# Table of Contents

**Chapter 1 - Role and Authority** ........................................... .5  
100 - Organizational Structure, Appointment, and Responsibility ........................................... 6  
101 - Custody Manual ............................................................. 41  
102 - Annual Facility Inspection ............................................... 42  

**Chapter 2 - Organization and Administration** ................................. 43  
200 - Financial Practices .......................................................... 44  
201 - Supervision of Youths ....................................................... 45  
202 - Tools and Culinary Equipment Control .................................... 46  
203 - Disposition of Evidence ..................................................... 47  
204 - Records, Retention, and Release ......................................... 48  
205 - Youth Records .............................................................. 49  
206 - Report Preparation ........................................................... 50  
207 - Key And Electronic Access Device Control .................................. 58  
208 - Daily Activity Logs and Shift Reports .................................... 59  
209 - Administrative and Supervisory Tours and Inspections ...................... 61  
210 - Perimeter Security ............................................................ 62  
211 - Accessibility - ADA Compliance .......................................... 63  
212 - Community Relations and Public Information ............................. 64  
213 - Staffing Plan ................................................................. 65  
214 - Supervision Staffing Levels ................................................ 69  
215 - Records Bureau ............................................................... 70  
216 - Confidentiality ............................................................... 71  
217 - Employee Access During Non-Working Hours .............................. 72  
218 - Gym Usage ................................................................. 73  
219 - Damage or Destruction of County Property ............................... 74  
220 - Flexible and On-Call Staffing .............................................. 75  
221 - Employee Travel Demand .................................................... 76  

**Chapter 3 - Training** .......................................................... 77  
300 - Staff Orientation ............................................................. 78  
301 - Continuing Education and Professional Development ....................... 79  
302 - Training ................................................................. 80  
303 - Chemical Agents Training .................................................. 83  
304 - Prison Rape Elimination Act Training ....................................... 84  
305 - Health Care Orientation Training ......................................... 85
# Table of Contents

306 - Volunteers .................................................. 86
307 - Training Plan ................................................ 87
308 - Support Personnel Orientation and Training .......... 88

**Chapter 4 - Emergency Planning** ................................ 89

400 - Facility Emergencies ....................................... 90
401 - Emergency Staffing ......................................... 97
402 - Fire Safety .................................................... 99
403 - Emergency Power and Communications ........................................... 110
404 - Emergency Evacuation .................................................................. 111
405 - Bomb Threat ................................................................................. 115

Chapter 5 - Youth Management ................................................................. 116
500 - Population Management .................................................................. 117
501 - Youth Reception ............................................................................. 119
502 - Youth Classification ...................................................................... 136
503 - Youth Orientation .......................................................................... 144
504 - Case Management ......................................................................... 147
505 - Youth Counts ................................................................................ 153
506 - Youth Safety Checks ...................................................................... 154
507 - Immigration .................................................................................. 157
508 - Adult Housing ................................................................................ 158
509 - Status Offenders and Non-Offenders ............................................. 159
510 - Staff and Youth Contact .................................................................. 160
511 - Limited English Proficiency Services ............................................ 163
512 - Control of Youth Movement .............................................................. 164
513 - Management of Weapons and Control Devices ............................... 167
514 - Use of Force .................................................................................. 168
515 - Restraints ...................................................................................... 170
516 - Searches ....................................................................................... 181
517 - Discharge Plan ................................................................................ 184
518 - Transportation of Youths Outside the Secure Facility .................... 185
519 - Release .......................................................................................... 186
520 - Over-Detention and Inadvertent Releases ....................................... 190
521 - Biological Samples ........................................................................ 190
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>522</td>
<td>Reporting In-Custody Deaths</td>
<td>191</td>
</tr>
<tr>
<td>523</td>
<td>In-Custody Death Reviews</td>
<td>196</td>
</tr>
<tr>
<td>524</td>
<td>Bail</td>
<td>204</td>
</tr>
<tr>
<td>525</td>
<td>Temporary Release</td>
<td>205</td>
</tr>
<tr>
<td>526</td>
<td>Unclaimed Property</td>
<td>206</td>
</tr>
<tr>
<td>527</td>
<td>Items Permitted in Rooms</td>
<td>207</td>
</tr>
<tr>
<td>528</td>
<td>Special Individualized Program Plan (SIPP)</td>
<td>208</td>
</tr>
<tr>
<td>529</td>
<td>Use of Shield</td>
<td>209</td>
</tr>
<tr>
<td>530</td>
<td>Emergency Code Responses</td>
<td>210</td>
</tr>
<tr>
<td>531</td>
<td>Protective Spit Hood</td>
<td>211</td>
</tr>
<tr>
<td>532</td>
<td>Aftercare</td>
<td>212</td>
</tr>
<tr>
<td>533</td>
<td>Graduation</td>
<td>213</td>
</tr>
<tr>
<td></td>
<td>Chapter 6 - Youth Due Process</td>
<td>214</td>
</tr>
<tr>
<td>600</td>
<td>Youth Discipline</td>
<td>215</td>
</tr>
<tr>
<td>601</td>
<td>Room Separation</td>
<td>216</td>
</tr>
<tr>
<td>602</td>
<td>Youth Access To Courts and Council</td>
<td>217</td>
</tr>
<tr>
<td>603</td>
<td>Youth Rights - Protection From Abuse</td>
<td>218</td>
</tr>
<tr>
<td>604</td>
<td>Prison Rape Elimination Act</td>
<td>219</td>
</tr>
<tr>
<td>605</td>
<td>Grooming</td>
<td>220</td>
</tr>
<tr>
<td>606</td>
<td>Youth Nondiscrimination</td>
<td>221</td>
</tr>
<tr>
<td>607</td>
<td>Youth Grievances</td>
<td>222</td>
</tr>
<tr>
<td>608</td>
<td>Youth Voting</td>
<td>223</td>
</tr>
<tr>
<td>609</td>
<td>Line-Up Participation</td>
<td>224</td>
</tr>
<tr>
<td></td>
<td>Table of Contents - 4</td>
<td></td>
</tr>
</tbody>
</table>
### Chapter 7 - Medical/Mental Health

- 700 - Health Authorities .......................................................... 240
- 701 - Youth Screening and Evaluations ......................................... 241
- 702 - Availability and Standards of Care ....................................... 242
- 703 - Special Medical Care for Youths .......................................... 247
- 704 - Counseling Services .......................................................... 255
- 705 - Release, Transfers, and Continued Care ................................. 256
- 707 - Suicide Prevention and Intervention ..................................... 260
- 708 - Medication ........................................................................... 261
- 709 - Health Care Records and Confidentiality ................................. 276
- 710 - Informed Consent and Refusals ............................................. 277
- 711 - Aids to Impairment ............................................................... 281
- 712 - Drug and Alcohol Testing .................................................... 282

### Chapter 8 - Environmental Health

- 800 - Sanitation Inspections .......................................................... 283
- 801 - Hazardous Waste and Sewage Disposal ................................. 284
- 802 - Housekeeping and Maintenance ............................................ 286
- 803 - Physical Plant and Compliance with Codes ........................... 287
- 804 - Vermin Control .................................................................... 289
- 805 - Water Supply ....................................................................... 290
- 806 - Youth Safety ........................................................................ 292
- 807 - Youth Hygiene .................................................................... 293

### Chapter 9 - Food Services

- ................................................................................................. 294
<table>
<thead>
<tr>
<th>Chapter 10 - Program, Activities, and Education</th>
<th>313</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Youth Mail</td>
<td>314</td>
</tr>
<tr>
<td>1001 - Programs, Exercise, and Recreation</td>
<td>315</td>
</tr>
<tr>
<td>1002 - Youth Educational Services</td>
<td>318</td>
</tr>
<tr>
<td>1003 - Library Services</td>
<td>320</td>
</tr>
<tr>
<td>1004 - Youth Work Program</td>
<td>323</td>
</tr>
<tr>
<td>1005 - Youth Telephone Access</td>
<td>324</td>
</tr>
<tr>
<td>1006 - Religious Programs</td>
<td>326</td>
</tr>
<tr>
<td>1007 - Youth Visitation</td>
<td>327</td>
</tr>
<tr>
<td>1008 - Behavior Management Program</td>
<td>328</td>
</tr>
<tr>
<td>1009 - Use of Playfield</td>
<td>335</td>
</tr>
<tr>
<td>1010 - Holiday Safety Regulations</td>
<td>336</td>
</tr>
</tbody>
</table>
## Table of Contents

### Chapters

**Chapter 11 - Facility Design**

- 1100 - Space and Environmental Requirements
- 1101 - Crowding
- 1102 - Control Center

**Chapter 12 - Personnel**

- 1200 - Performance Evaluations
- 1201 - Drug- and Alcohol-Free Workplace
- 1202 - Sick Leave
- 1203 - Communicable Diseases - Staff
- 1204 - Smoking and Tobacco Use
- 1205 - Seat Belts
- 1206 - Employee Commendations
- 1207 - Meal Period and Breaks
- 1208 - Lactation Breaks
- 1209 - Personal Appearance Standards
- 1210 - Badges, Patches, and Identification
- 1211 - Wellness
- 1212 - Personal Protective Equipment
- 1213 - Cellular Telephone Usage
- 1214 - Duty Belts
- 1215 - Performance Reminders
- 1216 - Personal Electronic Devices

All Rights Reserved. Published with permission by Contra Costa County Probation Department.
Chapter 1 - Role and Authority
Organizational Structure, Appointment, and Responsibility

100.1 JOHN A. DAVIS JUVENILE HALL LEAD JUVENILE INSTITUTION OFFICER EXPECTATION PROCEDURE

LEAD JIO Designation Requirements within the Juvenile Hall facility:

- Housing Units: One Lead JIO for each 7-3 and 3-11 shift
- Admissions/Release Unit: One Lead JIO for each 7-3 and 3-11 shift operation.
- Transportation: One Lead JIO for each 8-4 shift Monday - Friday.
- Visiting Unit: One Lead JIO for each shift Mon.-Wed. 1-9 and Saturday- Sunday 9-5.
- Court: One Lead JIO for each 8-5 shift when Court is in session.
- Graveyard: One Lead JIO will be designated when the Institutional Supervisor (IS-I) is absent due to vacation, sick leave, training, etc. A Lead JIO will be designated for those shifts corresponding with the Graveyard IS-I's normal days off
- JIO Acting Building Supervisor: When a JIO is designated to act as Building Supervisor, he/she shall receive premium pay at the rate described in the current MOU.

Lead JIO Duties (include but are not limited to the following)

General Lead JIO Duties - The LEAD JIO provides direction and delegates duties/tasks for all team members, including himself/herself. The Lead JIO will:

- Be responsible for the safety and security of all persons within the unit.
- Ensure that all gear, personal and emergency equipment is present and fully functional. Any missing or damaged equipment is replaced, reported and documented appropriately.
- Make certain that radio checks are performed at the beginning of the shift and that staff wear the appropriate gear. Gear numbers assigned to each staff will be documented in the Unit Log.
- Document and relay all potential or immediate safety hazards and/or issues to the Building Supervisor in a timely manner.
- Ensure that work orders are completed on damaged, defective or inoperative equipment and/or property.
- Report staff injuries or illness to Building Supervisor.
- Adhere to proper fire drill/ fire and emergency procedures.
- Encourage staff to exercise due care, and follow safety precautions, including wearing personal protective gear when a potential exists to come into contact with bodily fluids.
- Ensure that footwear and attire rules are followed.


Organizational Structure, Appointment, and Responsibility

- Ensure that safety checks are completed a minimum of every 15 minutes.
- Take other reasonable steps to ensure a safe environment for staff and detained youth.

Lead JIO Duties Related to Youth's Care/Rights. The Lead JIO will:

- Uphold and ensure the youths' Title 15 rights are met in respects to the residents' food, clothing, hygiene, and other confinement standards.

Alert the on-duty Building Supervisor of any unusual circumstances that occur during that shift.

- This may include present or potential security issues, problems that negatively affect the unit or shift operation and any exceptions made to building policies and procedures.
- Notice can usually be completed by telephone. Documentation in the unit’s log and/or an Incident Report may be necessary, depending upon the nature of the issue.
- Coordinate with team members to guarantee that individual youth are observed and evaluated and that information is recorded in compliance with Juvenile Hall policy.
- Arrange for staff counseling or crisis counseling as needed for residents.
- When an Incident Report is considered necessary, the LEAD JIO shall make certain each staff involved writes an Incident Report, that the particulars are recorded in the Child Adjustment Record, and that the incident is reported to the on-duty Building Supervisor as soon as possible following the incident. The LEAD JIO shall initial each Incident Report on their shift to show their acceptance of its quality.
- Expedite Due Process, Grievances, and Behavioral Health Referral procedures as described in policy.
- Notify the Medical Unit when a youth appears ill or has sustained a minor injury. The LEAD JIO should provide the name, a brief description of the injury to the nurse. The LEAD JIO should also note in the unit log and adjustment record the above information, plus who and when the report to the Nursing Department was made.
- Make certain that all team members follow unit procedures and building policies as stated in the manuals. Concerns of violation of policy or procedure are to be brought to the attention of the Shift Supervisor if on duty, or the Building Supervisor. The LEAD JIO should also review with the team member what violation was committed and how to avoid or correct the violation. The staff member must be made aware of what the offense was to avoid repeating the same offense in the future.
- Be responsible for the orientation, training and written evaluation of new temporary staff or as directed by supervisory staff.
- Ensure the work station and unit are tidy at the end of each shift and that all paperwork has been completed.
- Facilitate required breaks for all staff. When operational demands interfere with the Lead JIO’s ability to release staff for breaks, the Lead JIO should contact the Building Supervisor and request relief staff to assist with providing the necessary breaks.
Organizational Structure, Appointment, and Responsibility

- Be evaluated for their additional responsibilities and can be held accountable for failure to fulfill these responsibilities.

Specific LEAD JIO Duties within the Facility

Housing Units – The LEAD JIO will:

- Conduct a physical count at the beginning and end of each shift. The count will be verified in the Unit Count Book and then confirmed with the Admission Unit count. Ensure that prior to group activity off the unit, a physical count is taken prior to departure and again at the time residents are returning to the unit.
- Conduct a console lamp test at the beginning of each shift to confirm every light on the console is functioning properly.
- Check the fire panel at the beginning of each shift. If any “trouble” indicators are displayed, document the fact in the unit log and notify the Building Supervisor of the problem.
- Perform a courtyard security check on each shift, and notate the check was completed in the unit log.
- Administer plans and direct programs for the shift including recreational activities, work assignments, room assignments, counseling sessions, and school.
- Verify that the unit’s “face sheet” and “discipline sheet” reflect any changes in the resident’s security status or classification.
- Ensure that the unit is cleaned and maintained in compliance with the unit cleaning schedule.
- Make sure youth work crews are properly utilized and supervised.
- Be responsible to have their unit represented at the Juvenile Hall “Round-Up” meeting. Notify the Building Supervisor if this is not possible.
- With the assistance of other team members, the LEAD JIO will be responsible for room assignments on the unit.
- Monitor that sanctions on the unit are consistent with policy and when appropriate notify the Building Supervisor of actions taken.
- Be responsible for the accuracy of the Unit Log Book (scoop), at all times.
- Provide an accurate meal count to the kitchen after every meal service.
- Ensure that new youth receive a thorough orientation to the juvenile facility by having the rules, expectations, and custodial procedures explained both verbally, and by informing the youth on how and where to access the Youth Orientation Booklet.
- Ensure that there is adequate staff coverage on the unit before leaving for the day. The LEAD JIO shall notify the Building Supervisor if replacement staff are not on the unit on time, or other staff leave the work area prior to the end of their scheduled shift.

Admissions/Release Unit – The LEAD JIO will

Intakes: Ensure that all intakes are processed properly and completely:
Organizational Structure, Appointment, and Responsibility

- Confirm that paperwork is accurate and the youth are booked in with proper authority/JIO Declaration.
- Confirm youth are finger printed and photographed.
- Confirm data entry/clerical work is completed.
- Ensure urine sample is collected.
- Ensure safe items are logged appropriately and secured.
- Ensure Unit Log Book (“scoop”) is updated and accurate.
- Confirm youth is classified.
- Ensure the Strip Search Form is signed by the Building Supervisor and the Pat and/or Strip Search is conducted per policy.
- Review appropriate program designations such as Escort, No Contact, etc. are documented.
- Ensure youth are showered and distributed clothing.
- Ensure Medical staff is notified of intake.
- Ensure contraband is found during the intake process. If contraband found, secure, document and report pursuant to county policies/procedures.

Releases: The LEAD JIO will ensure there is valid authority to release and every release is properly processed. The LEAD JIO will:

- Ensure that the release date is documented in the youth’s file, the computer, logbook and count board.
- Ensure that all documents requiring signatures are signed accordingly.

At time of release, ensure the youth receives all their personal property, including safe items, and any necessary medications before leaving the facility.

Court Orders: Review all incoming court orders to determine if action is required. Take proper action as order dictates, or document pending action required (i.e. future release, special visit, drug test etc.).

Interactions with Public/Professionals: Ensure that visits whether for youth, attorneys, professionals, court ordered, and etc. are facilitated in accordance with policies/procedures and are done so professionally. Address any unprofessional interactions with the public, law enforcement or others.

Emergency responses and support: Ensure team members are aware of the proper use, placement, and deployment of all safety tools (shield, WRAP, fogger, etc.) Make sure new team members are aware of the evacuation routes and the admission unit’s role in emergencies and “codes. The LEAD JIO will also provide direction during the event of an “emergency code” in the absence of a supervisor.
Organizational Structure, Appointment, and Responsibility

Escorts: Ensure that the escorting of intakes, court remands, courtesy escorts for housing units, unit removals, paramedics, and fire personnel are done in a safe, controlled and professional manner.

Testing: Ensure that drug tests and DNA collection are done in accordance with Juvenile Hall policies/procedures, as directed by the court, at the request of the youth’s assigned DPO, and/or mandated by state law.

Searches: Ensure that a search of the unit, side rooms and cells, and the gym (am shifts) are done at the beginning of each shift. Report and document unusual situations or findings appropriately.

Training: Ensure that any temporary or permanent staff who are working on the Admission unit that are unfamiliar with specific job duties are trained in any/all areas unfamiliar to them. The training will start at the beginning of the shift and continue as the shift progresses.

Transportation Unit: The LEAD JIO must confirm that all team members are proficient in transports to court, county jail, and medical appointments/surgeries, and includes staff training and proficiency in the application of mechanical restraints on youth who are being transported outside the facility. The LEAD JIO will:

- Ensure that staff understand policies addressing transportation of youths with medical concerns including residents who are pregnant, have casts or prosthetic limbs, have visible or documented injuries, and/or those that have had recent surgery
- Youth and vehicle are searched prior to each transport.
- When and how to wear body armor and how to conduct high risk/problematic transports.
- Coordinate vehicle maintenance, tow services and accident reporting.
- Overnight/long distance trips, airport screening and flights with in-custody residents, and resources in the community when assistance is needed
- Complete Title IV E forms for all applicable trips.
- Provide knowledge of specific types of facilities where OC spray cannot be deployed and decontamination in the field.
- Provide support to the building in the event of emergencies and, when possible, assist the building when/where additional coverage is needed.
- Ensure that daily court orders are read and any outside facility court appearances are logged in the Transportation trip binder
- Complete a risk assessment of scheduled transports, verify their court appearances or appointments, complete and distribute a transportation schedule for the following day and staff appropriately.
- Coordinate DJJ deliveries and all necessary paperwork to ensure that delivery is done within their time restraints.
- Facilitate the pick-ups of court remands and addressing any incidents that may have transpired in court.
Organizational Structure, Appointment, and Responsibility

- As necessary, conduct pre-trips of the facilities that are unfamiliar to staff, finding the safest point of entry/exit, making contacts with department where youth will be seen, and informing the facility of transportation protocol.
- Coordinate deliveries/pick-up with DPO’s and interstate compact as needed; rescheduling of appointments when security of appointment has been compromised.
- Complete monthly vehicle and equipment checklists.

Visiting Unit- The LEAD JIO will:

- Read all Incident Reports from the last day worked until the current date. Any information in the Incident Reports that is relevant to any scheduled visits and/or potential visits for any residents named in the recent reports will be noted.
- At the beginning of the shift, the LEAD JIO will ensure that the unit is searched for contraband and damage as well as check that the outside doors are secured prior to any visits taking place.
- Obtain a current list of those youth who are in need of a medical consent form to be signed by a parent/guardian. If a visit request is received for a youth on the list, ensure signatures are obtained from all necessary parents/guardian prior to the end of their visit.
- Verify that your team is in possession of a current master list, as well as the gang, discipline, and security sheets, for proper room assignments. The LEAD JIO also needs to be aware of any youth that have had a history of being problematic, in order to take steps to provide a safe environment for all.
- Ensure that all team members know what to do and what is expected of them in the event that a “Code” occurs in the Visiting Unit, as well as other emergencies in other areas of the facility.
- Make sure that all team members are familiar with the visiting radio communications, proper searching of the youth, and how/when to escort the youth to/from visiting area.
- Verify that all team members understand the visit screening process, issues that may arise in dealing with the public and what factors contribute to denying or ending a visit.
- Confirm that youth with special strip search requirements are met at the end of each visit.

