-workers, and Probation staff; and coordinate with therapists outside of the juvenile hall.

APPENDIX VI: YOUTH'S REQUEST FOR DUE PROCESS

DUE PROCESS HEARING

HEARING OFFICER _____ **DATE / TIME** _____

YOUTH _____

ASSESSMENT:

DISPOSITION:

WITNESS:

JSO III: _____ **JSO III SIGNATURE** _____ **DATE / TIME** _____

<input type="checkbox"/> AGREE	<input type="checkbox"/> DO NOT AGREE	Youth's Signature: _____	Date: _____
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IF YOU DO NOT AGREE WITH THE DECISION YOU MAY SUBMIT A GRIEVANCE TO BE REVIEWED BY A HIGHER LEVEL OFFICER.

SDPO Review:	<input type="checkbox"/> Decision Upheld <input type="checkbox"/> Disposition Changed	Date: _____
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<input type="checkbox"/> AGREE	<input type="checkbox"/> DO NOT AGREE	Youth's Signature: _____	Date: _____
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CDPO Review:	<input type="checkbox"/> Decision Upheld <input type="checkbox"/> Disposition Changed	Date: _____
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Disposition:	_____
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resolvernos el agravio a los más bajos empleados apropiados nivelado. Después de su queja se ha investigado, recibirá un oído, condujo pro un partido gris, donde puede presentar su lado, y tiene un empleados lo asiste durante el oído si desea. Recibirá una contestación en un tiempo razonable (normalmente 1-3 días), incluso las razones por la decisión. Si su agravio es válido, tomaremos pasos corregir la materia.

El sistema del agravio es un corredor juvenil procesa con el propósito de mantener tratamiento humano y segura de las personas sostuvo en el corredor juvenil. Favor de usarlo correctamente, y pro los propósitos por el que se quiso.

Favor de usar esta forma (otro se agregan páginas si necesario) escribir su agravio. Lugar un cheque al lado del artículo sobre el que aflige. Entonces completo la información del identifica y escribe una descripción breve de las circunstancias. Lugar el completó forma en un sobre y foca el. Dirección al JSO III trabajando en el correder juvenil. Deselo a cualquier empleado por rescate.

APPENDIX VIII: USE OF NALOXONE IN THE CUSTODY DIVISION

APPLICABILITY:

This policy applies to Probation Department peace officers in the custody division who have been certified and authorized to administer naloxone opioid overdose antagonist.

STORAGE:

The Naloxone will be assigned to a Juvenile Hall Supervising Deputy Probation Officer and securely stored in the combination lock boxes in the JSO III's office and in the in the Control Room. The assigned SDPO will be the responsible party for the maintenance, replacement, and exchange at expiration of the Naloxone.

GENERAL POLICY:

1. Certified Officers are authorized to use naloxone to aid any individual(s) encountered in the course of their duties who may be suffering from an opioid overdose, to revive an individual from an apparent drug overdose in the absence of medical personnel.
2. Officers shall receive training on responding to individuals suffering from an apparent opioid overdose and the use of naloxone.
3. Naloxone certified officers shall receive a minimum of one (1) hour of refresher training every two (2) years in conjunction with CPR/First Aid training.
4. The facility has Naloxone available in control and the JSO III's office in case of an overdose or exposure emergency.
5. Naloxone shall only be stored in Control, JSO III's Office or Medical Office (Accessible by Medical Personnel Only).

RESPONSE TO OVERDOSE/EXPOSURE:

1. Upon encountering an individual suffering from an opioid overdose/exposure a medical "code 3" will be broadcasted over the radio including the location of the code with a request for a 9-1-1 call to be initiated.
2. Responding facility medical personnel will assess the individual and determine if naloxone is to be administered.
3. Naloxone shall be administered according to the instructions of medical personnel.
4. The individual suffering from the overdose/exposure will be transported to the hospital for further evaluation and treatment with notice to an SDPO, On-Call SDPO or CDPO as soon as reasonably safe to do so.
5. In the absence of facility medical personnel responding sworn staff will decide to access and administer naloxone according to the instructions/training by the authorized provider.

REPORTING:

1. Officers shall notify the on-duty JSO III or SDPO or on-call SDPO in the absence of an on-duty JSO III or SDPO as soon as reasonably possible that Naloxone has been administered for an overdose or exposure.

2. The SDPO will notify the Custody Division Chief Deputy Probation Officer as soon as reasonably possible that Naloxone has been administered and the known circumstances regarding its use.
3. Administering officer shall complete a Department incident report and the Public Safety/Law Enforcement Naloxone Use form before end of shift.
4. Reports will be reviewed by a SDPO and submitted to the Chief Deputy.
5. The Naloxone Use form in Monitor will be submitted to the Professional Standards Unit Supervisor within three (3) business days following the date of use.
6. The Professional Standards Unit supervisor shall submit the Naloxone use form to the County Emergency Medical Services Agency by the 15th day of the month following the date of use. A copy will be retained by the Professional Standards Unit.