

**County of  
San Luis Obispo**

**Probation Department**

**Juvenile Hall  
Handbook**

## **INTRODUCTION:**

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 taken from you and your clothing will be placed in a locker.
- You will be offered the opportunity to make **two (2) phone calls, one to a parent or guardian and one to an attorney or an employer.**

After the booking paperwork is completed:

- Our on-site Nurse will complete a physical with you.
- Our Mental Health Therapist will also speak with you.

*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 and the ability to use physical force including pepper spray. You will be expected to obey their directives.

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. You will also be assigned to an intake Probation Officer if you don't already have one.

## **REMEMBER:**

**Juvenile Service Officers are peace officers. Threatening to harm them or actually harming them is a felony.**

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.

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

## **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 rules and regulations the first time you are asked. Some rule violations may result in new charges being filed against you. **Not all the rules are in the rulebook.** If you have any questions please discuss them with staff.

**First Rule to Remember:**

Staff directions (written, verbal or implied) must be quickly and respectfully obeyed. Failure to do so will result in loss of privileges, reflection time, or the use of force.

**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 mental health staff about your medical or mental 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 brief crisis treatment and counseling upon request.
- You will have access to individual counseling by mental 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.

**FIGHTING:**

Fighting will not be tolerated. Any minors involved in fighting will be isolated from the population. Fighting will result in a loss of privileges and/or the use of force and may result in 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. **With reasonable cause a pat down may result in a strip search.**

**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, or would interfere with the orderly day to day operation of the facility.

**ITEMS ALLOWED IN YOUR ROOM:**

- 1 mattress & pillow per bed unless medically cleared.
- 1 mattress bag (unless on safety bedding) & up to 3 blankets
- 1 water cup
- 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
- 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 and radios will be turned off at 9:30 pm Sunday through Thursday.**

**Lights and radios will be turned off in your room at 10:00 pm on Friday and Saturday.**

**SHOWERS AND BATHROOMS:**

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. 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.

**CLOTHING:**

- T-shirts must be worn and tucked in at all times.
- **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.
- **Pant legs may not be tucked into your socks**, *unless it is approved by staff (while on the yard or in the kitchen).*
- Sandals may be worn in the shower only.
- 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. Do not put your thumbs through your sweatshirt causing holes.
- 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. (Prior to this rulebook, peer leaders would be allowed a few of their own items; this is no longer allowed.)

## **MOVEMENT:**

### **Movement procedure occurs when:**

- **You are moving to and from your room**
- **Crossing between units or to the yard**
- **Any time staff places you into "Movement"**

During Movement you must have your hands behind your back and NO communicating of any sort is allowed during movement procedure. This means:

- **No questions should be asked of an officer once movement procedure has begun.**
- **Gestures, mouthing words, or any non-verbal communication, is not allowed in movement.**
- **Once you are in your room with the door closed behind you, you may make a request of staff.**

When you cross throughout the building, you must say "CROSSING" each time you go through a door loudly enough to be heard by staff. When crossing between units you are in "movement procedure."

## **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 intake worker, 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 mental 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. Please remember to write specifically what you need or would like to speak to them about.

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

#### **MAIL:**

You may mail one letter per day 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, seal it, 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. After it is sealed, it is placed in the "To Be Mailed Outgoing Box".
- Staff will open and inspect mail that is received at Juvenile Hall to ensure the safety of the minors, staff, the facility, and public. **You are not allowed to keep any envelopes, stickers, or stamps in your room.**
- **If you are writing to someone in another institution: DJJ/CYA, County Jail, CMC, a Supervisor must approve the mailing of the letter prior to being sent. Do not seal the envelope but ask staff to place it on a supervisor's desk.**
- **Mail coming in may be read.** If you do not want the letter to be read it can be placed in your locker unopened.

**The address to receive mail at Juvenile Hall is:**

(Minor's Name). c/o County Government Center/Juvenile Hall  
1050 Monterey St. San Luis Obispo, 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 minor's room anytime they feel it is not appropriate.
- You are NOT allowed to have photographs of minors currently in custody.
- 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 up to 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 your legal guardians 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." If a home number or cell phone is unable to receive collect calls the owner may call Global's billing department 1-877-650-4249.

You may be allowed the *possibility* of a **non-collect phone call per week.**

The calls will be approved by the JSOIII 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.

**COMMUNICATION:**

- Communicate only with minors who are out on the unit with you.
- Use appropriate and respectful language at all times.
- Profanity will not be tolerated while at Juvenile Hall.
- While you are in your room you may talk quietly with your roommate only. Yelling, banging, whistling, or singing loudly enough to be heard from your room will result in a loss of privileges.
- Do not communicate with minors through doors, vents, or windows, either verbally or with gestures.
- Spanish may only be spoken on the units when a Spanish speaking staff is present.