Court- The LEAD JIO will:

- Collect court documents for the day and confirm their accuracy.
- Ensure security searches of the common seating areas are completed at the beginning of each shift. Search each security cell and attorney visiting rooms before and after each youth is secured/removed from the room.
- Distribute paperwork to the bailiff and court officer.
- Check the daily court calendar to identify which youth may be on security programs, escort, gang affiliation, and/or no-contact programs. This may include a call to
Organizational Structure, Appointment, and Responsibility

the housing unit to check the behavior status of youth with history of violence, psychological issues or habitual non-compliance.

• Call the housing units and have the youth sent down in the order requested by the court.

• Keep in constant communication with the bailiff to help facilitate the steady movement of youth, coming/going and report any potential behavioral problems.

• Ensure appropriate measures are taken to address any emergencies/codes or crisis situations in the courtroom, security cells, attorney rooms or court common seating area.

• Orientate any new youth to the rules and expectations they will be held to while they await court.

• Inform Sierra of any escorts needed and court remands/intakes.

• Ensure proper distribution of all court orders.

• Report to the Building Supervisor at the end of the daily court session.

Graveyard Unit - Due to an overlap in duties, please refer to Sections B, C-2, and C-7 for the additional expectations of the graveyard LEAD JIO. The following duties are specific to the Graveyard shift. The designated Graveyard LEAD JIO will:

• Check time sheets and confirm non-core staff are on the appropriate unit.

• Sign out the Building Supervisor key set (#125) and note it in the Sup

• Ensure that food designated for the graveyard staff is retrieved from the kitchen and placed in the Admission Unit’s kitchen.

• On at least one occasion, preferably two, the LEAD JIO will tour the housing units, distribute mail or documentation, note the visit in the unit’s log book and sign the unit’s “Graveyard Activity Form.”

• Screen intakes with local law enforcement. The Population Control Reference Form may be used to aid in the screening process. Verify that a Probable Cause Declaration has also been completed prior to accepting the intake.

• Provide an assessment of the intake’s general health to see if the youth should be medically clear prior to being intake in to the facility. Contact the County Hospital Advice Nurse to conference such a case.

• Make every effort to replace staff that have called in and are exercising their sick leave. All attempts to replace should be documented in the Sup II log. If a replacement could not be obtained, inform the AM Building Supervisor upon their arrival.

• Ensure that operational reports (i.e. “Meal Count Sheet”, “Admission/Release Report”, and “Population Reports”) are completed and disseminated.

• Complete and distribute the Daily Census Report at 6:01 AM. The census should reflect the facility count.

JIO Acting Building Supervisor - The JIO will:
Organizational Structure, Appointment, and Responsibility

- Sign in Sup II log, read any new entries, confirm unit counts at the beginning and end of the shift, and document the counts in the Sup II log; speak with exiting and oncoming Sup II to obtain or relay any pertinent information from the previous shift.
- Note intakes in the Sup II log, classify intakes with admission’s staff, and sign off on strip search forms.
- Ensure that the Current Transportation Schedule, Master Sheet, Daily Movement Sheet, and the Discipline Sheets from each housing unit are placed in the Sup II log.
- Obtain property from the safe for releases. If unable to access the safe, obtain the youth’s contact information and enter it into the Sup II log. Inform the youth that the Sup II will arrange for a pickup at a later date or delivery.
- Direct staff to write incident reports when required; review and distribute Incident Reports.
- Replace staff as needed, ensure all staff have arrived for their shifts, update the weekly white board as needed, log in the Sup II log any staff sick calls, OT, and temporary staff shifts, and leave AOR’s for the Sup I/Sup II to sign.
- Answer Sup II desk phone calls and other inquiries; provide direction/assistance as appropriate.
- Handle/supervise emergency responses (including medical emergencies when an ambulance is needed) and ensure proper measures are taken to provide safe and secure environment for the personnel and residents within the facility.
- Tour the units to observe staff and youth. Make sure the units are running their appropriate programs and that the hallways are free of obstructions.
- Be cognizant of who is allowed in the building (volunteers, general services, etc.).
- In the AM, unlock the front door. On the PM, secure the main lobby doors at 10:00 PM after conducting a check of the public restrooms, main lobby, court hallway, and waiting room, and the attorney cubicles to ensure all visitors have exited the building.
- In the PM: Count keys in the key box. Document if all keys are present or if any are missing in the Sup II log.
- Document any new court commits (YOTP, DJJ, OAYRF, GIM, etc.) in the Court Commitment folder.
- Contact a Juvenile Hall Administrator or Building Supervisor II at home if a significant or critical event has taken place that requires immediate attention/action or is something that is beyond your scope of knowledge or experience.

100.2 JOHN A. DAVIS JUVENILE INSTITUTION OFFICER EXPECTATION PROCEDURE
General Expectations

A JIO shall function as a peace officer and an authority figure who:

- Acts with compassion and patience.
Organizational Structure, Appointment, and Responsibility

- Is fair, consistent, applies equal and unbiased treatment and corrective measures.
- Acts in the best interest of the youth while maintaining the safety and security of the facility.
- Maintains professional interactions with other staff, youth, parents, visitors, volunteers, and other agencies.
- Reports any suspected child abuse, including verbal abuse and neglect.
- Addresses/reports acts of staff misconduct.
- Reports any personal criminal contact with law enforcement in accordance to Probation Department Bulletin No. 2.1, “Employee Conduct.”
- Acts as a positive role model.
- Does not use profanity; and does not make derogatory/demeaning remarks.
- Does not make sexual comments or racial slurs.
- Treats others with respect and preserves their dignity.
- Displays and promotes good hygiene, social skills, and basic etiquette/manners.
- Does not share inappropriate or confidential material, pictures, or information with youth or others without a legal right and need to know.
- Notifies the Department of a change of address and/or phone number within 72 hours of effective change.

JIO staff shall be conscious, alert, and observant at all times while on duty:
- No sleeping or appearance of sleeping.
- A JIO shall actively monitor any youth not separated to their rooms.
- Staff will not participate in athletic activities, video games or other physical games without the expressed authorization of the Building Supervisor.

When the group is secured and it does not jeopardize security or negatively impact unit operations, staff may play dominoes, cards, or board games with one or more youth. The following conditions must be present:
- All cleaning/work duties have been completed; supplies stowed, and a second staff is able to actively monitor any youth not engaged in the activity.
- There are four or less youth out.
- Staff should only participate in such an activity if they are able to remain cognizant of their surroundings, be mindful of the unit’s security needs and responsive to their assigned duties.
- Staff shall exercise good judgment when choosing which youth to engage in individual activities given the history of the youth out of their rooms concurrently and the present stability of the unit.
Organizational Structure, Appointment, and Responsibility

Employee Conduct On and Off Duty shall be consistent with Probation Department Bulletin No. 2.1, “Employee Conduct.”

JIOs are expected to be truthful and forthright at all times. Failure to comply with this expectation may result in disciplinary action, up to and including termination. Some examples of misconduct may include, but are not limited to:

- Falsifying incident reports and/or intentionally omitting facts.
- Failure or refusal to provide an incident report.
- Failure to report substantial policy violations.
- Failure to comply with a lawful order.
- Failure to report law violations or suspected child abuse.
- Failure to uphold the youth’s rights as defined by Title 15 and the Juvenile Hall Policies and Procedures.
- Tampering with evidence or witnesses in internal or criminal investigations.
- Incidents of alleged sexual harassment.
- Discrimination, disparaging treatment and/or punishment based on race, gender, sexual orientation, religious or political beliefs, or socioeconomic backgrounds.
- Incidents of misconduct and/or behavior inconsistent with expectations outlined in Probation Department Bulletin No. 2.1, “Employee Conduct.”
- Failure or refusal to act or respond in the event of an emergency.
- Failure or refusal to comply with County/Department policies and/or Supervisor’s directives.
- Failure to fully cooperate with an investigation by not giving a full, detailed and complete statement regarding your knowledge of or involvement in the matter that is under investigation.

Juvenile Institution Officer I (JIO-I)

Juvenile Institution Officer I is the entry level class in the (JIO) series.

General Responsibilities for JIO-I:

- The JIO-I’s primary responsibility is to provide custodial care, supervision, treatment, and rehabilitation of persons accused of, or adjudged responsible for criminal or delinquent conduct.
- Incumbents learn to apply individual and group counseling principles and techniques to youth in the County’s juvenile institutions and are trained to monitor youthful offenders in programs that are under the jurisdiction of the Juvenile Court.
- JIOs directly monitor, and control the activities of youth during daily care, recreation, work details, activities, and rehabilitative treatment inside of the facility.
Organizational Structure, Appointment, and Responsibility

- Duties also include maintaining appropriate close supervision and security over youth to prevent self-injuries, accidents, fights, escapes and other high risk situations.
- JIO - I is distinguished from JIO - II and JIO - III in that incumbents in the latter classes are experienced officers who are expected to perform at a higher level of competence with only moderate to minimal supervision.

Typical Tasks for JIO-I:
- Effectively assists in maintaining security and safety for all staff and youth. This may include the use of verbal diffusion, verbal commands, and/or physical force, mechanical or chemical restraints on hostile, manipulative, combative and/or emotionally dysregulated youth in our care
- Conducts searches of persons, packages, and premises for contraband and/or security concerns.
- Accurately accounts for youth in assigned areas of responsibility, both on and off grounds.
- Operates a motor vehicle as necessary; may transport youth to or from airports, BART stations, hospitals, court placements, other facilities or community service projects.
- Conducts inspections for health and safety hazards and ensure cleanliness.
- Prepares clear and accurate incident reports in an expeditious manner.
- Reports and properly documents any suspected child abuse incidents in compliance with legal mandates.
- Provides general and crisis counseling of youth, offering advice and guidance
- Communicates with other facility staff regarding observations and conclusions resulting from group interaction and individual offender behavior.
- Oversees the supervision of youth mealtime, personal care, recreation, and other general activities.
- Uses a computer to access information, input data, prepare reports, correspondences, complete forms, or maintain records/statistics.
- Participates in in-service training sessions.
- Administers CPR or First Aid as necessary
- Conduct visual checks of youth for health and security purposes.
- Oversees work programs (i.e., routine cleaning and maintenance). Performs and/or instructs youth in maintenance and housekeeping, to include laundry, kitchen assistance, landscape maintenance, community service and animal care.
- Applies basic, Core Correctional Practices (CCP), and cognitive behavioral therapy (CBT) techniques for modifying behavior through individual/group counseling and CBT behavioral tools.
- Guides youth in their physical, emotional, and social development through direction and positive example utilizing strength based approaches.
Organizational Structure, Appointment, and Responsibility

- Attends meetings and/or committees as directed.
- Performs other duties as the Court/Department may require.

Knowledge – JIO-I's shall possess the knowledge of:

- Common problems of adolescents and gender responsive issues, including a basic understanding of the dynamics of human behavior.
- Standard computer concepts and data entry.
- Basic first aid/CPR, locations of safety and fire equipment.
- Decontamination process for OC spray and precautionary steps to take to reduce potential exposure to blood borne pathogens.

Skill and ability – JIO-Is must have the ability to:

- Maintain personal conduct, on and off duty, which is consistent with the Peace Officers Code of Ethics, as well as the Probation Department’s Mission Statement.
- Present information orally in front of groups. Understand and verbally convey clear and concise information, procedures, or instructions in English.
- Understand and follow written and oral directions.
- Accept and use lead and/or supervisory direction constructively.
- Supervise daily routines as directed and/or per procedure.
- Assist in maintaining group control.
- Communicate effectively with individual youth, a group of youth, Probation staff, and others.
- Work effectively as a team member.
- Proficient writing skills using correct spelling, grammar, and punctuation to produce documents that can be understood by the reader.
- Comprehend and apply policies, materials, procedures, or instructions written in English.
- Complete mandatory professional training.
- Perform work in compliance with laws, rules, regulations and Department policies and procedures; accept and conform to accepted standards of conduct and the authority structure of the organization.
- Acquire new skills, concepts, and knowledge; apply learning to new situations.
- Accept responsibility for your actions and be willing to discuss any problems, concerns, or misunderstandings with lead counselors, supervisors, and/or administration.
- Accept constructive feedback and use feedback and self-reflection to make changes to improve performance.
- Use sufficient strength and dexterity to physically restrain combative youth; ability to use physical strength or force in order to lift, push, pull, or carry objects; the ability...
Organizational Structure, Appointment, and Responsibility

- to bend, stretch, twist, or reach out with the body, arms, or legs; the ability to exert oneself physically for sustained periods without affecting performance.
- Maintain visual and auditory observance of individual youth’s behavior, as well as that of the group; create and implement programming.
- Remain alert and attentive; provide detailed and accurate descriptions of observations.
- Respond quickly and appropriately during crisis and/or emergency situations.
- Impose fair and appropriate sanctions to promote positive behavior change.
- Work flexible hours, including shift work, weekends and holidays as required by assignment.
- Be reliable (e.g., maintaining punctual, reliable attendance records); to take ownership for work performed and ensure work is completed accurately and on time.
- 23. Tolerate physically unpleasant work environments or conditions (e.g., long shift, confined work areas, interacting with potentially violent and emotionally dysregulated youth who have been charged with misdemeanor and felony offenses. Interact with people from a diverse population in an unbiased fashion, without letting personal prejudice affect interactions with others
- Recognize the different levels of maturation, development, abilities and disabilities of individual youth.
- Listen to and understand two-way radio and intercom communication for extended periods of time.
- Possess a high degree of maturity, integrity, emotional stability, mood stability, and good judgment.
- Take directions from supervisors and lead counselors; actively seek assistance and clarification on any matters where the JIO-I is uncertain as to the County’s policies, procedures, or general practices of the facility in which they are working.

Juvenile /Institutional Officer II (JIO-II)

General Responsibilities for JIO-II:

- Incumbents are expected to perform moderately complex work providing care to youth in a correctional residential facility. JIO - I classification.
- Work involves providing for the safety, personal conduct, care, and rehabilitation of youth.
- Primary concern is focused on the custody and control aspects of institutional living and attempts to improve anti-social and promote pro-social behavior, attitudes, and beliefs.
- JIO IIIs work under general supervision with limited latitude for the use of initiative and independent judgment when making decisions.
- This class is distinguished from the class of JIO- I in that the latter serves in a learning and supportive capacity. It is distinguished from JIO - III in that the latter is expected to
Organizational Structure, Appointment, and Responsibility

assume a strong leadership role on the unit/dorm, provide training and direction to less experienced staff, and is called upon to deal with more difficult and complex situations.

6. Employees in the JIO-II class may perform any of the typical tasks specified for JIO-I and should possess the knowledge and abilities delineated for the JIO-I

Typical Tasks for JIO-II:

• Participates in the custodial care of youth in adherence to correctional laws, rules, regulations and established procedures.
• Facilitates group or individual movement of youthful offenders within a facility.
• Maintains discipline and order; responds to emergencies/disturbances.
• Implements group and individual treatment plans and programming.
• Supervises youthful offenders and visitors during visitation periods.
• Escorts youth to and from assigned activities, transports youth and records/files as needed.
• Maintains proper health measures for all youth; makes referrals for evaluations or treatment for medical or mental health needs as appropriate.
• Assesses behavior of youth, and prepares reports on progress and behavior of the youth.
• Completes written reports, daily log entries, incident reports, due process forms, and other documentation and notations for department files.
• Plans, organizes and conducts age appropriate, educational, recreational, and treatment activities.
• Guides group meetings and is able to persuade others to follow directions.
• Assists in admission and release procedures.
• Receives, accounts for, and releases youth’s property and money; maintains property records as needed.
• Operates a variety of office and detention facility equipment including audio and video devices, computers, photocopiers, telephone/intercom equipment, security-related equipment, restraint equipment, fire suppressant equipment, self-defense weapons.
• May perform related food service activities, including receiving, processing, and serving of food and documentation of meals served.
• Coordinates work details; assigns issues and collects tools/equipment.
• Collects and processes required testing and/or samples (e.g., DNA, fingerprints, drug testing).

Knowledge- JIO-IIIs shall possess knowledge of:

• Department safety and security procedure and practices.
Organizational Structure, Appointment, and Responsibility

- Principles and practices of counseling and Core Correctional Practices (CCP) within a rehabilitative setting.
- Facility Rules, Department Policies and Title 15 Regulations and techniques for supervising and directing work and leisure time activities.
- Basic interviewing and investigative techniques and procedures.
- Proficiency in the use of the Management of Assaultive Behavior (MAB), OC deployment, CPR, and basic First Aid.
- Fire suppressant locations, fire panels, console and lighting operations, water shut-off values, evacuation routes and general building operations and procedures.
- Unit classifications, intake and release procedures.
- Proper use and implementation of intervention and sanction measures using the least restrictive strength-based means.

Skill and Ability – JIO- II must have the ability to:

- Quickly and accurately process multiple types of information and/or perform multiple tasks, shifting back and forth between tasks and/or sources of information.
- Recall information such as procedures and rules, faces, identification marks, and the order in which events occurred.
- Take charge of situation or groups to influence or motivate others; to speak up, be candid, and confront people when necessary, without hesitation.
- Remain calm and in control, and not overreact or express negative emotions (e.g. anger) in adverse, stressful, life-threatening, or time-critical situations.
- Perform effectively under stressful conditions and to cope with prolonged exposure to job stressors (e.g. time pressures, emergencies, threats, physical altercations, and vicarious trauma exposure).
- Interact confidently with individuals or groups at all levels; to not be easily manipulated or persuaded into changing course of action; and to have confidence in one’s performance ability.

Learn advanced observation skills:

- Begin to recognize gang related activity, graffiti, and paraphernalia
- Become conscious of drug related behavior, indicia, or trends
- Become skilled at identifying types of contraband and potential places the youth can obtain, conceal, and/or distribute contraband.
- Prioritize and organize workload in an appropriate and efficient manner.
- Effectively and safely manage individuals who act hostile, resistant or emotionally distressed.
- Be concerned about the safety and welfare of others; attempting to understand and consider others’ disabilities, needs, motives, concerns, feelings, and perspectives.
Organizational Structure, Appointment, and Responsibility

- Aid in the rehabilitation of delinquent adolescents.
- Identify and manage potential safety and security issues in and out of the facility; reporting any potential issues in a timely manner.
- Establish and maintain effective working relationships with others, to share information, provide assistance, addressing group goals and duties ahead of personal ones, and perform one’s fair share of work, not allowing personal differences to affect working relationships.

Juvenile Institution Officer III (JIO-III):

This is the journeymen level class in the JIO series, and constitutes the third working level.

General Responsibilities for JIO-III:

- Incumbents are expected to act as group leaders directing the activities of the youth under their care and coordinating recreational, work and counseling/treatment programs within the unit/dorm, and performing the more critical tasks such as conducting intake interviews, making room and program assignments and recommending and administering sanctions.
- The JIO III is frequently assigned to counsel and provide interventions for those youth having the greatest difficulty in adjusting to the detention environment.
- Assignments given incumbents of this class typically involve the more difficult and complex counseling and treatment duties which require an understanding of those factors affecting a youth’s motivation and behavior, necessitating the use of Core Correctional Practices and Cognitive Behavioral techniques.
- The JIO-III must have the ability and skill to facilitate intensive individual and group counseling and treatment sessions with a view to changing anti-social values, attitudes, and behavior.
- The JIO-III must be able to function as a lead, and direct others in the performance of their duties.
- JIO-III is distinguished from the class of JIO-II in that the latter is primarily concerned with the custody and control aspects of institutional living and attempt to improve the behaviors of youth.
- JIO-III is distinguished from the class of Institutional Supervisor I in that the latter has responsibility for shift operations at the facility, and other supervisory duties.
- Employees in the JIO-III class may perform any of the typical tasks specified for JIO-I or JIO-II.
- The JIO-III is also expected to possess the knowledge and ability delineated for the JIO-I and JIO-II classifications.

Typical Tasks for JIO-III:

- Supervises youth, administers plans and directs programs for the shift including recreational activities, work assignments, room assignments, counseling sessions, and treatment, etc.
Organizational Structure, Appointment, and Responsibility

- Utilizes methods and standards for keeping a detention facility safe, healthy, and secure for those persons detained/committed.
- Functions as a lead, providing direction and delegating duties and tasks for all staff.
- Coordinates with team members to make certain that individual youth are observed and evaluated and that information is recorded.
- Alerts the Supervisor of any unusual circumstances that occur during the shift.
- Ensure that the youth count and security checks are conducted.
- Passes on accurate information, including the youth count, and security status to the incoming shift.
- Arranges for staff intervention as needed for youth in crisis.
- Ensure that work orders are completed on damaged, defective or inoperative property/equipment.
- Accurately and thoroughly documents observations, attitude and behavior of youth; properly maintains case notes and completes any delegated reports in a timely manner.
- Initiates and ensure sanctions for rule violations (sanctions for serious offenses require supervisor’s approval).
- Appears in court to represent the department, answers questions about Incident Reports, behavior observations, applied sanctions, or other relevant topics.
- Implements group and individual case work and treatment plans.
- Orientates youth to juvenile facilities by distributing rules and explaining both legal and custodial procedures.
- Trains/evaluates new or current employees in work procedures and methods; gives management appropriate feedback on any significant progress made, or concerns regarding an individual’s performance; prepares reviews and submits written evaluation reports for junior employees.
- Tracks the movement of staff, youth, and all traffic entering and exiting the institution using two-way radios, and video and intercom surveillance systems.
- May act as Building Supervisor, when designated, and serves as a resource to PC-Is and PC-IIs.
- Contacts the youth’s Deputy Probation Officer, parent, or other agencies, as appropriate.
- Performs other duties as the Court/Department may require.

Knowledge – JIO-III shall possess the knowledge of:

- Basic laws and codes governing local welfare, penal and institutional practices and procedures.
Organizational Structure, Appointment, and Responsibility

- Principles of general psychology, Core Correctional Practices, Cognitive behavioral treatment and child development, including behavior patterns of youth, causes of juvenile delinquency, and youth with disabilities.
- Group leadership techniques.
- Recreational, leisure, treatment and work time activities appropriate for youth housed in a Juvenile County Institution.
- Extracting or inputting information into the Department’s data base systems.

Skill and Ability – JIO-III must have the ability to:

- Obtain complete and accurate information, apply sound judgment, and make appropriate assessment of facts and/or situation.
- Be thorough and carry out tasks with a concern for the inclusion and correctness of detail; create and implement programming.
- Take charge of situation or groups, to influence or motivate others; to speak-up, be candid, and confront people when necessary, without hesitation.
- Establish and maintain rapport with youth.
- Make well-reasoned decisions in a timely manner, sometimes in situations where there are no standard procedures.
- Demonstrate concern for the safety and welfare of others; attempt to understand and consider others’ needs, disabilities, motives, concerns, feelings, and perspectives.
- Possess the desire to exert the effort needed to attain goals, have a strong work ethic, and proceed on assignments without waiting to be told what to do, and work diligently without supervision.
- Adapt to unanticipated problems and conflicts; accept change, and change roles based on one’s assessment of the situation, giving due regard to surrounding hazards and circumstances of each situation and propose solutions when possible.
- Demonstrate a positive attitude when interacting with others. Establish and maintain effective relationships with a variety of individuals including: other county employees, outside public/private community agencies, and the public.
- Proceed in a careful, cautious, or prudent manner in potentially dangerous situations.
- Demonstrate high ethical standards; be fair, honest, impartial and straightforward in dealing with others.
- Be well apprised of any new gang, drug trends, or other risks; be aware of any incidents that occur in the community that may impact security within the facility (recent homicides, press releases regarding high profile cases, information regarding victim status, etc.)

100.3 ORIN ALLEN YOUTH REHABILITATION FACILITY ADMINISTRATOR
EXPECTATIONS
Probation Director
Organizational Structure, Appointment, and Responsibility

The Probation Director is responsible for overseeing the organization and planning at the OAYRF. Duties of the Probation Director shall include, but are not limited to the following:

- a. Developing policies, procedure and regulations
- Plan, organize, coordinate and administer counseling, rehabilitation, work experience, recreation, and successful group living for OAYRF youths
- Maintaining productive working relations with other agencies
- Identify goals and set priorities for facility operations
- Evaluate program requirements and make budget recommendation
- Assess the suitability of youth for OAYRF commitments
- Train, plan, direct, coordinate and oversee the Probation Manager’s functions
- Represent the OAYRF at department wide meetings, community functions and in Court
- Evaluate staff members and approve subordinate evaluations
- Interpret law and regulations
- Maintain accurate files regarding statistics and narrative reports
- Conduct tours of the facility, make oral presentations to groups and/or at public gatherings
- Oversee personnel investigation at the OAYRF
- Interviews and approves selection of staff members, approves personnel movements
- Facilitate staff meetings
- Update policy and procedure manual

Probation Manager

Under the general direction of the Probation Director, the Probation Manager is responsible for directing, coordinating and supervising overall activities and operations at the OAYRF. Duties of the Probation Manager shall include, but are not limited to the following:

- Assisting in the development of policies, procedure and regulations
- Direct subordinate staff engaged in carrying out care, safety, security and rehabilitation program for youth committed to the OAYRF
- Maintaining productive working relations with other agencies
- Assess the suitability of youth for OAYRF commitments
- Train, plan, direct, coordinate and oversee the Institutional Supervisor’s functions
- Provide administrative direction to Institutional Supervisor
- Interview staff members for personnel selection
Organizational Structure, Appointment, and Responsibility

- Represent the OAYRF at department wide meetings, community functions and in Court
- Conduct personnel investigations at the OAYRF
- Interpret law and regulations
- Review reports generated by OAYRF Deputy Probation Officers
- Evaluate staff members and approve subordinate evaluations
- Conduct tours of the facility, make oral presentations to groups and/or at public gatherings
- Prepare clear and concise records and reports
- Assist Probation Director with updating policy and procedure manual

Absence of Administrators on site:

- In the absence of the Probation Director and the Probation Manager at the OAYRF, the Institutional Supervisor will be responsible for the operations and programming at the facility during the time period of the given absence. The Lead Juvenile Institution Officer will be responsible for the operations and programming at the facility during the absence of the Probation Director, the Probation Manager and the Institutional Supervisor.

100.4 ORIN ALLEN YOUTH REHABILITATION FACILITY CASELOAD MANAGEMENT PROCEDURE

Caseload Management

- Cases will be assigned upon admission to the facility.
- Within one week of admission, the assigned DPO will meet with the resident and make initial contact with the family (contact may be by telephone).
- 2. Within ten days of admission, the youth’s Juvenile Institution Officer, in cooperation with the DPO, will develop a treatment plan for the youth and, where appropriate, refer the youth for transition services.
- 3. DPOs will meet with each youth assigned to them a minimum of once a week during the youths time at OAYRF and/or within two days of receipt a youth’s request to meet with their DPO.
- Prior to a youth’s release, the assigned DPO will conduct an exit Ohio Youth Assessment System (OYAS). The OYAS will be used to set the supervision standards and strategies in order to provide the youth support as he transitions back into the community.
- If a youth is removed to Juvenile Hall, the DPO will visit him there on a weekly basis.
- In the absence of the Director and Probation Manager, the DPO may screen case referrals.
Organizational Structure, Appointment, and Responsibility

The OAYRF DPO will supervise the youth in the community following his release from the facility during an aftercare period of 180 days.

- DPOs will conduct a home visit and meeting with the parent(s)/guardian(s) within seven (7) days of a youth's release from OAYRF.
- DPOs will have bi-weekly contacts with youth on their caseloads that have been released from the facility. Face-to-face contact may be at school, in the home or at designated locations in the community.
- With prior approval, a phone contact may be used for a week's required contact.
- During the aftercare phase of the program, the assigned DPO will coordinate with agencies providing services to the youth.
- Upon completion of the aftercare period, the DPO will transfer the youth's case to the supervising field DPO.

Program Enhancement Responsibilities:

- The DPOs will, in addition to their caseload responsibilities, develop community resources for the youth. These resources shall include, but not be limited to, counseling services, vocational resources, and educational assistance.

100.5 ORIN ALLEN YOUTH REHABILITATION FACILITY INSTITUTION SUPERVISOR EXPECTATIONS

Personnel Responsibilities

The following is a list of the primary personnel responsibilities of the IS I:

- Evaluates performance of all Juvenile Institution Officers, both permanent and temporary.
- Reviews sign-in sheets.
- Schedules temporary staff for replacement of permanent staff.
- Aids in staff training.
- Authorizes overtime, vacation, and sick leave for Juvenile Institution Officers (JIOs) and service staff.

Program Responsibilities

The following lists the primary program responsibilities of the IS I.

- Checks the log at the beginning of the shift and confers with the outgoing Supervisor/Lead Juvenile Institution Officer on the previous shift's activities. Any significant problems should be handled immediately. Writes a brief overview of each shift in the log at the end of the shift.
- Assigns staff to various coverage assignments to assure equitable workload.
- Coordinates the return of youth from temporary releases. Reviews and authorizes temporary releases.
Organizational Structure, Appointment, and Responsibility

- Reviews treatment plans and graduation summaries completed by the Juvenile Institution Officers.
- Participates on a weekly basis with the grading of youth; assigns new youth to JIOs caseloads weekly.
- Reviews and authorizes returns to Juvenile Hall of disciplinary removals.
- Conducts security checks of the buildings. Conducts checks of the vehicles after use.
- Reviews institutional incident reports written during the shift and is responsible for the timely (per policy) due process of these institution incident reports.
- Reviews youth’s grievances and discuss them with youth; forwards grievances to the Probation Manager for review in a timely fashion.
- In the absence of the Probation Director and the Probation Manager, may screen cases for consideration for placement at the facility.
- Prepares work orders as necessary and liaison with other County agencies and private providers on completion.
- Assists in the preparation of employee accident reports and forwards them as required.
- Monitors weekend visiting: assures confirmation to visiting policy.
- Reviews and approves, when appropriate, all staff requests for off grounds activities.
- Is responsible for the orientation of new youth to the rules and content of the program.
- Approve all youth’s graduation dates.

100.6 ORIN ALLEN YOUTH REHABILITATION JUVENILE INSTITUTION OFFICER DUTY PROCEDURE

General Daily Duties

- Read the log.
- Assist in supervising meals.
- Supervision of the group movement to school and conduct classroom and school area supervision during school hours.
- Supervision of youth conducting work projects at OAYRF and in the community at volunteer events.
- Supervision of the dormitory at any time the youth are in the dormitory.
- Confer with the Supervisor regarding any disciplinary actions. Prepare Institutional Incident Reports as needed.
- Assist in the supervision of weekend visiting.
- Supervise evening showers and preparation for bed.
- Plans and carries out recreational programs. Also assists volunteers in conducting special programs.
Organizational Structure, Appointment, and Responsibility

Casework Responsibilities

- Preparation of treatment plans, transition plans, and graduation summaries as outlined in policy for those youth on their caseloads.
- Contact youth’s primary caretaker and inform them of the youth’s progress.
- Liaison with the school department and assist with the youth’s academic needs.
- Assist Deputy Probation Officers in aftercare planning for youth on their caseload.
- As available, attend Multi-Disciplinary Team (MDT) meetings for youth on their caseload. Refer youth to appropriate treatment programs
- Complete weekly grading of those youth on their caseload.

Special Assignments

Each permanent staff member assigned to the Orin Allen Youth Rehabilitation Facility will be assigned special duties which enhance the program. The assignments include, but are not limited to the following:

Coordinate a Facility Group Treatment Program

- Senior Tutors: One Juvenile Institution Officer selects (with staff input) youth to participate in Senior Tutors and determine the length of the participation.
- Additional treatment groups are developed and implemented by staff with administrative approval on an as-needed basis.

Supervision of Work Crews

Although all JIOs assigned to the facility are expected to supervise work crews, specific staff persons assume primary responsibility for work assignments.

- Landscape/Work Assignment: These individuals are assigned a shift pattern which allows for proper supervision of landscape crews and liaison with kitchen and office staff. This individual must possess a basic knowledge of proper landscaping techniques, use and care of equipment and the ability to assess the skills, abilities and limitations of wards to ensure their placement in the most suitable work assignment.
- Laundry: The staff who is in charge of the laundry selects responsible youth to work in the laundry, works with the Institutional Service Worker to maintain a proper inventory of clothing and towels, strives to minimize loss, and maintains high cleanliness standards. This staff person organizes the laundry routine to ensure that clean laundry is consistently available.

Athletic Team Coaches

- The facility is a member of an athletic league and participates in four sports: basketball, volleyball, softball, and soccer. Permanent staff members are assigned to the role of Coach. These staff select the teams, provide instruction, schedule practices and coordinate travel plans for games.
Organizational Structure, Appointment, and Responsibility

Youth Commissary

- These staff members maintain a record of each youth’s commissary points maintains a proper inventory of items in the commissary and open the commissary regularly to allow the youth to exchange commissary points for goods.

100.7 ORIN ALLEN YOUTH REHABILITATION FACILITY JUVENILE INSTITUTION OFFICER GENERAL EXPECTATION PROCEDURE

General Expectations

Juvenile Institution Officers shall function as a peace officer and authority figure:

- Acts with compassion and patience.
- Is fair, consistent, applies equal and unbiased treatment and corrective measures.
- Acts in the best interest of the youth while maintaining the safety and security of the facility.
- Maintains professional interactions with other staff, youth, parents, visitors, volunteers, and other agencies.
- Reports any suspected child abuse, including verbal abuse and neglect.
- Addresses/reports acts of staff misconduct.
- Reports any personal criminal contact with law enforcement in accordance to Probation Department Bulletin No. 2.1, “Employee Conduct.”
- Acts as a positive role model.
- Does not use profanity; and does not make derogatory/demeaning remarks.
- Does not make sexual comments or racial slurs.
- Treats others with respect and preserves their dignity.
- Displays and promotes good hygiene, social skills, and basic etiquette/manners.
- Does not share inappropriate or confidential material, pictures, or information with youth or others without a legal right and need to know.
- Notifies the Department of a change of address and/or phone number within 72 hours of effective change.

Juvenile Institution Officers shall be conscious, alert, and observant at all times while on duty:

- No sleeping or appearance of sleeping.
- Actively monitoring youth.
- Staff will not participate in athletic activities, or other physical games without the expressed authorization of the Probation Director/Manager.

Employee Conduct On and Off Duty shall be consistent with Probation Department Policy.
Organizational Structure, Appointment, and Responsibility

Juvenile Institution Officers are expected to be truthful and forthright at all times. Failure to comply with this expectation may result in disciplinary action, up to and including termination. Some examples of misconduct may include, but are not limited to:

- Falsifying incident reports and/or intentionally omitting facts.
- Failure or refusal to provide an incident report.
- Failure to report substantial policy violations.
- Failure to comply with a lawful order.
- Failure to report law violations or suspected child abuse.
- Failure to uphold the youth’s right as defined by Title 15 and the Orin Allen Youth Rehabilitation Facility Policies and Procedures.
- Tampering with evidence or witnesses in internal or criminal investigations.
- Incidents of alleged sexual harassment.
- Discrimination, disparaging treatment and/or punishment based on race, gender, sexual orientation, religious or political beliefs, or socioeconomic backgrounds.
- Incidents of misconduct and/or behavior inconsistent with expectations outlined in Probation Department Bulletin No. 2.1, “Employee Conduct.”
- Failure or refusal to act or respond in the event of an emergency.
- Failure or refusal to comply with County/Department policies and/or Supervisor’s directives.
- Failure to fully cooperate with an investigation by not giving a full, detailed and complete statement regarding your knowledge of or involvement in the matter that is under investigation.

II. Juvenile Institution Officer I (JIO-I)

JIO-I is the entry level class in the Juvenile Institution Officer series.

A. General Responsibilities for JIO-I:

1. The JIO-I’s primary responsibility is to provide custodial care, supervision, treatment and rehabilitation of persons accused of, or adjudged responsible for criminal or delinquent conduct.
2. Incumbents learn to apply individual and group counseling principles and techniques to youth in the County’s juvenile institutions and are trained to monitor youthful offenders in programs that are under the jurisdiction of the Juvenile Court.
3. JIOs monitor, direct, and control the activities of juveniles during daily care, recreation, work details, and activities inside and outside of the facility.
4. Duties also include maintaining appropriate close supervision and security over juveniles to prevent self-injuries, accidents, fights, escapes and other negative incidents.
Organizational Structure, Appointment, and Responsibility

5. JIO-I are distinguished from JIO-IIs and JIO- IIIs in that incumbents in the latter classes are experienced officers who are expected to perform at a higher level of competence with only moderate to minimal supervision.

Typical Tasks for JIO-I:

- Effectively assists in maintaining security and safety for all staff and youth. This may include the use of verbal diffusion, verbal commands, and/or physical force, mechanical or chemical restraints on hostile, manipulative, combative and/or out-of-control youth offenders.
- Conducts searches of persons, packages, and premises for contraband and/or security concerns.
- Accurately accounts for youthful offenders in assigned areas of responsibility, both on and off grounds.
- Operates a motor vehicle as necessary; may transport youth offender(s) to or from airports, BART stations, hospitals, court placements, other facilities or community service projects.
- Conducts inspections for health and safety hazards and cleanliness.
- Prepares clear and accurate incident reports in an expeditious manner.
- Reports and properly documents any suspected child abuse incidents in compliance with legal mandates.
- Provides general and crisis counseling of youth, offering advice and guidance.
- Communicates with other facility staff regarding observations and conclusions resulting from group interaction and individual offender behavior.
- Oversees the supervision of youth mealtime, personal care, recreation, and other general activities.
- Uses a computer to access information, input data, prepare reports, correspondences, complete forms, or maintain records/statistics.
- Participates in in-service training sessions.
- Administers CPR or First Aid as necessary.
- Makes visual checks of youth for health and security purposes.
- Oversees work programs (i.e., routine cleaning and maintenance). Perform and/or instruct youth in maintenance and housekeeping, to include laundry, kitchen assistance, landscape maintenance, community service and animal care.
- Applies basic techniques for modifying behavior through individual and group counseling.
- Guides youth in their physical, emotional, and social development through direction and positive example.
- Attends meetings and/or committees as directed.
Organizational Structure, Appointment, and Responsibility

- Performs other duties as the Court/Department may require.

C. Knowledge – JIO-Is shall possess the knowledge of:

- Common problems of adolescents, including a basic understanding of the dynamics of human behavior.
- Standard computer concepts and data entry.
- Basic first aid/CPR, locations of safety and fire equipment.
- Decontamination process for OC spray and precautionary steps to take to reduce potential exposure to blood borne pathogens.

D. Skill and ability – JIO-Is must have the ability to:

- Maintain personal conduct, on and off duty, which is consistent with the Peace Officers Code of Ethics, as well as the Probation Department’s Mission Statement.
- Present information orally in front of groups. Understand and verbally convey clear and concise information, procedures, or instructions in English.
- Understand and follow written and oral directions.
- Accept and use lead and/or supervisory direction constructively.
- Supervise daily routines as directed and/or per procedure.
- Assist in maintaining group control.
- Communicate effectively with individual youth, a group of youth, Probation staff, and others.
- Work effectively as a team member.
- Proficient writing skills using correct spelling, grammar, and punctuation to produce documents that can be understood by the reader.
- Comprehend and apply policies, materials, procedures, or instructions written in English.
- Complete mandatory professional training.
- Perform work in compliance with laws, rules, regulations and Department policies and procedures; accept and conform to accepted standards of conduct and the authority structure of the organization.
- Acquire new skills, concepts, and knowledge; apply learning to new situations.
- Accept responsibility for your actions and be willing to discuss any problems, concerns, or misunderstandings with Lead JIOs, Supervisors, and/or Administration.
- Accept constructive criticism and use feedback and self-reflection to make changes to improve performance.
- Use sufficient strength and dexterity to physically restrain combative juveniles; ability to use physical strength or force in order to lift, push, pull, or carry objects; the ability
Organizational Structure, Appointment, and Responsibility

to bend, stretch, twist, or reach out with the body, arms, or legs; the ability to exert oneself physically for sustained periods without affecting performance.

• Maintain visual and auditory observance of individual youth behavior, as well as that of the group; create and implement programming.
• Remain alert and attentive; provide detailed and accurate descriptions of observations.
• Respond quickly and appropriately during crisis and/or emergency situations.
• Impose fair and firm discipline in a tactful manner.
• Work flexible hours, including shift work, weekends and holidays as required by assignment.
• Be reliable (e.g., maintaining punctual, reliable attendance records); to take ownership for work performed and ensure work is completed accurately and on time.
• Tolerate physically unpleasant work environments or conditions (e.g., long shift, confined work areas, interacting with psychologically unstable or deviant individuals (many of who have committed or allegedly committed heinous crimes).
• Interact with people from a diverse population in an unbiased fashion, without letting personal prejudice affect interactions with others.
• Recognize the different levels of maturation, development, and abilities of individual youth.
• Listen to and understand two-way radio and intercom communication for extended periods of time.
• Possess a high degree of maturity, integrity, emotional stability and good judgment.
• Take directions from supervisors and lead counselors; actively seek assistance and clarification on any matters where the JIO-I is uncertain as to the County’s policies, procedures, or general practices of the facility in which they are working.

Juvenile Institution Officer-II (JIO-II)

General Responsibilities for JIO-II:

• Incumbents are expected to perform moderately complex work providing care to juveniles in a correctional residential facility.
• Work involves providing for the safety, personal conduct, care, and rehabilitation of juveniles.
• Primary concern is focused on the custody and control aspects of institutional living and attempts to improve anti-social behavior and attitudes.
• JIO-II works under general supervision with limited latitude for the use of initiative and independent judgment when making decisions.
• This class is distinguished from the class of JIO-I in that the latter serves in a learning and supportive capacity. It is distinguished from JIO-III in that the latter is expected to assume a strong leadership role on the unit/dorm, provide training and direction to less experienced staff, and is called upon to deal with more difficult and complex situations.
Organizational Structure, Appointment, and Responsibility

- Employees in the JIO-II class may perform any of the typical tasks specified for JIO-I and should possess the knowledge and abilities delineated for the JIO-I classification.