### **EXPECTED BEHAVIORS:**

- Your bed is to be made with few wrinkles and your room is to be kept neat and clean at all times.
- Your clothing should be folded and placed neatly in the cubbies under your bed.
- You are to communicate in a respectful manner to staff and get along with other minors in custody.
- You are expected to participate in regular programming activities on the units.
- You are expected to stay on task in school.
- Do not argue with staff.
- You help with unit chores such as unit cleaning and laundry when asked.
- You participate in Court or Probation ordered NA/AA, anger management and substance abuse programs.
- Your clothing is to be worn properly and neatly EVERY TIME YOU EXIT YOUR ROOM OR THE BATHROOM.
- You are expected to complete your hygiene and grooming daily.
- You are not to stand on your window for any reason unless you have an emergency.
- You are not to yell at anyone from your window. (Staff, teachers, P.Os, support staff)
- You are not to stand on your door waiting for programming to start. You are to be seated on your bunk waiting for staff to click your door, and then you may open it.

### **REFLECTION TIME:**

#### Time Out or Reflection Time:

There may be times when you break a minor rule infraction. When this happens, staff may choose to send you to your room for a “time out” or “reflection time.” At staff discretion an assignment may be issued such as an essay that you must complete.

### **PRIVILEGE SUSPENSION:**

A privilege suspension occurs when a JSO requests that a minor’s privileges be suspended for a period of **one day**. Privileges include: programming (free time), having the radio on in your room, and the ability to participate in any programs that day.

#### The following reasons will earn a minor a Privilege Suspension:

1. Minor refuses to participate in school or complete school work
2. Minor refuses to participate in PE
3. Repetitive acts of minor rule infractions
4. More than one RT during a shift/during the day

### **INCIDENT REPORT:**

Any Juvenile Services Officer may, at any time, recommend a minor be placed on Administrative Separation due to failing to follow the MAJOR RULES listed. 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.

**DISCIPLINARY HEARING:**

You may request a disciplinary hearing with 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 an independent supervisor not involved in the recommendation for Ad Sep status.

**ADMINISTRATIVE SEPARATION:**

Level 1 Administration Separation:

Temporary separation from the general population up to 24 hours for a new booking and evaluation; suicide watch; nurses' orders due to illness; or major rule violation (Incident Report).

Level 2 Administration Separation:

Temporary separation from the general population beyond 24 hours based on a medical illness requiring separation to protect others; on-going major rule violations; or violent/assaultive related behavior. A minor on Level 2 Ad Sep is prohibited from having a roommate while on ADSEP status. Lights out for a minor on ADSEP is 9:30pm but may be earlier depending on a minor's behavior. Radios will not be turned on in your room while you are serving time down for an Incident Report/Major Rule Violation.

**While on ADSEP status, you may not be allowed to participate in regular programming, but you 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, exercise (one hour out with the general population, unless supervisor specifies otherwise), 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 four and one Bible.**

## **GRIEVANCE PROCEDURE:**

Minors wishing to express complaints, concerns, or disagreements regarding a consequence they have received from the staff or to resolve a grievance relating to any condition of confinement, may write a Due Process/Grievance form. You may not fill out a grievance during school or during programming around other minors.

\*Grievances may not be filled out on the graveyard shift due to safety and security.

**\*Radios will not be turned on in your room if you or your roommate is serving a Time Out, Reflection Time, Privilege Suspension, or is on ADSEP due to an Incident Report.**

## **USE OF FORCE:**

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

- To affect an arrest
- To prevent a minor 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 minors. This chemical agent causes pain and discomfort until the area is decontaminated. Staff will decontaminate a minor after he or she complies with staff directives. Each unit has a warning sign posted explaining that OC may be used and describing its effects.

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.

## **RECREATION/YARD RULES:**

\*Rules may include but are not limited to:

- Do not communicate during movement. You are in movement whenever you are forming a line. Your pants and shirts should be fixed and worn correctly before lining up.
- Do not sit or stand on the patio stairs.
- No more than 3 minors may “group” together at one time.
- DO not spit on the courts (basketball or volleyball).
- FULL court basketball games are not permitted; Only 4 people may play basketball on one court.
- Lying down in the grass will not be allowed.
- You may not draw in the sand, play with or handle the sand.
- Only 1 person may be on the West patio getting a ball at a time, once everyone has been excused out of movement.
- If a ball is hit over the fence or onto the roof, depending on the person’s motive, it can result in a reflection time.
- Do not communicate from the yard to minors in their rooms.
- Refrain from throwing the balls against the windows and or the building.
- Looking into West or Center Unit windows is not permitted.
- Throwing a ball intentionally at another person will not be tolerated or accepted; Dodge ball will not be played at Juvenile Hall.
- Stay 3 feet away from the fence at all times.
- Do not bring in anything from the yard, i.e. rocks, lizards, bugs.
- NO CONTACT (knuckles, touching, high fives) between minors is permitted, including when playing basketball.
- During an incident (Code 3) in the yard you are to follow staff instruction immediately and quickly. If you fail to do so you may be OC sprayed or given an IR for violations of safety & security.