Typical Tasks for JIO-II:
- Participates in the custodial care of youth in adherence to correctional laws, rules, regulations and established procedures.
- Facilitates group or individual movement of youthful offenders within a facility.
- Maintains discipline and order; responds to emergencies/disturbances.
- Implements group and individual treatment plans.
- Supervises youthful offenders and visitors during visitation periods.
- Escorts minors to and from assigned activities, transports minors and records/files as needed.
- Maintains proper health measures for all youth; make referrals for evaluations or treatment for medical or mental health needs as appropriate.
- Assesses behavior of youth, and prepares reports on progress and behavior.
- Completes written reports, daily log entries, incident reports, due process forms, and other documentation and notations for department files.
- Plans, organizes and conducts age appropriate, educational and recreational activities.
- Guides group meetings and is able to persuade others to follow directions.
- Assists in admission and release procedures.
- Receives, accounts for, and releases youth’s property and money; maintains property records as needed.
- Operates a variety of office and detention facility equipment including audio and video devices, computers, photocopiers, telephone/intercom equipment, security-related equipment, restraint equipment, fire suppressant equipment, self-defense weapons.
- May perform related commissary activities, including receiving, processing, serving of food and documentation of meals served.
- Coordinates work details; assigns, issues, and collects tools/equipment.
- Collects and processes required testing and/or samples (e.g., DNA, fingerprints, drug testing).

Knowledge- JIO-IIs shall possess knowledge of:
- Department safety and security procedure and practices.
- Principles and practices of counseling within a rehabilitative setting.
- Facility Rules, Department policies and Title 15 Regulations techniques for supervising and directing work and leisure time activities.
- Basic interviewing and investigative techniques and procedures.
Organizational Structure, Appointment, and Responsibility

- Proficiency in the use of the Management of Assaultive Behavior (MAB), OC deployment, CPR, and basic First Aid.
- Fire suppressant locations, fire panels, console and lighting operations, water shut-off values, evacuation routes and general building operations and procedures.
- Unit classifications, intake and release procedures.
- Proper use and implementation of disciplinary measures using the least restrictive means.

Skill and Ability – JIO- IIs must have the ability to:

- Quickly and accurately process multiple types of information and/or perform multiple tasks, shifting back and forth between tasks and/or sources of information.
- Recall information such as procedures and rules, faces, identification marks, and the order in which events occurred.
- Take charge of situation or groups, to influence or motivate others; to speak up, be candid, and confront people when necessary, without hesitation.
- Remain calm and in control, and not overreact or express negative emotions (e.g. anger) in adverse, stressful, life-threatening, or time-critical situations.
- Perform effectively under stressful conditions and to cope with prolonged exposure to job stressors (e.g. time pressures, emergencies, threats, physical altercations).
- Interact confidently with individuals or groups at all levels; to not be easily fooled or persuaded into changing course of action; and to have confidence in one’s ability to be effective.

Learn advanced observation skills:

- Begin to recognize gang related activity, graffiti, and paraphernalia;
- Become conscious of drug related behavior, indicia, or trends;
- Become skilled at identifying types of contraband and potential places the youth can obtain, conceal, and/or distribute contraband.
- Prioritize and organize workload in an appropriate and efficient manner.
- Interact constructively with hostile, resistant or emotionally distressed individuals.
- Be concerned about the safety and welfare of others; attempting to understand and consider others’ needs, motives, concerns, feelings, and perspectives.
- Aid in the rehabilitation of delinquent adolescents.
- Identify potential safety and security issues in and out of the facility; reporting of any potential issues in a timely manner.
- Establish and maintain effective working relationships with others, to share information, provide assistance, puts group goals ahead of personal goals and to do one’s fair share in a group effort; not allowing personal differences to affect working relationships.
Organizational Structure, Appointment, and Responsibility

Juvenile Institution Officer III (JIO-III):

This is the journey level class in the Juvenile Institution Officer series, and constitutes the third working level in the JIO series.

General Responsibilities Juvenile Institution Officer III:

- Incumbents are expected to act as group leaders directing the activities of the youth under their care and coordinating recreational, work and counseling programs within the unit/dorm, and performing the more critical tasks such as conducting intake interviews, making room and program assignments and recommending and administering discipline.
- The JIO-III is frequently assigned to counsel and guide those minors having the greatest difficulty in adjusting to the detention environment.
- Assignments given incumbents of this class typically involve the more difficult and complex counseling duties which require an understanding of those factors affecting a minor’s motivation and behavior.
- The JIO-III must have the ability and skill to facilitate intensive individual and group counseling sessions with a view to changing anti-social attitudes.
- The JIO-III must be able to function as a Lead JIO, and direct others in the performance of their duties.
- JIO-III is distinguished from the class of JIO-II in that the latter is primarily concerned with the custody and control aspects of institutional living and attempt to improve anti-social behavior and attitude.
- JIO-III is distinguished from the class of Institutional Supervisor I in that the latter has responsibility for shift operations at the facility, and other supervisory duties.
- Employees in the JIO-III class may perform any of the typical tasks specified for JIO-I or JIO-II.
- The JIO-III is also expected to possess the knowledge and ability delineated for the JIO-I and JIO-II classifications.

Typical Tasks for JIO-III:

- Supervises youth, administers plans and directs programs for the shift including recreational activities, work assignments, room assignment, counseling sessions and etc.
- Utilizes methods and standards for keeping the facility safe, healthy, and secure for those persons detained/committed.
- Functions as a Lead JIO, providing direction and delegating duties and tasks for all team members.
- Coordinates with team members to make certain that individual youth are observed and evaluated and that information is recorded.
- Alerts Supervisor of any unusual circumstances that occur during the shift.
Contra Costa County Probation Department
Juvenile Detention PROCEDURES

Organizational Structure, Appointment, and Responsibility

- Ensure that the population count and safety checks are conducted.
- Passes on accurate information, including the youth count, and security status to the incoming shift.
- Arranges for staff counseling or crisis counseling as needed for youth.
- Ensure that work orders are completed on damaged, defective or inoperative property/equipment.
- Accurately and thoroughly documents observations, attitude and behavior of youth; properly maintains case notes and completes any delegated reports in a timely manner.
- Initiate and ensure discipline for rule violations (discipline for serious offenses require supervisor’s approval).
- Appears in court to represent the department, answer questions about Incident Reports, behavior observations, imposed discipline, or other relevant topics.
- Implements group and individual treatment plans.
- Orientates youth to the facility by distributing rules and explaining both legal and custodial procedures.
- Trains/evaluates new or current employees in work procedures and methods; gives management appropriate feedback on any significant progress made, or concerns regarding an individual’s performance; prepares, reviews and submits written evaluation reports for new employees.
- Tracks the movement of staff, youth, and all traffic entering and exiting the institution using two-way radios.
- Acts as Supervisor, when designated, and serves as a resource to JIO- Is and JIO- IIs.
- Contacts youth’s Deputy Probation Officer, parent, or other agencies, as appropriate.
- Performs other duties as the Court/Department may require.

Knowledge – JIO-IIIs shall possess the knowledge of:

- Basic laws and codes governing local welfare, penal and institutional practices and procedures.
- Principles of general psychology and child development, including behavior patterns of juvenile and the causes of juvenile delinquency.
- Group Leadership Techniques.
- Recreational, leisure and work time activities appropriate for youth housed in a Juvenile County Institution.
- Extracting or inputting information into the Department’s data base systems.

Skill and Ability – JIO-III must have the ability to:

- Obtain complete and accurate information, apply sound judgment, and make appropriate assessment of facts and/or situation.
Organizational Structure, Appointment, and Responsibility

- Be thorough and to carry out tasks with a concern for the inclusion and correctness of detail; create and implement programming.
- Take charge of situation or groups, to influence or motivate others; to speak-up, be candid, and confront people when necessary, without hesitation.
- Establish and maintain rapport with youth.
- Make well-reasoned decisions in a timely manner, sometimes in situations where there are no standard procedures.
- Demonstrate concern for the safety and welfare of others; attempt to understand and consider others’ needs, motives, concerns, feelings, and perspectives.
- Possess the desire to exert the effort needed to attain goals, have a strong work ethic, proceed on assignments without waiting to be told what to do, and work diligently without supervision.
- Adapt to unanticipated problems and conflicts; accept change, and change roles based on one’s assessment of the situation, giving due regard to surrounding hazards and circumstances of each situation and propose solutions when possible.
- Demonstrate a positive, upbeat attitude when interacting with others. Establish and maintain effective relationships with a variety of individuals including: other county employees, outside public/private community agencies, and the public.
- Proceed in a careful, cautious, or prudent manner in potentially dangerous situations.
- Demonstrate high ethical standards; be fair, honest, impartial and straightforward in dealing with others.
- Be well apprised of any new gang or drug trends; be aware of any incidents that occur in the community that may impact security within the facility (recent homicides, press releases regarding high profile cases, information regarding victim status, etc.).

100.8 ORIN ALLEN YOUTH REHABILITATION FACILITY LEAD JUVENILE INSTITUTION OFFICER EXPECTATION PROCEDURE
The Lead Juvenile Institution Officer (JIO) is an equal working team member, filling a post position who has additional responsibilities regarding the operation of a shift in the absence of a shift Supervisor.

Lead JIO assignments will consist of the following:

Graveyard
- One Lead JIO will be designated on each graveyard shift

A.M. /P.M. Shift
- Whenever a Supervisor is not assigned to work in a Dormitory a Lead JIO shall be designated.

Other Times
Organizational Structure, Appointment, and Responsibility

- As designated by an Institutional Supervisor I, Probation Manager, or Probation Director.

Premium pay for working as a Lead JIO applies to permanent JIOs only. The assignment may apply to JIO I’s, II’s, or III’s, as individual circumstances dictate.

Management will make all Lead JIO assignments. In doing so, the experience, skills, leadership abilities, and seniority of available staff, along with the needs of the facility, will be considered.

Lead JIO duties include, but are not limited to, the following:

- Supervises and delegates equal duties for all shift members including the Lead JIO.
- Responsible for the safety and security of all persons at the facility (reporting staff injuries or illness, making out work orders for defective or inoperable property, fire drill/fire and emergency procedures, enforcing footwear policies, etc.).
- The Lead JIO will determine whether staff or youth who have been injured or become ill shall remain at the facility or make arrangements for him or her to leave the facility.
- Responsible for alerting the Probation Director/Probation Manager and/or the supervisor of the next shift of any unusual circumstances that occur during a shift. This can usually be done by the use of a note in the log.
- Administrates and plans programs for the shift, including work assignments, recreational activities, bed changes, volunteer programs, and Bible Study.
- When an Institutions Incident Report is needed, the Lead JIO makes certain each staff member involved writes one before going off shift.
- Makes an actual population count of the group at the point the shift is accepted and maintains an accurate count in the log as youth leave or enter the facility.
- The Lead JIO on swing shift is responsible for making a security check of the buildings, turning off unnecessary lights and equipment and setting the alarm systems.
- Ensures that all shift members follow facility policies and procedures as stated in the manual.
- Logs a statement regarding the operation of the shift before going off duty.
- In the event a JIO calls in sick and no supervisor is on duty, it is the responsibility of the Lead JIO to call in a replacement. If a replacement cannot be found, the Lead JIO will designate a member of the existing shift to stay and cover the vacancy.
- The Lead JIO for each shift will be designated by Administration in advance.
- In case of unusual circumstances, the Lead JIO should call the Probation Director/Probation Manager.
- The Lead JIO is responsible for the training of new staff on his/her shift.
- Lead JIO makes sure that the facility is clean prior to going off shift.
Organizational Structure, Appointment, and Responsibility

- Lead JIO on graveyard shift (11:00 pm to 7:00 am) has specific responsibilities as outlined by separate policy.
Custody Manual

101.1 SECTION TITLE
This section reserved for future procedural content.
Annual Facility Inspection

102.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 2 - Organization and Administration
Financial Practices

200.1 SECTION TITLE
This section reserved for future procedural content.
Supervision of Youths

201.1 SECTION TITLE
This section reserved for future procedural content.
Tools and Culinary Equipment Control

202.1 SUPPLIES PROCEDURE

Requisitioning Supplies

The authorized staff must complete a supervisor approved storeroom requisition, dorm supplies form, office supplies form, or kitchen-food requisition.

- The authorized storeroom requisition form is for supplies including clothing, linens, paper supplies, special operational need, housekeeping supplies, etc.
- The authorized kitchen-food requisition form is for food items as needed by the kitchen or for approved special events or programs.
- All supply requisitions must be filled out completely and approved by a supervisor or, in the absence of a supervisor, by the Probation Director or Probation Manager.

Orin Allen Youth Rehabilitation Facility staff are not authorized to requisite, order, or purchase any food, clothing, or other supplies for personal use from/through the storeroom or from vendors who supply the storeroom.

County property is prohibited from being loaned to individual staff members for personal use.

Issuing Supplies

Supply requisitions are to be submitted to the Institutional Service Worker in advance of the date/time the items are needed.

- Emergency supplies or food items are authorized by and can be obtained through the Probation Director/Probation Manager only during non-business hours. The Probation Manager will place the authorized requisition in the Institutional Service Worker’s mailbox authorizing and approving the items to be supplied on the form.

Supply requisitions will be filled as soon as possible.

- If items needed are not immediately available, the Institutional Service Worker will contact the Probation Manager to explain the delay.
- Special order items must be authorized by the Probation Director or the Probation Manager.
- In the event an item cannot be supplied, the Institutional Service Worker will confer with the Probation Manager to coordinate efforts to obtain an alternate item or cancel the requisition.

The person issuing the supply requisition will be notified by the Institutional Supervisor when supplies are ready to be picked up.

All supplies are to be picked up as soon as possible by the person who issued the supply requisition. If items cannot be picked up immediately, it is the responsibility of the person who issued the request to make arrangement with the Institutional Service Worker.
Disposition of Evidence

203.1 SECTION TITLE
This section reserved for future procedural content.
Records, Retention, and Release

204.1 JUVENILE COURT REPORT PROCEDURE
Any Living Unit staff member may consult his/her immediate supervisor regarding the need for a Juvenile Court Report to assist the unit when working with a youth. The supervisor can access the Court Report on the P:Drive and print a copy for the staff to review.

Once reviewed by the unit staff, the report will be returned to the unit supervisor and destroyed as CORI.
Youth Records

205.1 SECTION TITLE
This section reserved for future procedural content.
Report Preparation

206.1 JOHN A. DAVIS JUVENILE HALL INCIDENT REPORT PROCEDURE
REVIEW OF INCIDENT REPORTS AND MAINTAINING RECORDS

It is the responsibility of each unit Lead Juvenile Institution Officer to make certain that Incident Reports are well written. The Lead Juvenile Institution Officer shall sign the bottom of each Incident Report completed by the staff on his/her shift, verifying that to the best of their knowledge, the report is properly completed.

Completed Incident Reports will be submitted to the Building Supervisor for review and processing. Building Supervisors are to notify administration in the event they have any significant concerns about an Incident Report.

Once the Building Supervisor reads, approves and signs off on an Incident Report, the Building Supervisor will make copies to go to the following:

- Youth’s Probation Officer
- The Building Supervisor Incident Report Log
- The Sierra Unit Incident Report clipboard
- The youth’s living unit Incident Report clipboard
- The youth’s living unit adjustment record
- If needed, extra copies to School, Medical, Intake, or Mental Health.

The original of each Incident Report shall be routed to the Juvenile Hall Director for Administrative examination and consideration. Once the Director signs the report, the document is to be given to the Personnel Clerk for proper storage.

An extra copy of incident reports involving the use of OC Spray will be made and marked “OC” on the front of the report. This copy will be forwarded with the original to the Director and will be kept in a log documenting use of OC by staff.

206.2 ORIN ALLEN YOUTH REHABILITATION FACILITY INCIDENT REPORT PROCEDURE

In the event of any special incident e.g. escape or attempted escape; suicide, attempted suicide, or threats of suicide; assault or attempted assault; injury; accident; unusual illness; sex play or attempted sex play; arson or attempted arson; act of physical controlling another youth; abnormal behavior on the part of any youth; accident or injury to any staff member; damage to the building or property; fire; explosion; prowling on the grounds; gang threats; staff contact with OAYRF graduates, possession of cigarettes, drugs, or stolen property; unapproved visits; fights; sexual harassment; use of any mechanical restraints; removal from the OAYRF; or any other unusual incident, the Institutions Incident Report form should be filled out as soon as possible after the incident and reviewed by the supervisor or Lead JIO if the supervisor is absent before the staff
Report Preparation

member is off duty. Other violations of program rules should be recorded on a behavioral progress report unless the youth’s poor adjustment requires his removal.

When filling out the Institutions Incident Report, staff should:

- Complete all section of the Institutions Incident Report form.
- Type or print plainly-use black ink.
- Do not use slang expressions.
- Give a full explanation of facts. Do not include personal opinion/judgments.
- For injury or illness, it should be noted if the youth was seen by Orin Allen Youth Rehabilitation Facility nurse or other medical personnel.
- If repairs are needed or property is damaged, staff should notify a Supervisor or Lead JIO.
- If an injury or property damage occurs due to criminal activity, take photographs and attach to the Institutions Incident Report. If the youth is suspected of a crime, a Supervisor shall admonish the youth of his rights before questioning. If the youth is 15 years or younger, the IS1 will not admonish and take a statement from the youth, unless PD/Attorney has approved.

It is mandatory that Institutions Incident Report forms shall be turned in prior to the end of the shift. If this is not possible, the supervisor or Lead JIO is to be notified. The supervisor or Lead JIO will either authorize overtime compensation for the time required to complete the Institutions Incident Report form or will document that permission was given to write the Incident Report on the employee’s next shift.

The Institutions Incident Report is a legal document and, as such, is a reflection not only on OAYRF’s accountability but also on the person writing the report. Particular attention needs to be paid to the following areas:

- Be certain that what is written is clear and concise. Use proper grammar.
- Use only descriptive narrative which the Court, attorneys, or anyone not familiar with Juvenile Institution jargon will understand.
- If there is damage to the building, equipment, bedding, or clothing, photos should be taken. These photos should be attached to the Incident Report.
- Each person involved in an incident is to be listed on the Incident Report form.
- It is the responsibility of the supervisor or Lead JIO to make certain the Institutions Incident Reports are written appropriately.
- Any injury to a youth or staff member is to be documented on an Institutions Incident Report by all staff witnessing the incident. (Staff injury or illness is also to be reported on the Report of Occupational Injury of Illness form. Vehicle injury and/or damage are also to be reported on the County Vehicle Accident Form).
Report Preparation

When an employee is in doubt about how to write or when to write an Institutions Incident Report, he/she should contact the supervisor or Lead JIO.

Maintaining of Records

Once the supervisor or Lead JIO reads, approves, and signs the Institutions Incident Report, the Supervisor will put the report in the Probation Manager’s or the Probation Director’s mailbox to be reviewed and signed. After the Incident Report is signed, it is given to the graveyard staff and a copy is forwarded to the Deputy Probation Officer. The graveyard staff then makes a copy for the youth’s folder.

Supervisor Review

The on-duty supervisor will review each Institution Incident Report using the “Supervisor Review and Critique” form. If a supervisor is not on duty when an incident occurs, the Lead JIO will fill out the notification part of this form, while the next on-duty supervisor will complete the top part of the form. This form will be used for de-briefing an incident and giving proper feedback to staff. It will be forwarded to the Probation Director upon completion.

206.3 ORIN ALLEN YOUTH REHABILITATION FACILITY DOCUMENTATION PROCEDURE

In the event a youth violates OAYRF program rules (such as work refusal, serious horseplay, refusal to attend assigned program, school refusal, kicked out of school, gang graffiti, excessive profanity, refusal to follow staff direction or any other violation of similar magnitude) an Incident Report or an Behavioral Progress Report Form shall be filled out as soon as possible after the infraction and reviewed by the supervisor or the Lead JIO in the absence of the supervisor before the staff members goes off duty. The supervisor will determine the disposition of the infraction or rule violation. These forms are to be utilized by Probation, Medical, and Educational staff. Should the youth’s poor adjustment result in his removal from the program, an Incident Report shall be prepared identifying the number of progress reports and negative write-ups the youth has received in support of the allegation.

When completing an Incident Report form or a Behavioral Progress Report Form, staff should:

- Complete all sections of the form.
- Type or print plainly - use black ink.
- Do not use slang expressions.
- Give a full explanation of the facts. Do not include personal opinions/judgments.
- Provide a recommendation for sanctions which address the violation/misbehavior.

It is mandatory Incident Report forms and Progress Report forms are turned in prior to the end of the shift. If this is not possible, the supervisor or Lead JIO, in the absence of the supervisor is to be notified. The supervisor or Lead JIO, in the absence of the supervisor, will either authorize overtime compensation for the time required to complete an Institutions Incident Report form or
Report Preparation

a Progress Report form, or will document that, due to compelling circumstances, permission was given to write the Incident Report form or Progress Report form on the employee’s next shift.

These documents can also be utilized in court and are an important component in the youth’s overall assessment and progress or lack thereof. The JIO for a youth who has received excessive reports should conference the case with their Supervisor for reassessment with the Assessment Review Team.

The Institutions Incident Report form and Behavioral Progress Report form are legal documents and, as such, is a reflection not only on the OAYRF’s accountability but also on the person writing the report. Particular attention needs to be paid to the following areas:

- Write clearly, concisely, and use proper grammar.
- Use only descriptive narrative that the Court, attorneys, or anyone unfamiliar with Juvenile Institution Jargon will understand.

The supervisor or the Lead JIO in the absence of the supervisor shall:

- Review report and consider recommendation.
- Impose sanctions and advise youth of disposition.
- Ensure the youth is advised of the grievance procedure if he disagrees with the disposition.

It is mandatory that a Institutions Incident Report form or Behavioral Progress Report forms Progress Report be completed within 24 hours of the incident. If it cannot be concluded by the end of the on-duty supervisor’s shift, the on-coming supervisor or Lead JIO, in the absence of the Supervisor, shall complete the process.

Maintaining of Records:

Once the Supervisor or Lead JIO reads, approves, and signs the Institutions Incident Report or Behavioral Progress Report, the supervisor will put the report in the Probation Manager’s or the Probation Director’s mailbox to be reviewed and signed. Thereafter, it is given to the graveyard staff and a copy is forwarded to the Deputy Probation Officer. The graveyard staff then makes a copy for the youth’s folder.

206.4 MISCONDUCT DOCUMENTATION PROCEDURE

Alleged Sexual Misconduct by an Employee

- When there is alleged sexual misconduct between a youth and a staff member, the Probation Director or designee will contact the local law enforcement and request an investigation. In the absence of the Probation Director, the on-duty supervisor will contact the Sheriff’s Department and notify the Probation Director as soon as possible.
- The on-duty supervisor will have all Institutions Incident Reports and other reports available for the law enforcement agency with copies for the Probation Director.
Report Preparation

- The youth is not to be admonished and/or questioned by staff or others including medical/Behavioral Health staff, until cleared by law enforcement to do so.
- Statements are not to be solicited from the victim or other youth who may have knowledge. If a spontaneous statement is made by either the victim or witness, the statement shall be recorded by the staff member to whom the statement is made. The statements shall be available to the local law enforcement agency, protective services, and the district attorney.

Criminal Activity on Premises

When it appears that an employee or employees are engaged in or have been engaged in a criminal act or acts on the facility premises, an investigation by the local law enforcement will be requested by the Probation Director.

- Any alleged criminal activity, misdemeanor as well as those of a more serious nature, should be immediately reported to the Probation Director or in his/her absence, the on-duty supervisor.
- The Probation director will make the determination at what point the local law enforcement is to be contacted.
- The on-duty supervisor will have all Institutions Incident Reports, evidence, witness statements or other material available to the Probation Director.
- In cases where theft is suspected, and it is feasible, the on-duty supervisor is to seal off the area from which the loss occurred until an investigation is completed.
- Loss or possible theft of any county property is to be reported, in writing, immediately to the Probation Director.

Property and/or vehicular damage (accidental or otherwise) is to be reported on an Incident Report with a copy of the report directed to the Probation Director.

- Vehicular damage is also to be reported on the vehicle accident form.
- The circumstances involving the damage will be reviewed by the Probation Director.

If an employee is or has been observed by another staff member in what appears to be a criminal act, misdemeanor or felony, the witness shall immediately notify the on-duty supervisor. The supervisor will report the alleged criminal act to the Probation Director as soon as possible.

- It is the prerogative of the Probation Administration to request local law enforcement’s assistance.
- If a criminal act is in progress, the on-duty supervisor shall immediately contact the local law enforcement.

Serious Crimes Committed by Youth

Whenever a youth commits a serious crime while in-custody, local law enforcement will be called by the on-duty supervisor after discussing the situation with the Probation Director. If the supervisor cannot contact the Probation Director, the supervisor will confer with the Probation Manager.
Report Preparation

Serious crimes include: Assault with physical injury, oral copulation, sodomy or attempted sodomy, rape or attempted rape, murder etc.

The on-duty supervisor will have all Institutions Incident Reports, victim statements, and any other material available for the law enforcement agency.

Law enforcement may take a report and the written investigation and arrange for further investigation or the officer may want to interview the suspect and victim and talk with staff.

- Staff should not admonish the suspect youth or take a statement from the suspect. This will be accomplished by law enforcement officer.
- If the law enforcement agency does not send an officer, staff is instructed to take a statement from the suspect youth. The youth is to be advised of his rights prior to staff taking any statement or discussing the incident with the youth. Sign and date that the suspect was admonished.
- All witnesses who are questioned or asked to make a witness statement shall be admonished prior to making a statement pertaining to the incident. Sign and date that the witness was admonished.
- Any suspect and/or witness statements shall be available to the local law enforcement agency.

Arson

- All measures for fire safety will be followed.
- During non-business hours, the on-duty supervisor will notify the Probation Director as soon as possible after reporting the fire to the fire department.
- If the fire is of minimal magnitude and does not require firefighting equipment, the on-duty supervisor will contact the consolidated fire district, report the fire and inform the district office of the fire indicating that the fire is under control. Ask that a fire inspector inspect the area as soon as possible. (The fire inspector may not arrive for several days but the areas where the fire occurred is to be placed “off-limits” until the fire inspector has made his or her report.
- The on-duty supervisor will contact the local law enforcement and request an officer to take a report.
- The on-duty supervisor will have all Incident reports and/or other reports available for the law enforcement agency along with photographs.
- In the event of a serious emergency fire or a fire caused by arson (a 911 emergency) the on-duty supervisor, in cooperation with the attending firemen and law enforcement, will cordon off the area of the fire and preserve any evidence as instructed by fire department or law enforcement. Staff will give any information requested by law enforcement or fire department.
- The on-duty supervisor will have all Incidents Reports and/or any other reports available for the Probation Director.
Report Preparation

- The Probation Director will follow up with the Local Law Enforcement Agency concerning the arson investigation.
- Investigation may be delayed if the suspected arsonist is injured or suffered smoke inhalation.
- Witnesses are to be admonished prior to giving a witness statement.

Escape

When the on-duty supervisor is notified by a staff member that a youth has escaped, the supervisor will:

Obtain youth’s name, what he is wearing and other pertinent information.

Return group to the dorm and take a youth count.

Retrieve the youth’s information card and call local law enforcement to report the escape. Give the following information:

- Name
- Description of clothing
- Area from which escape was made
- Direction of travel
- Time of escape
- Age
- Physical description
- Parents’ names, addresses, and phone numbers

Call the Local Law Enforcement in jurisdiction of youth’s home address to advise them of the escape (if not done by Sheriff’s dispatch).

Notify the Probation Director and Probation Manager

Notify parents/guardians

All staff involved with the incident or who were in and about the area of the escape are to submit an Incident Report prior to the end of their duty assignment. This report should include statements from other youth who may have prior knowledge of the escape. It should also include the last time the youth was seen by each staff person.

During County business hours, notify the youth’s Deputy Probation Officer or his/her supervisor.

Notify Juvenile Hall.

Alleged Battery or Assault

- The on-duty supervisor will notify the local law enforcement as soon as information is received that a youth alleges battery or assault on his person by a facility employee.
Report Preparation

- The supervisor will have all Incident Reports and/or other reports available for law enforcement with copies for the Probation Director and the Probation Manager.

The on-duty supervisor is authorized to have the accused employee remain on duty status until the law enforcement agency has completed their report if the time extends beyond the employee’s schedule duty hours.
Key And Electronic Access Device Control

207.1 SECTION TITLE
This section reserved for future procedural content.
Daily Activity Logs and Shift Reports

208.1 DOCUMENTATION PROCEDURE

Personal Equipment

Each staff is responsible for documenting their equipment in the Unit Log book at the beginning of their shift (i.e. radio number, key set number, flashlight, etc.).

Staff members are to check that all equipment is operational at the beginning of each shift.

- Document any missing or inoperable equipment.
- Obtain any necessary replacement equipment from the Building Supervisor.
- Submit necessary repair requests for any inoperable equipment.

Residents’ Adjustment Records

Staff members are required to document their observations of residents’ behavior in the Residents’ Adjustment Records.

Weekly Observations:

- Positive and negative comments regarding adjustment to housing unit.
- Progress towards individual goals and areas needing improvement.
- Other information regarding the youth’s attitude, demeanor, and behavior.

Daily Entries:

- Room separations
- Special Individualized Program Plans (SIPP) progress
- Bizarre/unusual behavior or statements
- Observations of residents on CO2 or CO3 status
- Other notable events, e.g. fights, gang activity, etc.

Incident Reports:

- Staff are responsible for the written reporting of all unusual behavior or situation in the facility.

Resident Commits to Other Institutions

- Staff members are responsible for knowing court commitments to OAYRF and DJJ.

Residents committed to OAYRF:

- Staff members are to begin completing the grading sheet on the commitment date.
- Staff members are to explain the significance of the grading sheet and require the resident to read and sign the sheet.
- Commit in the resident’s Adjustment Record, Face Sheet and Discipline Sheet.
Daily Activity Logs and Shift Reports

Residents committed to DJJ:

- Document resident status as DJJ Commit in the resident’s Adjustment Record, Face Sheet and Discipline Sheet.
- A JIO will be assigned by a supervisor to complete the DJJ Report.
Administrative and Supervisory Tours and Inspections

209.1 SECTION TITLE
This section reserved for future procedural content.
Perimeter Security

210.1 SECURITY CHECK PROCEDURE

Security Check

Security check of the facility perimeter, buildings, and grounds consists of the following:

- Check all exterior doors in the facility to ensure they are locked. Inspect locks for signs of tampering.
- Walk around the perimeter of the buildings to detect any unusual activity.
- Check the parking lot and access roads for any unusual activity or circumstance.
- Make random checks of areas likely to conceal contraband.
- Security checks shall be documented in the log. Security Checks shall be conducted as follows:
  - Graveyard Shift: 11:00 pm to 7:00 am - At least twice during the shift Monday through Friday and twice during weekends and holidays.
  - Day Shift: 7:00 am to 3:00 pm - At least once during the shift Monday through Friday and twice during weekends and holidays.
  - Swing Shift: 3:00 pm to 11:00 - At least once during the shift. One security check must occur between 10:00 pm and 11:00 pm.

Any significant unusual circumstance shall be documented on an Institutions Incident Report.
Accessibility - ADA Compliance

211.1 SECTION TITLE
This section reserved for future procedural content.
Community Relations and Public Information

212.1 SECTION TITLE
This section reserved for future procedural content.
Staffing Plan

213.1 STAFFING PROCEDURE

Housing Units Active Shift

- During the hours of 7 a.m. to 10 p.m., no less than two wide-awake Juvenile Institution Officers (child supervision staff members) shall be assigned to each housing unit.
- During the hours of 7 a.m. to 10 p.m., staff ratios shall be no less than 2 wide-awake staff for 10 or less residents in detention.
- During the hours of 7 a.m. to 10 p.m., additional staff will be assigned to the unit under the direction of the Building Supervisor if a Housing Unit’s population exceeds 10 youth.
- During the hours of 7 a.m. to 10 p.m., when one or more residents are out of their rooms, two wide-awake Juvenile Institution Officers (child supervision staff members) shall provide direct supervision, and at least one of the staff members shall be authorized to carry O.C. Spray.
- During the hours of 7 a.m. to 10 p.m., at least one Juvenile Institution Officer (child supervision staff member) on duty shall be the same gender as youth housed on the unit when providing direct supervision to youth.

Housing Unit Non-Active Shift (Building on Maximum Security)

- During the hours of 10 p.m. to 7 a.m., one wide-awake Probation Counselor (child supervision staff member) shall be on duty for each 30 youth in detention.
- During the hours of 10 p.m. to 7 a.m., three wide-awake Juvenile Institution Officers (child supervision staff members) shall be on duty when a youth’s door is open, or a youth is out of their room, and at least one authorized staff member shall carry O.C. Spray.

Sierra/Admissions

- During operating hours, three wide-awake Juvenile Institution Officers (child supervision staff members) shall be assigned to the Sierra/Admissions unit.
- During the hours of 7 a.m. to 10 p.m., when one or more youth is not secured in a room, two wide-awake Juvenile Institution Officers (child supervision staff members) shall provide direct supervision and at least one of the staff members shall be authorized to carry OC Spray.
- During the hours of 10 p.m. and 7 a.m., when one or more youth is not secured in a room, three wide-awake Juvenile Institution Officers (child supervision staff members) shall provide direct supervision and at least one of the staff members shall be authorized to carry OC Spray.

Central Control

- Central Control shall be staffed with a minimum of one wide-awake Juvenile Institution Officer (child supervision staff member).
Staffing Plan

- During peak hours, under direction of the Building Supervisor, two wide-awake Juvenile Institution Officers (child supervision staff) may be assigned.

Transportation
- During operating hours, three wide-awake staff shall be assigned to the Transportation Unit.
- Under the direction of the Building Supervisor additional staff may be assigned.

Juvenile Hall Court
- When Court is in session, Court shall be staffed with a minimum of two wide-awake Juvenile Institution Officers (child supervision staff).
- During operating hours, at least one staff authorized to carry O.C. spray shall be on duty when providing direct supervision to youth.
- Under the direction of the Building Supervisor additional staff may be assigned.

213.2 TEMPORARY STAFF PROCEDURE
Assignment of Temporary Staff:

Vacations and Other Approved Absences:
- It is the responsibility of Institutional Supervisor Is to replace permanent Juvenile Institution Officers.
- It is the responsibility of the Institutional Supervisor II in charge of STC training classes to replace permanent Juvenile Institution Officers enrolled in classes with temporary Juvenile Institution Officers.
- It is the responsibility of the Clerical Supervisor to replace permanent Clerks for approved vacation requests, etc.
- It is the responsibility of the Supply and Distribution Supervisor, the Institutional Supervisor II or the Building Supervisor on duty to replace permanent service staff for supervisory approved vacations, etc.

Assignment of Temporary Staff:

Emergency Absence:
- It is the responsibility of the Institutional Supervisor II or the Building Supervisor on duty to replace Juvenile Institution Officers, Sierra Clerks, Custodians, Institutional Service Workers and Aides, and Cooks in post positions with qualified temporary staff to cover emergency absences.
- Replacing absent service personnel other than Cooks is to be based on the operational needs of the Juvenile Hall. When possible, the tasks of on-duty service staff should be re-assigned to perform the essential tasks of the absent employee.

Temporary Juvenile Institution Officer Staff Because of Increased Population:
Staffing Plan

- When the number of residents on any given living unit exceeds 24, the Institutional Supervisor II or the Building Supervisor on duty will assign one extra staff member to the unit.
- When applying the extra staff ratio, the number of youth physically in the living unit plus the number of temporarily released youth who are known to be returning during the shift is the criteria to be used.

Temporary Staff Because of Problem Situations

- The Institutional Supervisor II or Building Supervisor on duty is authorized to schedule temporary staff on a living unit or for emergency building operations if, in his/her opinion, extra staff is warranted to ensure the care, custody and/or safety of youth or staff.
- When a living unit is having problems that could affect the custody and/or safety of residents or staff, the Unit Supervisor or in the absence of the Unit Supervisor, the Lead Juvenile Institution Officer of the unit, is to contact the Institutional Supervisor II or the Building Supervisor on duty and advise them of the problem. After the Building Supervisor has assessed the situation, the Building Supervisor, at his/her discretion, will assign a temporary Juvenile Institution Officer based on need.

Temporary Staff Because of Problem Situations:

- When an emergency situation occurs involving building operations not covered by Public Works employees (situations such as cleanup after fire, mop up from flooding or sewer backup, influx of intakes, etc.), the Supervisor II or Building Supervisor on duty is authorized to call the appropriate classified temporary staff needed to cover the emergency situation.
- If the Institutional Supervisor II or Building Supervisor on duty has any question concerning the authorization of temporary staff or the situation involves imminent danger or security, the Director or a Probation Manager of Juvenile Hall should be contacted.

213.3 OAYRF SUPERVISION PROCEDURE

Supervisory Staff

- The facility shall have a sufficient number of supervisory level staff on duty at all times to ensure adequate supervision of all staff members.

Active /Non-Active Shifts

- A Supervisor or Lead Juvenile Institution Officer shall be on duty at all times at the OAYRF to maintain operations and activities. The Supervisor or Lead Juvenile Institution Officer responsible for such shall have completed the Juvenile Correction Officer Core Course and PC 832 training.
- There shall be at least one staff member present on each of the facility’s dormitories whenever there is a youth or youths in the dormitory.
- The OAYRF shall have at least one male Juvenile Institution Officer on duty at all times.
Staffing Plan

- During the hours when youth are awake, the OAYRF shall have one wide-awake Juvenile Institution Officer on duty for each 15 youth in OAYRF’s population.
- During the hours when youth are confined to their bed for the purpose of sleeping, the OAYRF shall have one wide-awake Juvenile Institution Officer on duty for each 30 youth present at the facility. A Lead Juvenile Institution Officer shall also be on duty for the sole purpose of overseeing and maintaining operations at the facility.
- At least two wide-awake Juvenile Institution Officer shall be on duty at all times at the OAYRF, regardless of the number of youth in residence, unless arrangement have been made for backup support services which will allow for immediate response to emergencies.
- g. The facility’s administrator or designee may authorize additional staffing at the facility, in addition to the minimum, to afford for a level of supervision necessary to maintain the safety and welfare of youth and staff at the OAYRF.

Food Service

- The OAYRF shall have food service staff qualified and available to plan menus meeting nutritional requirements for OAYRF youth, provide kitchen supervision, direct food preparation, serving and maintain necessary records.

Non-Youth Supervision Staff Positions

- a. Positions with personnel maintaining the primary responsibility for duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
Supervision Staffing Levels

214.1 SECTION TITLE
This section reserved for future procedural content.
Records Bureau

215.1 SECTION TITLE
This section reserved for future procedural content.
Confidentiality

216.1 SECTION TITLE
This section reserved for future procedural content.
Employee Access During Non-Working Hours

217.1 SECTION TITLE
This section reserved for future procedural content.
Gym Usage

218.1 SECTION TITLE
This section reserved for future procedural content.
Damage or Destruction of County Property

219.1 SECTION TITLE
This section reserved for future procedural content.
Flexible and On-Call Staffing

220.1 SECTION TITLE
This section reserved for future procedural content.
Employee Travel Demand

221.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 3 - Training
Staff Orientation

300.1 SECTION TITLE
This section reserved for future procedural content.
Continuing Education and Professional Development

301.1 SECTION TITLE
This section reserved for future procedural content.
Training

302.1 NEW HIRE TRAINING PROCEDURE
Trainees will be given the opportunity to ask questions of and interact with a variety of staff members. During the course of their training, they will be oriented to the functions of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and the Probation Department, as well as, the duties and responsibilities of a Juvenile Institution Officer.

The new temporary and permanent Juvenile Institution Officer shall receive their training over a 56 hour period of time as follows.

SECTION ONE:

• Presentations of the various functions of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and Probation Department:

• Overview of Probation Department: Duties and responsibilities of Juvenile Institution Officers. Definition of Juvenile Institution Officers as Peace Officers. Personnel structure of Department Expectations of staff.

• Building Supervisor Office and Functions: How staff are assigned shifts, staff replacements, A/OR's, sign-up board, incidents which require notification of the Building Supervisor, emergency procedures, accident/injury reports, etc.

• Report Writing: Incident reports, mandatory child abuse reporting, youth’s grievance procedure, due process, child adjustment records, forms, etc.

Support Services:

• Behavioral Health: Close observation programs and referral procedure.

• Chaplain Services: Referral procedures.

• Medical Department: Referrals and how medical procedures interface with Institution staff.

• Building Safety: Fire extinguisher, videos, maps of facility, fire drill, etc.

SECTION TWO:

• Tour of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility by IS II in charge of training.

• Verbal Management of Assaultive Behavior Training: The training will cover intervention and defusing techniques, strip searches and room searches. This training will be taught by Management of Assaultive Behavior (MAB) instructors. The MAB instructors are to complete the MAB Training Checklist.

SECTION THREE:

Management of Assaultive Behavior Training: An 8-hour course of physical instruction from a team Management of Assaultive Behavior course instructors.

OBSERVATION SHIFTS (2 John A. Davis Juvenile Hall/1 Orin Allen Youth Rehabilitation Facility):
Training

New staff will be assigned to one of the living units for their John A. Davis Juvenile Hall observation shifts. New staff will be assigned to the Dormitory for their Orin Allen Youth Rehabilitation Facility observation shift. The training will be coordinated by the Institutional Supervisor I in charge of the unit. The Unit Supervisor and Lead Juvenile Institution Officer assigned to the unit will conduct the training as determined by the Unit Supervisor.

On-unit observation will include one 7 a.m. to 3 p.m. shift and one 6 p.m. to 2 a.m. shift arranged by the assigned Unit Supervisor. Dormitory observation will include one shift from 2 pm. to 10 pm.

The following topics will be covered during the on-unit observation shifts. These items are described in detail on the Training Checklist.

- Reporting in Procedure.
- Security.
- Living Unit Operations.
- Communications.
- Attitudes.
- Residents’ Rights.
- Personnel.

The checklists should be completed by the assigned MAB instructors, assigned Lead Counselor, or Unit Supervisor as designated.