## **MINOR RULE VIOLATIONS:**

\*Includes but is not limited to the following:

- Use or possession of non-threatening contraband (example: extra clothes, extra bedding, etc.)
- Touching TV, radio, or video equipment without staff permission
- Yelling, talking through vent, communicating to minors in secured rooms, or communicating with minors from a secured room
- Wearing clothes improperly
- Staff shopping (making the same request to more than one staff)
- Showing tattoos to other minors
- Junior staffing (telling other minors what to do on the units)
- Horseplay or wrestling while in your room or on the unit
- Inappropriate/offensive/demeaning comments and gestures toward others
- Bed is unmade and room is not clean
- Disrespectful to staff or teacher
- Talking during school (TDS) or communicating during movement (TDM)
- Not following staff or teacher's directives (NFSD), or arguing with staff or teacher, refusing or failing to follow staff instructions
- Refusing hygiene or shower
- Demanding water/restroom when housed in a wet room
- Passing or sharing mail/photos/IRs
- Inappropriate language, remarks, or comments while using the phone
- Yelling, shouting, or talking too loudly across the unit or across tables, or yelling to staff as they walk onto the unit, communicating between, into, or across units
- Giving another minor a handshake or "knuckles." No touching at any time between minors.
- Not assisting in folding laundry or doing chores during programming
- Taking too long with hygiene or in the shower
- Communicating during pat downs unless addressed by an officer
- Repeating a nuisance (Ex: tapping on your desk or table, singing loudly for everyone to hear from your room, knocking on your neighbors wall)
- Drawing on or destroying your green school folders
- Sharing food
- Having pictures, addresses, phone numbers, or email address (MySpace, Facebook, etc.) of other minors that are currently in custody
- Refusing to clean your room on Saturday mornings
- Not going up/coming down the stairs appropriately
- Failing to comply with staff directives
- Encouraging another minor to violate a Juvenile Hall rule
- Lying to staff for any reason
- **Being disrespectful during church.**

## **MAJOR RULE VIOLATIONS:**

\*Includes but are not limited to:

- Gang behaviors: hand signs, clothing, gestures, words, tagging, drawings or notes, refusing to say a number
- Personal, racial, ethnic, religious, gender slurs, or harassment towards staff or another minor, whether they are present or not on the unit at that time, verbal sexual harassment towards another minor or staff
- Verbal threats to harm yourself or cause a facility lock down (Example: "I'm going to go off if I get an RT" or "I'm going to kill myself if you give me an IR.")
- Communicating with a Court ordered or Probation ordered non-associate (This includes another minor that you were booked in with and you two have not gone to Court yet)
- Destruction of County property: vandalism or destruction may include the filing of charges and the cost for repairs. Section 594 of the Penal Code of California.
- Assault: verbal threats of violence to do bodily harm to another without the actual act of doing so; inciting and or antagonizing another minor may also fall under this rule violation at staff's discretion. (Mad dogging, stare-down, clenched fists, posturing)
- Medication: any minor observed giving, cheeking, taking, or in possession of unauthorized medication may also have additional charges filed.
- Takedown: any minor who needs to be forcibly restrained
- Encouraging another minor to ignore staff's directives during an incident
- Tampering with your door and/or lock; This includes pounding with great force on your door.
- Facility lock down; disrupting school, church, programming, or any other activity due to excessive pounding & kicking, or the needed show of force without having to use force
- Battery/fighting: any use of force or violence upon the person of another, a physical, verbal, or emotional attack on an individual
- Escape attempt: such as aiding, abetting or acquiring implements that could be used to escape; The talk of escape is taken very seriously and will be seen as a threat.
- Sexual activity: any sexual activity in the facility, either consensual or forced (This includes masturbating in view of another person or masturbating in the presence of a roommate, as well as "flashing" or "mooning.")
- Use or possession of dangerous/threatening or illegal contraband: any item on the minor, in his/her possession or assigned area (i.e. hygiene tray, cubby, room, desk, shoe, meds)

**MAJOR RULE VIOLATIONS:**

- Loud in room after lights out (9:30 weekdays/10:00 weekends)  
(This includes pounding, yelling, singing, or horseplay.)
- If a situation has the potential to undermine the safety and security of the officers, minors, or the institution, it warrants an incident report and or ADSEP.
- Refusing to provide a urine analysis when returning from a furlough or when asked to provide one by Probation
- Urinating or defecating into a water cup, milk carton, or any receptacle other than a toilet
- Refusing to go to your room when directed to
- Stealing or hiding anything, which includes but is not limited to school materials, unit supplies, and hygiene products
- Defacing or destroying school property (books, art supplies, desk)
- Smuggling contraband into your room or the facility, testing dirty after returning from a furlough
- Crossing without permission, crossing by yourself
- Self-mutilation: tattooing, piercing, picking at scabs, carving/cutting on yourself
- Touching staff or staff's personal equipment
- Throwing dangerous objects while on the unit or in your room (i.e. chair, desk, pen, tray)
- Talking about staff's personal lives, family, living situation, or gossiping about staff, whether they are on the unit or not
- Stealing (taking something that doesn't belong to you); Cheating in school would fall under this also.
- Inserting an object into a piercing
- Passing, receiving, or possessing notes/letters/drawings etc. from another minor in custody
- Tampering with or removing your wrist band
- Repetitive acts: continuing to engage in the same violations after being redirected