The Supervisor is responsible to insure that all the Training Checklists are initialed by the staff member conducting the training and by the trainee acknowledging having received the training.

HANDOUT MATERIALS:

During the training process, the following documents will be supplied to each trainee:

- The Juvenile Hall Juvenile Institution Officer
- Training Schedule and Course Description
- Probation Department Organization Chart
- Juvenile Hall Organization Chart
- Juvenile Hall Bulletin 113, Personnel
- Juvenile Court Process

EVALUATION OF TRAINEES:

Upon completion of the required 56 hours of training, the Institutional Supervisor will indicate on the New Staff Training Summary Sheet one of the following:

- The trainee is an acceptable candidate for hire.
- The trainee is not acceptable candidate for hire.
Training

- The candidate needs further training prior to being considered for hire.

The Unit Supervisor will make written comments substantiating his/her recommendation under the comments section.

TRAINING DOCUMENTATION:

Upon completion of the required 56 hours of training, the Unit Supervisor will forward the completed Training Checklists and New Staff Training Summary Sheet to the Probation Manager who will then authorize the hiring of the candidate or initiate other action as appropriate. Copies of the completed Training Checklist and New Staff Training Summary Sheet will be filed in the trainee’s personnel file.
Chemical Agents Training

303.1 SECTION TITLE
This section reserved for future procedural content.
Prison Rape Elimination Act Training

304.1 SECTION TITLE
This section reserved for future procedural content.
Health Care Orientation Training

305.1 SECTION TITLE
This section reserved for future procedural content.
Volunteers

306.1 SECTION TITLE
This section reserved for future procedural content.
Training Plan

307.1 SECTION TITLE
This section reserved for future procedural content.
Support Personnel Orientation and Training

308.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 4 - Emergency Planning
Facility Emergencies

400.1 EMERGENCY PROCEDURE
Types of Disturbance-Emergency:

- Public Dispute: If Probation Staff witnesses a verbal dispute in the lobby, Probation Staff shall warn the disputing parties that if they continue to argue that they will be asked to leave the building. This warning should be given from a safe distance or from behind the Visiting Window. The Building Supervisor should be notified immediately. If the dispute continues or escalates, Probation staff shall call 911 and report a PC 415 in progress in the Public Lobby. In the event that the witnessing staff member cannot access a phone, they should radio Central Control and report “415 Public Lobby.” Central Control is to confirm the transmission by repeating “415 Public Lobby calling 911”, then call 911. Probation Staff are not to physically engage themselves in a public dispute.

- Civil Disturbance: In the event of a civil disturbance, active shooter or terrorist attack in the area surrounding the John A. Davis Juvenile Hall, or within the facility, the youth in custody will be secured in their rooms or shelter in place for safety if the youth are unable to be safely secured in their rooms. John A. Davis Juvenile Hall staff shall contact and collaborate with local law enforcement personnel to ensure the safety of the youth in custody.

- Threats of Violence Against Probation Staff: If a Probation Staff member is threatened by a member of the public while in the performance of their duties, they are to leave the Lobby immediately and contact the Building Supervisor who will determine what action, if any, will be taken. The Building Supervisor will notify Central Control to ensure the safety and security of the facility. An incident report will be written regardless of the action taken.

- Assault On Staff: In the event that a staff member becomes the victim of an assault by a member of the public, they are to activate their emergency “Red Button” or radio Central Control, if possible, and state CODE 3 PUBLIC LOBBY “ASSAULT ON STAFF”. Central Control is to call 911 immediately. OC spray may be used on members of the public in self-defense. All involved staff will write an incident report. If OC spray is deployed, the deploying staff member will write a “use of chemical agents report.”

- Medical Emergency: If a member of the public requires emergency medical attention, Probation staff will immediately call 911. The involved staff member will write an Incident Report. Juvenile Hall Living unit staff will not respond to medical code 2 calls in the Public Lobby. Supervisory staff may respond if responding does not jeopardize building security.

400.2 JOHN A. DAVIS JUVENILE HALL ESCAPE NOTIFICATION PROCEDURE
Staff members at the scene of an incident shall determine when local law enforcement aid is justified and will notify the Building Supervisor of their evaluation. The Building Supervisor will make the decision to call for aid. An example of an incident that would require local law enforcement aid.
Facility Emergencies

enforcement aid is: a riot involving a large number of youth that cannot be brought under control by Juvenile Hall staff or a hostage situation.

When it is determined that local law enforcement aid is necessary, Central Control will call 911 to report the incident. The Martinez Police Department will field the call as the Juvenile Hall is located in their jurisdiction.

When calling for an emergency response from the Martinez Police Department, reporting staff shall provide as much information as possible, including but not limited to the following:

- The nature of the incident (i.e., riot, hostage situation, etc.)
- The number of youth involved in the incident.
- The location of the incident.
- The number of Juvenile Hall staff responding to the incident.
- Whether or not a weapon is involved.
- The cause of the incident (i.e., gang rivalries, youth vs. youth,

Sierra staff will instruct Law Enforcement to report to the rolling gate/Emergency Vehicle entrance and park in emergency vehicle parking areas unless otherwise directed.

Floor plans of the Juvenile Hall will be maintained on the Sierra unit and in the Building Supervisor’s Office and used in directing responding law enforcement personnel. Floor plans of the Juvenile Hall are to be provide to the Martinez Police Department and the Sheriff’s Department.

When the responding law enforcement personnel arrive, a designated staff will direct them to the location of the problem.

Juvenile Hall policy requires law enforcement personnel to routinely check their firearms in when they enter the building. If law enforcement personnel are called to respond to an emergency, they reserve the right to maintain possession of all weapons at their disposal, including firearms. They will make the decision to retain or not retain their firearms based on their assessment of the situation.

If law enforcement personnel decide to not maintain possession of their firearms when responding, they will be locked in the Sierra gun storage lockers located in the vehicle Sally Port.

400.3 JOHN A. DAVIS JUVENILE HALL ESCAPE PROCEDURE

If an escape is being attempted while a youth is physically within the confines or perimeter of the Juvenile Hall facility staff will initiate a code 3 response.

- If a youth is successful in escaping from the perimeter of the Juvenile Hall facility Probation staff are not to chase the youth.
- Probation staff will keep visual contact with the youth, as long as possible, without initiating a chase of the youth.
Facility Emergencies

Probation staff will use only the force necessary as described in the Use of Physical Force, the Shield, and/or Mechanical Restraints policy and Use of WRAP policy, to restrain and control any youth attempting to escape.

In the event of any successful escape from Juvenile Hall a Juvenile Institution Officer (JIO) will be delegated to contact Central Control, by phone, and give the following information:

- The nature of the escape and the number of residents who have escaped.
- The name and age of the youth(s).
- A description of the clothing the youth(s) is wearing.
- A physical description of the youth(s).
- The direction, if known, that the youth(s) is traveling.
- The time of escape.
- The parent’s name, address and phone number.

Central Control will call 911 and report the escape. All of the information listed above, will be relayed to the 911 operators. The Martinez Police Department will field the call, as the Juvenile Hall is located in their jurisdiction.

In the case of a successful escape the Building Supervisor will make the following notifications.

- Notify the Director or a Probation Manager of the escape.
- If the escape has occurred during County business hours the Building Supervisor will notify the youth’s Probation Officer.
- Notify the police department in the jurisdiction of the youth’s home address.
- Notify the parents if the youth has not been returned to Juvenile Hall within two hours of the escape.

All staff involved with the incident will submit an Incident Report prior to the end of their duty assignment.

If a youth escapes from a JIO while being transported to or from Juvenile Hall the JIO is to immediately call 911 and report the escape to the operator. The JIO is to give the following information to the operator.

- The nature of the escape and the number of youth who have escaped.
- The name and age of the youth(s).
- A description of the clothing the youth(s) is wearing.
- A physical description of the youth(s)
- The direction, if known, that the youth(s) is traveling.
Facility Emergencies

- The time of escape.

The Transporting Probation staff is to notify the Building Supervisor of the escape as soon as the 911 call has been completed.

The Building Supervisor will make all of the notifications listed in section 5.

Upon their return to Juvenile Hall the transporting Probation Staff will submit an Incident Report prior to the end of their duty assignment.

400.4 JOHN A. DAVIS JUVENILE HOSTAGE PROCEDURE

If a youth(s) and/or other person(s) in the facility attempts to hold any person hostage, and they do not respond to verbal commands to stop, staff will immediately notify the Building Supervisor. The Building Supervisor will respond to the location and assess the situation. If a hostage situation is in progress, the Building Supervisor will:

- Summon assistance from other peace officers as required.
- Establish a secure perimeter around the hostage takers and prevent anyone to pass into it without authorization. Risks should not be taken that might allow the taking of additional hostages.
- Evacuate all non-essential persons at the scene to a safe location or housing unit that is not directly involved in the incident.
- Direct Juvenile Institution Officers/Supervisors to place youth in uninolved housing units in their rooms and have them remain there until directed otherwise. Youth outside of housing units will remain in place under staff supervision until it is safe to return to their respective housing unit or any housing unit that is not involved in the incident.
- Immediately notify the Director, or in his/her absence notify the Probation Manager and confer as to the action to be taken.
- In turn, Administration will notify the Assistant Chief Probation Officer and County Probation Officer.

The Martinez Police Department (9-911) will be notified immediately and a request for a trained hostage negotiator and other emergency personnel will be made as needed. Prior to the arrival of law enforcement, the Building Supervisor will:

- Attempt to determine the number and identity of both the hostages and hostage takers.
- Attempt to identify if the hostage takers possess any weapons.
- Identify the demands of the hostage takers.

The Building Supervisor will direct Juvenile Institution Officers / Supervisors and available Probation peace officer staff to assist with security and safety as needed. Peace officer employee’s regular work hours may be extended upon the direction of the Building Supervisor. Additional Probation Counselors should be called in as needed to ensure the safe and secure operation of the facility.
Facility Emergencies

The Building Supervisor will coordinate with law enforcement all activities taken to resolve the hostage situation including the use of appropriate force as in accordance with Juvenile Hall Policy, Emergency Response to Juvenile Hall by Local Law Enforcement. The Building Supervisor will maintain control of the facility until relieved of that duty by the presence of a Probation Manager, Director, Assistant Chief Probation Officer or the County Probation Officer.

After the hostage situation has been resolved, the youth involved should be housed in the most secure setting available and all appropriate charges should be filed.

Each officer and/or non-sworn employee who was involved, or observed the incident, will complete an incident report with details of the incident prior to the end of his/her shift.

PARENTAL AND MEDIA INFORMATION

- Attempts will be made at the direction of Administration to reach the families of the hostages to advise them of the situation. Notification will also be made to the parents of the hostage takers as appropriate.
- All media inquiries will be referred to the County Probation Officer’s office per departmental policy.

SECURITY AND OPERATIONAL REVIEW

- After the incident has been resolved, a team will be established to conduct a security and operational review of the incident. The review will be conducted within two days of the resolution of the incident. The review team will be comprised of the Director, Probation Manager and Probation peace officers who are relevant to the incident. All involved staff will participate in the review team unless excused by the Director, Assistant Chief Probation Officer or County Probation Officer. The team will review the circumstances leading up to the incident and any corrective action necessary to safeguard against a similar incident occurring in the future.

400.5 ORIN ALLEN YOUTH REHABILITATION ESCAPE NOTIFICATION PROCEDURE

Staff members at the scene of an incident shall determine when local law enforcement aid is justified and will notify the on-duty supervisor of their evaluation. The on-duty Supervisor will make the decision to call for aid. An example of an incident that would require local law enforcement aid is a riot involving a large number of youth that cannot be brought under control by OAYRF staff or a hostage situation.

When it is determined that local law enforcement aid is necessary, the on-duty Supervisor will call 911 to report the incident. The Contra Costa County Sheriff’s Department will field the call, as the OAYRF is located in their jurisdiction.

When calling for an emergency response from the Sheriff’s Department, reporting staff members shall provide as much information as possible, including but not limited to the following:

- The nature of the incident (i.e. riot, hostage situation, etc.)
- The number of youth involved in the incident.
Facility Emergencies

- 3. The location of the incident.
- The number of OAYRF staff members responding to the incident.
- Whether or not a weapon is involved.
- The cause of the incident (i.e. gang rivalries, youth vs. youth, youth vs. staff, etc.)

The Supervisor will instruct the Contra Costa County Sheriff’s Department to report to the Administration building.

When the responding law enforcement personnel arrive, a designated staff member will direct them to the location of the problem.

OAYRF policy requires law enforcement personnel to routinely check their firearms in when they enter the building. If law enforcement personnel are called to respond to an emergency, they reserve the right to maintain possession of all weapons at their disposal, including firearms. They will make the decision to retain or not retain their firearms based on their assessment of the situation.

If law enforcement personnel decide not to maintain possession of their firearms when responding, the firearms will be locked in the gun storage locker, located in the Administrative office.

400.6 ORIN ALLEN YOUTH REHABILITATION ESCAPE PROCEDURE

Escape

When staff becomes aware of an escape, they are to immediately notify the on duty Supervisor. When notified of an escape the Supervisor shall:

- Return youth to the dormitory and take a youth population count.
- Obtain youth's name, what he is wearing and other pertinent information.
- Pull youth's card and call the Sheriff's Department and report the escape. Give the following information: name, description of clothing, area from which escape was made, direction headed, last full count number, age, physical description, parent's name(s), address(es) and phone number(s).
- Call the law enforcement agency in jurisdiction of youth’s home address to advise them of the escape (if not done by Sheriff’s Dispatch).
- Notify the Probation Director or Probation Manager. The Probation Director or Probation Manager will notify the Chief Probation Officer and the presiding Juvenile Judge.
- Notify parents or guardians.
- Conduct a security check as described in Security Bulletin #8.
- All staff involved with the incident or who were in and about the area of the escape are to submit an Institutions Incident Report prior to the end of their duty assignment.
Facility Emergencies

This report should include statements from other youth who may have prior knowledge of the escape. It should also include the last time the youth was seen by each staff person.

Notify the youth’s Deputy Probation Officer. Utilize voice mail if necessary.

Notify Juvenile Hall of the youth’s escape, authorize their admission, and start the request for warrant process.

AWOL from the Community

A youth is considered absent without leave (AWOL) when one or more of the following situations apply:

• The youth fails to return from a temporary release as scheduled, has not called the OAYRF and the shift supervisor or Lead Juvenile Institution Officer (JIO) is unable to reach him. The on duty supervisor must authorize any extension or deviation from the original term of the temporary release.

When a youth is determined to be AWOL, the on-duty Supervisor or Lead JIO shall follow the following procedures:

• Obtain youth’s name, description, what he is wearing and other pertinent information.
• Pull youth’s card and call the Sheriff’s Department and report the AWOL. Give the following information: name, description of clothing, last known location of youth (location from which the youth became AWOL), time AWOL was determined, age, physical description, parents’ name(s), address(es) and phone number(s).
• Call the law enforcement agency in jurisdiction of youth’s home address to advise them of the youth’s AWOL status (if not done by sheriff’s dispatch).
• Notify the Probation Director or Probation Manager. They will notify the county probation officer and juvenile court.
• Notify parents or guardians.
• The on-duty Supervisor and any other staff involved in notification or receiving information shall submit an Institutions Incident Report prior to the end of their duty assignment.
• Notify the youth’s assigned Deputy Probation Officer. Utilize voice mail if necessary.
• Notify Juvenile Hall of the youth’s AWOL status and authorize his admission.

400.7 CIVIL DISTURBANCE

In the event of a civil disturbance, active shooter or terrorist attack in the area surrounding the Orin Allen Youth Rehabilitation Facility, or within the facility, the youth in custody will be secured in the dormitory or shelter in place for safety if the youth are unable to be safely secured in the dormitory. Orin Allen Youth Rehabilitation Facility staff shall contact and collaborate with local law enforcement personnel to ensure the safety of the youth in custody.
Emergency Staffing

401.1 MANDATORY OVERTIME PROCEDURE
Assignment of Mandatory Overtime:

- A Mandatory Overtime Roster will be maintained on a monthly basis at Juvenile Hall and a separate Mandatory Overtime Roster will be maintained at the Orin Allen Youth Rehabilitation Facility for Juvenile Institution Officers, which will be available for all staff members to review to determine their status on the list. The Mandatory Overtime Roster will be maintained by the on-duty Building Supervisor/Probation Manager or their designee. The Mandatory Overtime Roster will be updated on the first (1st) of every month with any additional eligible Juvenile Institution Officer(s) name(s) and go into effect at 11 pm on the fifteenth (15th) of the month; however, the Mandatory Overtime Roster will not start anew until all Juvenile Institution Officers have cycled through the roster. Mandatory overtime assignments will rotate beginning with the least seniority. The rule of 5 will apply. The least 5 senior JIO's next up on the list will be asked to volunteer for the mandatory overtime shift. If anyone on the list volunteers, they will be given credit for that shift. However, if no one volunteers, the least senior JIO of the 5 will be mandated to work the mandatory overtime shift.

- Juvenile Institution Officer working to highest seniority Juvenile Institution Officer that meets the gender requirements. When a new Juvenile Institution Officer is added to the list, they become the next eligible Juvenile Institution Officer for mandatory overtime effective at 11 pm on the 15th of the month. Once the new Juvenile Institution Officer(s) have fulfilled their mandatory overtime shift, the rotation resumes with the next Juvenile Institution Officer that was eligible prior to adding the new Juvenile Institution Officer(s) name(s).

- When a Juvenile Institution Officer’s name is passed over on the mandatory overtime roster due to FMLA, Worker’s Compensation Leave, sick leave, military leave, pre-approved compensatory time off, paid administrative leave, suspension from work or any other time off as determined by the Building Supervisor/Probation Manager or their designee, upon return to their shift assignment that Juvenile Institution Officer will be available for mandatory overtime. Once that Juvenile Institution Officer has served a mandatory overtime, the rotation will resume with the Juvenile Institution Officer’s name where it previously left off.

- A Juvenile Institution Officer working an approved shift change will assume that Juvenile Institution Officer’s position on the mandatory overtime roster for that shift. A Juvenile Institution Officer working an approved shift change is not eligible to have their initial shift serve as mandatory overtime. A Juvenile Institution Officer working a shift change for a vacant position will not have their position on the mandatory overtime list altered.

- A Juvenile Institution Officer that has worked back-to-back shifts (8 hours for assigned shift combined with 8 hours for a voluntary or mandatory overtime shift) will not be available for a mandatory overtime on the third (3rd) shift.

- A Juvenile Institution Officer working a voluntary overtime shift on their regularly scheduled day off is not eligible for mandatory overtime on their day off.
Emergency Staffing

- A Juvenile Institution Officer that has volunteered for an overtime shift may not have that shift converted to mandatory overtime.
- Only permanent Juvenile Institution Officer staff members are eligible for mandatory overtime and must have completed both PC 832 and Juvenile Institution Officer Core.
- A Juvenile Institution Officer may be released early from the assigned mandatory overtime shift based on seniority when appropriate. Operational facility staffing must be met prior to releasing the Juvenile Institution Officer from mandatory overtime duty.
- The Building Supervisor/Probation Manager or their designee must make every effort to fill the open shift with volunteers prior to mandating overtime.
- The Building Supervisor/Probation Manager or their designee must give the Juvenile Institution Officer notification by mid-shift that he/she has been mandated for overtime. (Except on occasions when open shifts occur after the mid-shift notification time or Graveyard shift due to staff members unable to respond to requests to work overtime in the early morning hours.)
Fire Safety

402.1 JOHN A. DAVIS JUVENILE HALL FIRE PROCEDURE
The local fire station that would first respond to a fire at Juvenile Hall would be “Station No. 9” in Pacheco. The policy and a current map of the facility have been supplied to the fire station. Any changes to the map or policy will be immediately supplied to Station No. 9.

If there is a fire at Juvenile Hall all staff and the Building Supervisor will be notified by the fire alarm system and/or by Central Control staff. If necessary, the Building Supervisor will instruct Central Control to call 911. The caller will give the dispatcher as much information as possible (location of fire, injuries, etc.) and will direct the Firefighter to arrive at the rolling gate, where a staff member will meet them to give directions of the fire. If the fire equipment is needed on the administration side of the facility, the dispatcher will be told to have the Firefighter enter through the public parking lot where a staff member will meet them to give directions of the fire.

The following describes the responsibilities of both Juvenile Hall and Fire Department staff in case of a fire at the Juvenile Hall facility.

FIRE EQUIPMENT:
• In response to a first alarm, the fire station will determine how many engines will respond.

POSITIONING OF EQUIPMENT:
• The fire equipment personnel will be met by the Building Supervisor, or designee, upon entry onto the Juvenile Hall grounds. This person will explain to fire staff where exactly the fire is in Juvenile Hall. Based upon that information, fire staff will decide where to strategically position their equipment to combat the fire.

ACCESS TO THE SECURED PORTION OF JUVENILE HALL:
• Based upon the location of the fire, the Building Supervisor or designee will facilitate the fire department’s access to any and all secured parts of the facility. This will be done by providing one or more support staff, in possession of a #2983 or #2984 key, to accompany the fire equipment personnel. In an emergency situation the Building Supervisor can also provide the fire equipment personnel with a #2983 or #2984 key. Four #2984 keys are secured in Central Control for emergency use.

HOW PROBATION STAFF CAN ASSIST FIRE DEPARTMENT:
• The Building Supervisor or designee will be the main assistant to the fire department personnel. This person will meet the fire department personnel at the gate they are directed to report to.

JUVENILE HALL INTERNAL EQUIPMENT NEEDED:
• The fire department will use their own equipment to fight most fires. The fire department personnel are familiar with the fire hoses inside the Juvenile Hall facility in case they are needed.
**Fire Safety**

**PROTECTION OF FIRE FIGHTERS**

- Juvenile Hall staff will insure that the youth do not impede the ability of the fire fighters to do their job. Probation and fire department personnel will communicate to provide the most effective atmosphere to fight the fire and lessen the danger to all people.

**402.2 JOHN A. DAVIS JUVENILE HALL FIRE PROCEDURE CONT.**

**BUILDING SAFETY:**

- The Contra Costa County Fire Protection District and the County Building Inspector annually inspect Juvenile Hall.
- Fire drills will be conducted at least once a quarter, alternately during and after school hours. Records of completed fire drills are required to be maintained on our premises.
- Monthly fire and life safety inspections will be conducted by facility staff.
- All staff members are expected to familiarize themselves with the location and proper operation of fire equipment.
- Whenever there is a youth in the facility, there is at least one wide awake person on duty at all times who has been Core Trained and trained in Fire and Life Safety, as well as completing the annual updates.

**EMERGENCY OFFICER:**

The Building Supervisor who is in charge of safety is appointed to be the Emergency Officer at Juvenile Hall.

- If an emergency should arise in the absence of the Emergency Officer, their responsibilities will be assumed by the Building Supervisor, or acting Building Supervisor, on duty.

The Emergency Officer will immediately report to the Sup. II Desk, and

- Direct an Institutional Supervisor I to report to Central Control.

Ensure Building Radio Checks have been completed.

- The Emergency Officer will determine when and if it is necessary to direct staff to switch radios to Channel 2 Direct.

Assess damage and/or injuries via Central Control, and camera images as possible.

Take note/account of missing or unresponsive staff members.

As soon as possible, contact Juvenile Hall Administrators to report the emergency.

Direct a lockdown and direct available staff to report to Sup II desk.

Set-up Emergency Response Team/Runners.

Direct any evacuation procedures.

Designate clerical support/other available staff to collect visiting logs, folders with contact numbers, and/or other documents as deemed necessary.
Fire Safety

The Building Supervisor will consult with the County Office of Emergency Services (OES), first responders and the Department Safety Coordinator as soon as possible to organize a coordinated response.

FIRE EQUIPMENT:

Fire Extinguishers

- There are 20 “ABC” type fire extinguishers located in strategic areas of the Juvenile Hall complex. (See locations below)
- The “ABC” fire extinguishers are effective in dealing with all types of fires.
- There is one “AK” type fire extinguisher located in the Kitchen. In addition, the kitchen has a Sprinkler Activation Switch located next to the fire extinguisher.
- The engineer assigned to Juvenile Hall inspects these extinguishers annually.
- Discharged fire extinguishers are to be given to the on-duty Building Supervisor. The Building Supervisor will notify the General Services Department as soon as possible that a fire extinguisher needs to be recharged or replaced.

Fire Extinguisher Locations

There are seven locked fire extinguisher boxes in the Juvenile Hall Complex:

Lower Level:
- Court waiting area at the top of the ramp.
- West end of the main housing units’ hallway.
- Center of the main housing units’ hallway.
- East end of the main housing units’ hallway.

Upper Level:
- West end of the main housing units’ hallway.
- Center of the main housing units’ hallway.
- Nurse’s workstation.

There are five unlocked fire extinguisher boxes in the Juvenile Hall complex.

Lower Level:
- Administrative area, across from the Director’s Office.
- Public waiting area next to the Intake Unit door.
- Hallway between the Intake Unit and the Sierra Admissions Unit.
- Juvenile Hall Kitchen, next to the Lead Cook’s Office.

Upper Level:
- School Administrative area, North hallway.
Fire Safety

There are three wall-mounted fire extinguishers:

Lower Level:
- Inside of the Elevator Control Room next to elevator #1.
- Laundry room.
- Sierra Admissions Unit kitchen.

Overhead Fire Sprinkler System

There is an overhead fire sprinkler system installed throughout the entire Juvenile Hall complex.
- Sprinklers outside of the door to each room protect the youths’ rooms, on all housing units and the Admissions Unit (Sierra).
- Overhead sprinklers are installed in the Admissions interview rooms and the Visiting Unit interview rooms.
- Overhead sprinklers are installed in the shower rooms located in the Admission’s unit.

Fire Alarm Pull Stations:

There are 19 wall-mounted fire alarms that can be activated by staff in the case of a fire. There are 13 located on the lower level and six located on the upper level:

Lower Level:
- North wall of the lobby. Public
- West wall of the public Court waiting area. Field exit hallway.
- West end of the lower housing unit’s main hallway.
- Each of the four lower housing units have a pull station located next to the Fire Alarm Panels behind the Juvenile Institution Officer’s station.
- The west facing exit door of the Administrative area.
- To the right of the staff entrance/exit door.
- The north wall next to the Visiting Unit staff work area.
- Between the two building exit doors leading from the eastern staircase to the Emergency Vehicles parking area/ loading dock area.
- To the right of the double glass exit doors from lower level elevator foyer to enclosed courtyard area.
- Right side wall at the south end of the play.

Upper Level:
- West end of the upper housing units’ main hallway.
- In the Nurse’s station located next to the fire extinguisher box which is located on the wall behind the nurse’s station.
Fire Safety

- Each of the four upper housing units have a pull station located next to the Fire Alarm Panels behind the Juvenile Institution Officer’s station.

Pry Bars

- There are pry bars located in the Sierra Clothing Room, Central Control, and the Institutional Supervisor conference room.

These pry bars are to be used when deemed necessary and with the authorization of the on-duty Building Supervisor.

- Emergency Equipment Lockers

Emergency Equipment Lockers contain rescue and safety equipment, such as ropes, tools, blankets, flashlights, etc.

One locker is located on the second floor inside the east stairwell, and a second locker is located on the first floor inside the west stairwell.

Fire Hoses:

- Fire hoses are available for use by responding fire personnel. They are not to be used by staff.

Automated External Defibrillator (AED):

An AED is used to treat victims who experience sudden cardiac arrest.

- The AED must only be applied to victims who are unconscious, without a pulse, and not breathing.
- The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected.
- If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.
- An AED will be used in conjunction with Cardio-Pulmonary Resuscitation (CPR) in cases of sudden cardiac arrest, in accordance with accepted protocols and training.
- Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or medical staff arrive at the scene, and assume responsibility for emergency care of the patient.
- An AED is located in the Admissions Unit (Sierra), mounted on the wall near the unit kitchen.
- A routine check of AED is completed by medical staff.

FIRE ALARMS:

Central Control staff is notified of a fire alarm in the following ways:

- An alarm will sound in Central Control. The Central Control fire panel will show the location of the fire.
- A radio transmission will be sent from the staff present at the location of the fire.
Fire Safety

- A telephone call will be made to Central Control from staff present at the location of the fire.

All other staff will be notified of a fire in the following ways:

- An alarm will sound on the fire panel on the housing unit where the fire may be located.
- A radio announcement initiated by the Central Control staff declaring the location of the fire.
- A Building wide overhead page initiated by the Central Control staff declaring the location of the fire.
- The fire alarm strobe light/siren system strategically placed throughout the Juvenile Hall complex.

RESPONSE PROCEDURES:

Following the same procedure as the Fire Department we will use the acronym “RACE” to delineate our response procedure priorities.

- R (Rescue) Our first responsibility is to insure the safety of the youth by removing them from the immediate fire area.
- A (Alarm) Our second responsibility is to sound the alarm to alert both the occupants of the building and the Fire Department that a fire is in progress or has occurred.
- C (Confine) Our third responsibility is to confine the fire by closing doors and turning off ventilation systems.
- E (Extinguish) Our forth responsibility is to fight the fire. This is strictly a judgment decision to be made by the staff member or members on the scene.

All staff supervising residents are to follow the “RACE” procedures noted below:

- R: Youth should be removed as quickly as possible from the immediate vicinity of the fire and where possible through a fire door and into another fire zone. Evacuation routes are posted throughout the Juvenile Hall facility. When needed, youth will be evacuated to a secure area outside the building.
- A: Staff will use their radio to immediately notify Central Control of an emergency. Staff members who do not carry a radio will call Central Control by phone. The message to Central Control will include both the location and nature of the emergency. If staff using the radio does not receive a confirmation from Central Control that the message was received they are to call Central Control by phone.
- C: It is essential that staff isolate the area as effectively as they can by keeping all doors closed. Central Control staff will shut off the Juvenile Hall facility blowers. Staff on the Monticello and Tamalpais Units will shut off the blowers on those units. The blower shut offs are located in the unit circuit breaker box.
- E: Staff will use fire extinguishers to fight the fire. This is only done if the staff present on the scene determines they are able to extinguish or control the fire.

Fire Alarms-Central Control Procedures:
Fire Safety

Fire Panel Alarm

- When Central Control staff receives an alarm on their fire control panel from a housing unit or from the Admissions/Transportation Unit they are to immediately contact the area by radio to determine the nature of the alarm.
- If the staff in the area of the alarm is able to respond Central Control staff will acknowledge, by radio, having received this alarm.
- They will do this by stating “Acknowledged, fire in (area named).” Central Control staff will then sound a General Alarm. (See GENERAL ALARM).
- If Central Control staff does not receive a response to their radio transmission they will immediately sound a General Alarm.
- When Central Control staff receives an alarm on the fire control panel from any non-housing unit area they will immediately sound the General Alarm.

Radio Alarm

- When Central Control staff receives a radio call from staff declaring a fire in progress they are to immediately acknowledge, by radio, having received this call. They will do this by stating “Acknowledged, fire in (area named)” Central Control staff will then sound a General Alarm.

Phone Alarm

- When Central Control staff receives a phone call from staff declaring a fire in progress they are to immediately acknowledge, by phone, having received this call. They will do this by stating “Acknowledged, fire in (area named)” Central Control will then sound a General Alarm.

GENERAL ALARM:

Central Control staff will sound a General Alarm as follows:

- Using the overhead paging system and repeating three times.
- “ATTENTION ALL STAFF. ATTENTION ALL STAFF. THIS IS A FIRE ALARM. STAFF RESPOND TO (LOCATION OF FIRE).”

When the General Alarm has been sounded all staff members on duty are expected to help.

- Two Admission staff members are expected to respond immediately to the area of the emergency.
- All units that are not involved in the emergency are expected to send one staff member to the area of the emergency.
- Juvenile Institution Officers (JIO) responding from a housing unit are to take a fire extinguisher box key with them when they respond.
- Two of these keys are hanging on every fire extinguisher box located in the common office of each two attached units.
- These keys will unlock any locked fire extinguisher box in the Juvenile Hall complex.
Fire Safety

- The Building Supervisor will respond to Sup II Desk where they will serve as the Emergency Officer (See Section II).
- During the Graveyard shift all staff, except those assigned to a housing unit or Central Control, are expected to respond to the area of the fire. Only residents in immediate fire danger should be awakened, assembled, and removed from the area.
- When available, one Probation Manager will assure that all staff working in the administrative areas have evacuated. This Probation Manager, or, when available, a second Probation Manager, will report to the Sup II Desk.

Once the nature of the emergency has been determined, the Probation Manager stationed at the SUP II Desk will notify all other Probation Offices of the emergency and will request extra staff if the emergency dictates a need.

The Probation Manager will, as needed, call off-duty JIO staff members and direct them to report to duty.

Upon receiving word from a staff member on the scene of the alarm that the fire is under control, the staff member in Central Control will page the entire building and report three times:

- “ATTENTION ALL STAFF. ATTENTION ALL STAFF. FIRE ALARM ALL CLEAR.”

402.3 JOHN A. DAVIS JUVENILE HALL FIRE DRILL PROCEDURE

FIRE DRILL PROCEDURES:

- Fire drills are to be done quarterly.
- The Institutional Supervisor I assigned to this duty will be required to initiate all fire drills and maintain a log of all drills.

The Central Control staff will be directed to announce the fire drill as follows:

- “ATTENTION ALL STAFF. ATTENTION ALL STAFF. THIS IS A FIRE DRILL. REPEAT. THIS IS A FIRE DRILL. STAFF RESPOND TO (LOCATION OF FIRE).”

If the location of the fire drill is a housing unit, the staff present on that housing unit is to do the following:

- All youth are to be lined up at the “Fire Line” located near the housing unit front door.
- The youth are to be counted by staff. This youth count must match the Count Log count.
- The housing unit staff is to call the Admission Unit and verify the unit count.
- Once the drill has been completed the unit is to return to normal programming.

Responding staff:

- Place all youth in their rooms.
- All staff responding from other housing units is to bring a fire extinguisher box key with them to the location of the fire drill.
Fire Safety

- All responding staff is to check in with the Institutional Supervisor I located at the fire drill location.
- All responding staff is to help supervise the housing unit youth until the drill is completed.

The Institutional Supervisor I will determine when to end the drill.
- The Institutional Supervisor I will direct Central Control to announce that the fire drill is complete.

Central Control staff will announce the following:
- “ATTENTION ALL STAFF. ATTENTION ALL STAFF. FIRE DRILL IS ALL CLEAR. REPEAT. FIRE DRILL IS ALL CLEAR.”

402.4 ORIN ALLEN YOUTH REHABILITATION FACILITY FIRE PROCEDURE
Documented fire drills will be conducted at the Orin Allen Youth Rehabilitation Facility not less than quarterly.

If there is a fire at OAYRF all staff will be notified by the fire alarm system and/or by staff via radio. If necessary, the Institutional Supervisor, or designee, will call 911. The caller will give the dispatcher as much information as possible (location of fire, injuries, etc.) and will direct the firemen to arrive at the front parking lot, where a staff member will meet them to give directions to the fire.

The following describes the responsibilities of both OAYRF and Fire Department staff in case of a fire at the facility.

Fire Equipment
- In response to a first alarm, the fire station will determine how many engines will respond.

Positioning of Equipment
- The Fire Department personnel will be met by the Institutional Supervisor, or designee, upon entry onto the OAYRF grounds. This person will provide the location of the fire to responding fire personnel. Based upon that information, fire personnel will decide where to strategically position their equipment to combat the fire.

Access to the Secured Portion of OAYRF
- Based upon the location of the fire, the Institutional Supervisor, or designee, will facilitate the Fire Department’s access to any and all secured part of the facility. This will be done by providing one or more support staff, in possession of Lead Juvenile Officer or Institutional Supervisor key set, to accompany the fire personnel. Fire personnel have access to a master key in locked “knox” box in front of the administration building.

How Probation Staff Can Assist Fire Department
Fire Safety

- The Institutional Supervisor, or designee, will be the main assistant to the fire department personnel. This person will meet the Fire Department personnel at the front of the facility.

OAYRF Internal Equipment Needed

- The Fire Department will use their own equipment to fight most fires. The Fire Department personnel are familiar with the fire equipment inside the facility in case they are needed.

Protection of the Fire Fighters

- OAYRF staff will insure that the youth do not impede the ability of the fire fighters to do their job. Probation and Fire Department personnel will communicate to provide the most effective atmosphere to fight the fire and lessen the danger to all people.

Fire Investigators

- All deliberately set fires by the youth of OAYRF will be investigated by the Fire Department. To aid in this investigation, OAYRF staff are required to write an Incident Report detailing the circumstances of a fire that is deliberately set by the youth of OAYRF.

402.5 ARSON PROCEDURE

In cases of arson it is the intent of the Probation Department to assure that criminal action will be taken against any suspect.

All measures for fire safety will be followed as per The Fire Bill Plan.

During non-business hours, the Building Supervisor will notify the Director or, if available, a Manager as soon as possible and report the fire.

If the fire is of minimal magnitude and does not require fire fighting equipment, the on-duty Building Supervisor will contact the Consolidated Fire District, report the fire and notify the District Office that the fire is under control and extinguished. The Building Supervisor will ask that a Fire Inspector inspect the area as soon as possible. The area where the fire occurred is to be placed “off limits” until the Fire Inspector has made his/her report.

The Building Supervisor will contact the Martinez Police Department and request an officer be dispatched to take a report.

The Building Supervisor will have all photographs, Incident Reports and/or other reports available for the police officer.

In the event of a serious arson fire, the Building Supervisor, in cooperation with the attending firemen and police, will cordon off the area of the fire and preserve any evidence as instructed by firemen or police. Staff will answer any questions and give any information requested by the police officers and/or firemen. Copies of all incident reports will be made available to the Police and Fire Investigators of Arson.
Fire Safety

- The Building Supervisor will have all Incident Reports, and/or other reports available for the Director and Manager.
- The Director, Manager, or Institutional Supervisor II at the direction of the Director or Manager, will follow up with the Martinez Police concerning the arson investigation.

The investigation may be delayed if the suspected arsonist is injured or has suffered smoke inhalation.

Witnesses are to be admonished prior to giving a witness statement.
Emergency Power and Communications

403.1 POWER FAILURE PROCEDURE
When a power failure occurs during school hours, students and teachers will remain in their assigned classrooms so that the unit staff can secure any youth who are involved in unit activities before the school groups are returned to their rooms or respective living units. Students will return to the classroom at the beginning of the next period after power is restored or at the discretion of the Juvenile Hall School Principal.

When a power failure occurs during school hours:

- Unit staff will immediately secure any youth who are out of their rooms on the unit. Staff will secure the unit classroom and remove the youth to their rooms. Youth in off unit classrooms will be moved last with the assistance of Sierra and Transportation staff. All available Institutional Supervisor I’s will also assist Juvenile Institution Officers.
Emergency Evacuation

404.1 JOHN A. DAVIS JUVENILE HALL EVACUATION PROCEDURE

EVACUATIONS:

Housing Unit Evacuations

- The evacuation of the youth off of a housing unit will occur whenever it is necessary to remove the youth from potential harm.
- Youth will be temporarily evacuated to any secure area within the Juvenile Hall complex, including the gymnasium that places them out of harm’s reach.
- A map highlighting the emergency exit doors on every housing unit will be posted along with the evacuation routes, and written directions.
- The decision to evacuate a housing unit will be made by the staff present only if they deem it imperative for the safety of the youth. If time allows, the decision to evacuate a housing unit will be made by the Emergency Officer.
- If the situation warrants emergency housing of the youth, the Building Supervisor will determine the location pending the review of the disaster location, scope of the emergency and the number of youth requiring housing accommodations.
- Primary consideration should be given to filling vacant beds/rooms on operational units.
- Also viable options may be vacant housing units in the newer portion of the facility, and/or housing options on Tamalpais and Monticello Units.
- Under more devastation, additional emergency housing could be considered in the Gymnasium, and older housing units in the facility (Boys Center, Diablo, Yosemite, Lassen).
- Mattress, bedding, clothing and other supplies will be collected from provisions on hand and/or from the Adult Martinez Detention Facility.

Housing Unit Evacuation Procedure:

- Unit staff will direct all of the youth to line up at the Fire Line located near the front door of the housing unit.
- The unit staff will have in their possession the Population Accountability Form, Count Log and the unit Face Sheet.
- The unit staff is to verify that all of the youth that are supposed to be present on the unit are in fact present and accounted for before they evacuate the unit.
- If time permits, and the youth are not in immediate danger, the unit staff will verify the youth count with the Admission’s Unit (Sierra) before leaving the unit.
- Furthermore, if time allows, the unit staff will verify all adults present (i.e. staff, teachers, volunteers, medical staff etc.) are also evacuating the unit and report this
information to the Admission’s Unit.
Emergency Evacuation

- The unit staff will then notify Central Control that they are evacuating the unit.
- If the Emergency Officer does not direct the housing unit staff to a secure and safe area, the staff is to immediately remove the youth to an area that the staff deem safe.
- Once in a safe area the housing unit staff, if they have not already done so, will contact Central Control and request that they relay the information on the number of youth evacuated to the Admissions Unit staff for confirmation.
- The Emergency Officer will be immediately notified if the number of youth and staff evacuated does not match the number of youth that should have been evacuated.
- The Emergency Officer will initiate a staff sweep of the housing unit involved if there is the possibility that a resident and/or person(s) have been left on the unit.

Off-Unit Classroom Evacuation:

- Teaching staff assigned to off unit classrooms are to await direction from the Emergency Officer.
- If a teacher, or instructional assistant, deems it necessary to evacuate the youth assigned to their classroom they are to evacuate the youth to the foyer area in front of Central Control and await instruction from the Emergency Officer located in Central Control.
- Teaching staff is to be in possession of their class roster prior to evacuating the classroom.

UNIT CLASSROOM EVACUATIONS:

- Teaching staff assigned to a unit classroom are to release the youth from the classroom and instruct the youth to follow Probation staff’s directives.
- The teaching staff is to remain with the youth and the Probation staff during the evacuation process.

Building-Wide Evacuations

- Building evacuation routes for all areas of the Juvenile Hall complex will be posted in those areas.
- It is the duty of all staff assigned to work in the Juvenile Hall complex to familiarize themselves with the evacuation routes.
- will be the primary evacuation area for all youth if the Juvenile Hall complex must be evacuated.
- When possible the decision to evacuate the entire building will be made by the Emergency Officer.
- Any staff member, while evacuating a group of youth, can make the decision to evacuate the building if that staff member deems it unsafe to remain within the Juvenile Hall complex.
- If a staff member makes the decision to evacuate the building they are to notify Central Control, via radio, that they have made this decision.
Emergency Evacuation

It will be the duty of Central Control staff to unlock the appropriate exterior doors.

If the exterior doors fail to operate it will be the duty of the Emergency Officer to assure that an exit key is made available to the evacuating staff members as soon as possible.

In the case of a power failure where the back-up generator has also failed, there are extra exterior door keys located in . These keys will be handed to, or delivered to, evacuating staff at the direction of the Emergency Officer.

All Probation and Teaching staff is expected to help supervise youth that are evacuated

404.2 ORIN ALLEN YOUTH REHABILITATION FACILITY EVACUATION PROCEDURE

EVACUATION:

Types of disasters which demand emergency procedures:

- Fire - In case of a fire, refer to OAYRF Fire Bill Procedure (Section 8, Safety, Bulletin 2)
- Major medical emergencies which would require total or partial evacuation.
- Earthquake
- Bomb Threat
- Civil disturbance, active shooter and terrorist attack
- Other emergencies, i.e. flood, storm, civil disorder, toxic spills, etc.

Partial Evacuation:

- In some cases where a part of the facility is threatened by fire, falling ceilings, toxic exposure etc. it is possible to evacuate youth to a safe area within the facility. In this event, the Supervisor shall evaluate the situation, taking into account the area threatened, and shall make a decision as to where the youth will be evacuated.
- If the nature of the threat to the facility is of great degree, the Safety Officer or officers acting in that capacity will announce over the radio the area where the group are to be taken, i.e., the kitchen, the school, or other safe areas.

Evacuation of the Total Facility:

- It is necessary that an emergency plan be available should the need to evacuate the total facility occur. Since the placement of the youth at the OAYRF is ordered by the Court, it is imperative that we do not implement a total facility evacuation unless absolutely necessary. It would be necessary to evacuate the total facility if the disaster becomes an immediate to the lives of the youth and staff. The following procedures
Emergency Evacuation
should be used in the event of a major disaster: If there is time before the disaster
Emergency Evacuation

strikes, contact the Supervisor for instructions. You will be informed by the Supervisor as to procedure. If the County Emergency Service Director informs the OAYRF to evacuate the facility, the decision to evacuate will be made by the Supervisor or persons acting in that capacity in conference with the Probation Director/Probation Manager

- If there is no time when the disaster occurs to go through the regular lines of authority and a judgment must be made immediately, take the group of youth to any safe area at the facility. If there is no safe area in the buildings, remove the group from the buildings in as orderly a manner as possible under existing circumstances to either the parking lot or the black top area depending on location of disaster.

Site Evacuation:

In the event that site evacuation from the facility grounds is necessary, the Supervisor should do the following:

- Notify the Probation Director. In his absence, notify the Assistant Chief Probation Officer. In her absence, notify the Probation Manager.
- Contact the Sheriff’s Department and request transportation assistance.

Contact Juvenile Hall and:

- Request assistance with transportation.
- Advise Juvenile Hall Intake of the number of youth who will be detained.

In the event of evacuation from the facility, the Probation Director will do the following:

- Contact the Court and assigned Deputy Probation Officers to evaluate which youth can be temporarily released to their homes.

- Coordinate with the Chief Probation Officer to locate available bed space for temporary detention of facility youth in neighboring counties should the need to vacate the site last more than 48 hours and the housing at Juvenile Hall is not sufficient.

Emergency Exits

- Emergency escape routes have been predetermined and are to be used in the event of a partial or total evacuation of the OAYRF.
Bomb Threat

405.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 5 - Youth Management
Population Management

500.1 DATA COLLECTION PROCEDURE
Data Collection and Compilation

Data obtained from Juvenile Hall

Daily Census at 6:01 AM - number of males/females on each housing unit daily, number of pre-placements, number of Orin Allen Youth Rehabilitation Facility commitments, and number of Department of Juvenile Justice and Court Commitments. The daily population is provided by the Graveyard Supervisor or designee.

Master List by Last Name – number of youth in custody daily, number of pre-disposition and post-disposition residents. The Master List is distributed by Graveyard staff on weekends and by clerical support in the morning Monday-Friday.

Admission and Release Report – number of males/females admitted and released by date, city of residence, booking charges, total number of days in custody, destination at release. The Graveyard Supervisor (or designee) shall ensure that information is complete on the sheets. Admission Unit (Sierra) unit staff shall provide daily copies of the Admission and Release sheets.

5th of the Month Report – Total number of youth in custody on a given day, by age, severity of offense, gender and ethnicity. The report is produced from the admissions/release (New JH Sierra) data base by the Clerical Supervisor.

Data obtained from other than Juvenile Hall

Mental Health data is provided to the Clerical Supervisor by the Mental Health Program Director.

Census data related to juveniles committed to Orin Allen Youth Rehabilitation Facility (OAYRF) is provided by OAYRF Payroll/Personnel Clerk.

Reports

The following reports shall be prepared and submitted within specified time frames as delineated below.

Population Report

- The report is prepared monthly, by the Clerical Supervisor, within 10 days after the end of each month.

The report is distributed to:

- Assistance Chief Probation Officer;
- Juvenile Hall Director;
- Juvenile Hall Manager;
- Material Manager;
Population Management

- Administrative Services Officer.

Board of State and Community Correction (BSCC)

Reports shall be prepared as per BSCC Facilities Standards and Operations Division instructions and on the format specified by BSCC.
- Monthly Juvenile Detention Survey
- Quarterly Juvenile Detention Survey
- Crowding Report

The reports shall be submitted within 10 days after the end of each reporting period.

The report is distributed to:
- BSCC;
- Juvenile Hall Director;
- Juvenile Hall Manager.

School Nutrition Program Claim for Reimbursement

- Claim shall be prepared as per California Department of Education, Child Nutrition Fiscal Services instructions.
- The Materiel Manager shall complete worksheets and then file the claim electronically to the State for reimbursement.

Maintenance of Records

Files

- Hard copies of completed reports and supporting data shall be organized and stored in files.
- Records less than five years old shall reside with the Clerical Supervisor.

Retention

- Reports and supporting documentation shall be retained as indicated in the Department’s Record Retention Policy.
Youth Reception

501.1  JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (ABSENT MEDICAL STAFF)

During the hours of 10:30 pm - 7 am, when there is no medical staff on duty, the on-duty Building Supervisor, operating pursuant to training guidelines, will assess the situation and determine if medical clearance is needed prior to booking.

If after assessment (by medical staff or the on-duty Building Supervisor), the medical assessment indicates the youth should not be detained at Juvenile Hall until medically cleared, the booking agency will be advised, and requested to transport the youth to Contra Costa Regional Medical Center for medical treatment and/or clearance.

All pre-detention youth will be searched before initially entering the Juvenile Hall population. JIO’s will determine the appropriate kind of search to be conducted.

After the JIO takes custody of the youth, they will ask the youth if they have anything sharp on them prior to conducting a pat search. The youth is to be pat searched prior to removal of handcuffs.

After the pat search and removal of handcuffs, the youth will be asked to walk through the metal detector. If the intake sets off the metal detector, the JIO will use a hand held metal detector to see if the youth has anything metal on them.

The youth that cannot successfully pass through the metal detector must be strip searched. Prior to conducting a strip search of a youth, the JIO must receive permission from the Building Supervisor. The JIO will complete a strip search authorization form and have the building Supervisor sign it before they conduct a strip search.

501.2  JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (ABSENT MEDICAL STAFF AND BUILDING SUPERVISOR)

Medical staff will report to the Admissions Unit (Sierra) to complete the medical screening on the youth.

During the hours of 10:30pm-7:00am, when there is no medical staff on duty, a JIO must complete a medical questionnaire form on all intakes and place the completed form in the nursing mailbox.

Medical Staff will follow up with the youth during the subsequent shift.

Once the youth has completed the entire admission process, Admission staff will contact the receiving unit and arrange for delivery of the youth.

Admission Staff will escort the youth to their assigned unit and deliver the required documents to the housing unit staff member.

For uncooperative youths, exceptions to any of above steps may be made at the direction of the Building Supervisor. After evaluating the situation, the Building Supervisor will determine the appropriate course of action and follow-up needed for the youth.
Youth Reception

Admission of Youth into In-House Treatment/Commitment Program (GIM/YOTP)

When a youth has been committed by the Court into an In-house treatment program, and space is available.

The program staff will notify the Building Supervisor that the program has a vacancy and can accept a youth from the list of pending Court commits.

The Building Supervisor will confer with the program, discussing the selected youth, and authorizing the program admission.

A program JIO will coordinate the transfer with the appropriate housing unit:

- At the selected time, the program staff will report to the housing unit in order to escort the youth to the program.
- The youth will clean out his/her room and gather their personal belongings.
- The program staff member will gather the youth’s adjustment record and other pertinent documentation to transfer to the program.
- The unit staff will facilitate the release and notify the Admissions Unit (Sierra) of the program admission.
- The Admissions Unit will complete all necessary documentation, and complete the steps necessary for a program admission (See procedure for Internal Programs Admission/Release Directions).
- The program staff member will escort the youth to the program and complete the orientation process for the youth.
- As part of the orientation, they will be explained the program and rules. Additionally, the youth will be instructed on the timelines of each phase and the requirements to graduate from the program.
- Program youth will be provided a program specific handbook with an overview of the program and expected behavior.

501.3 JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (LAW ENFORCEMENT BOOKING)

If a Law Enforcement/booking agency transports a youth to Juvenile Hall for admission that is ill, injured, known to have ingested intoxicating substance(s) and/or is inebriated (alcohol or drug), and has not received appropriate medical clearance, the following procedure shall apply:

Upon Arrival of Ill, Injured or Inebriated Youth:

- Prior to the booking agencies’ departure, the Juvenile Hall on-duty Nurse will perform a medical assessment of the youths’ condition.
- In the absence of Health Care Personnel (e.g. Graveyard hours), Admission Unit staff shall immediately contact the on-duty Building Supervisor.
- The Building Supervisor, operating pursuant to training guidelines, will assess the situation and determine if medical clearance is needed prior to booking.
Youth Reception

Youth with apparent health conditions that would preclude acceptance into the facility without a documented medical clearance, include but are not limited to:

- No youth who is unconscious shall be accepted into the facility;
- Youth who appear to be intoxicated to the extent that they are a threat to their own safety, or the safety of others;
- Youth who are known to have ingested an intoxicating substance that may well result in a medical emergency;
- Other health conditions, injuries or concerns that may pose a hazard to the youth, or others in the facility.

Assessment of Medical Condition:

- If the medical assessment indicates the youths’ condition allows detention in Juvenile Hall, Admission unit staff will complete the admission process as soon as feasible.
- If the medical assessment indicates the youth should not be detained at Juvenile Hall until medically cleared, the delivering booking agency should be so advised and requested to transport the youth to Contra Costa Regional Medical Center for medical treatment and/or clearance.
- Whenever a youth is not accepted for booking due to their medical condition, the circumstances and reasons for requiring a medical clearance prior to booking shall be documented in the Admission Unit’s Log by unit staff.
- Youth not initially accepted for admission due to their health condition and referred for a medical evaluation, the Law Enforcement/booking agency must provide appropriate written medical clearance prior to any subsequent admission.

Booking Medically Cleared Youth:

- After the Law Enforcement/booking agency has received proper medical clearance, medical staff will be notified, and the admission will proceed. Documentation of this clearance is to be kept in the Admission Unit Log.
- Supervision of intoxicated youth who are cleared to be booked into Juvenile Hall shall include monitoring by personal observation no less than once every 15 minutes until resolution of the intoxicated state.
- Youth who are admitted after being cleared medically due to intoxication or other substance ingestion shall be placed on medical observation status until the nurse determines that the youth’s intoxicated state has been resolved. Staff should refer to procedures outlined in Bulletin No. 600, Medical-Dental Care.
- These observations shall be documented, with actual time of the occurrence recorded.
- Any youth whose intoxicated behavior persists beyond six hours from the time of admission will receive an additional medical evaluation by health care personnel.
- Should an intoxicated youth experience distress or require immediate medical attention, staff is to follow procedures outlined in Bulletin No. 516, Medical Emergency Code Response.
Contra Costa County Probation Department
Juvenile Detention PROCEDURES

Youth Reception

Any youth under the influence at the time of admission will be referred to available substance abuse counseling, and/or other appropriate services:

- Youth with known alcohol or drug use will be referred to substance abuse resources within the facility, including but not limited to, AA/NA, Project Success, and/or Discovery Center. It is Admission Staffs’ responsibility to notify the unit of the necessity for the referral.

- If the youth has an assigned Deputy Probation Officer (DPO), staff will notify the deputy that their client was under the influence at the time of admission. This will assist the DPO in coordinating substance abuse counseling upon release into the community.

- For youth with a known mental health history or suspected mental illness, that are also abusing substances, an additional referral to mental health services will be made by Admission staff.

- If the youth is known to be pregnant, confirm all appropriate referrals have been made to ensure the resident is provided appropriate counseling and health care.

If the Law Enforcement/booking agency refuses to transport the youth to Contra Costa Regional Medical Center for treatment, the Building Supervisor is to be contacted.

- The Building Supervisor will meet with the booking officer and discuss the matter.

- Should the officer/watch commander continue to refuse to facilitate medical clearance for the youth, the Building Supervisor will gather contact information of the agencies' Department Administrator to forward to the Juvenile Hall Director for review.

- Admission staff shall write an Incident Report (IR) outlining the circumstances, including a brief description of the medical problem, the attitude of the minor, and the Law Enforcement/booking officer’s reason for refusing to transport the minor for medical clearance.

- The Building Supervisor will additionally forward any other pertinent information or comments to the Director for review.

501.4 JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (ABSENT MEDICAL STAFF)
Initial Contact/Admission

At the initial booking, Sierra staff shall observe the following:

- Style of dress and clothing worn, especially hats and distinctive clothing colors.

- Tattoos that are gang affiliated.

Sierra staff shall ask the following questions of the admitting agency and the youth being booked during the booking process.

- Is the offense gang related or does the youth have any known gang associations?

- The youth shall be questioned as to whether or not there is any gang association.
Youth Reception

- Any evidence of gang association shall be documented on the booking sheet under Comments Section for the intake officer and on the Child Adjustment Record (attached) for Juvenile hall staff. (see attached revised Adjustment Record.) Also, past admission records shall be inspected for previous documentation.

Documentation

Booking Sheet:

- Any identified gang tattoos shall be specifically described under S/M/T section of the booking sheet (i.e., XIV on right shoulder rather than tattoo on right shoulder).
- Any gang associated nicknames/monikers shall be noted under AKA section of the booking sheet.
- All suspected gang associations shall be noted under comments for intake officer’s information.

Child Adjustment Record:

- All gang related information gathered during the admission process shall be documented on the youth’s Adjustment Record. The classification model checklist and comments section shall be used for this purpose.
- A youth shall not be identified as a gang member unless he/she admits gang membership. In the event a youth admits gang membership, this information shall be documented under the comments section. The date and time of the youth’s admission of membership shall also be noted and initialed by the staff member receiving this admission. The youth will be identified as a “gang associate” in other cases where gang related information regarding the youth exists.

Photographs:

- If a youth is admitted wearing clothing that may be gang associated, Sierra staff shall take a full body photograph of the youth in street clothing. This photograph shall be placed in the youth’s Sierra file.

Probation Intake process:

- All gang related information gathered by Sierra admission staff shall be provided to the Intake Probation Officer for review prior to the Intake Probation Officer’s initial interview with the youth. This shall include all information on the booking sheet including comments, scars, marks and tattoos, and any photographs taken by admission staff.
- Any information regarding gang association gathered by the Intake Probation Officer shall be noted in the Intake Complaint Record (I.C.R.) under subsection titled “Youth.”
- If the Intake Officer suspects gang association, this possibility shall be fully explored during both the intake interview with the youth and with the youth’s family. Any information gathered shall be noted on both the Intake Complaint Record and the Detention Information Sheet, as applicable. The Intake Officer should be observant for any gang related tattoos or mannerisms (i.e., signing toward other residents during the interview.)

Detained Youth:
Youth Reception

- Once a youth is detained, the information on the booking sheet and the Adjustment Record will go up to the unit in which the youth is housed. Unit staff shall note any further observations of gang related activity on the Adjustment Record. Any specific gang related incidents (i.e., fights, weapons, etc) will be documented in an Incident Report and designated as such under “Type of Incident. "These Incident Reports shall be disbursed to the youth’s assigned Probation Officer, the youth’s Sierra file and the Sierra Incident Report file.

- Gang members and associates will be documented on the face sheet and discipline sheet to prevent rival gang members as roommates.

- Associates shall be placed on “Do Not House With Rival Gang.”

- All youth should be informed of strict consequences and possible gang enhancement charges for gang fights on the unit.

Confidentiality of Information:

- All information regarding a youth’s gang association shall be treated as confidential and used for official purposes only. Gang association information shall be maintained in the youth's Sierra file and shall be available to Home Supervision staff, other Probation Department personnel, as needed.

501.5 JOHN A. DAVIS JUVENILE HALL ADMISSION PHOTOGRAPH PROCEDURE

As part of the Admission process, Sierra Juvenile Institution Officers will take photographs of the youth being admitted. One photograph will be attached to the inside of the Sierra folder, the second photograph will be attached to the Intake packet sent to the living unit and the third photograph will be attached to the booking papers that are sent to the Intake Deputy Probation Officer.

Sierra staff will assure that all the appropriate information is printed on to the photo sheets.

When a youth is released from custody, the living unit photograph will be returned to Sierra with all other paperwork.

Each time a youth comes into custody they will be photographed.

Photographs of youth are for identification purpose only. A police department or other law enforcement agency may request access to a photograph to assist in an investigation. The Sierra Lead Juvenile Institution Officer may print a copy of the photograph for a law enforcement agency.

If a request is received by a non-law enforcement agency or for use other than identification for an investigation, the requestor shall be referred to the youth’s assigned Deputy Probation Officer and will also need a court order, in most cases, to release said photograph of a youth in custody.

Whenever a photograph is released to a law enforcement agency, this information will be documented in the resident’s Sierra file. The time, date and name of the police agency will be included in the documentation.
Youth Reception

501.6 JOHN A. DAVIS JUVENILE HALL PERSONAL PROPERTY PROCEDURE
It is the responsibility of the Juvenile Institution Officers (JIOs) assigned to the Admission’s Unit (Sierra) to collect and document all personal property received from youth at intake. An Admission Unit JIO will accurately record all incoming personal clothing and other personal property. All money, valuables, and potentially dangerous items will be properly labeled and secured in the Sierra drop box; pending retrieval by the on-duty Building Supervisor to be transferred into the facilities’ property safe. Clothing and other miscellaneous property will be stored in the Sierra Clothing Room, which shall be locked and secured at all times. Upon release, personal clothing, and other property, including valuables will be returned to the youth. Prior to the resident’s release from custody, property will only be released with approval of the Building Supervisor.

Collection and Documentation of Personal Property

• Upon admission or as soon as practical, an Admission JIO will collect all personal property and valuables.

All personal clothing and other items shall to be accurately and legibly recorded on the resident property sheet:

• Condition of clothing article is to be noted.
• Quantities/amounts, and item description(s) to be logged appropriately; Examples include $10.00 cash, or 1 yellow metal ring with clear stone.
• If the youth was admitted without personal clothing (e.g. paper suit, OAYRF clothing etc.), document this fact on the property sheet in the clothing column, under the “other” category.

Place all small, miscellaneous property of nominal value, in a clear plastic bag (e.g. belt, brush, hat, keys, papers, glasses, matches).

Tag all large, non-clothing items (e.g. school backpack, boxes, bags), with youth’s name.

All U.S. Currency (both coins and paper bills) shall be placed in the facility safe.

For cash less than $50.00, record the amount on the property sheet, and place the currency in a safe envelope. If the youth additionally has non-currency valuables, the same safe envelope may be used to secure these items. A receipt shall be issued for any amount of cash.

For cash over $50.00, place the currency in a separate safe envelope:

• The JIO shall write out a receipt for all cash received.
• Complete all fields on the receipt legibly and completely.
• Affix the yellow receipt-copy to the safe envelope that contains the cash.
• Place the white receipt-copy in the resident’s admission file.
• Write the receipt number on the safe envelope, as well as, on the original white-copy of the property sheet.

Voided receipts
Youth Reception

The following information shall be recorded either in a voided receipt register or on the voided receipt:

- Reason for the void
- Replacement receipt number (if applicable)
- Supervisor’s signature

All copies of voided receipts shall be marked “voided” and retained in or with the book and accounting copies. If the receipt is voided after the payee has left with the original receipt, the original replacement receipt shall be retained in or with the book and accounting copies of the voided receipt.

Accountability must be established for all used and unused receipts.

In cases where suspected counterfeit money is in possession of an intake, the Building Supervisor shall be notified.

- The JIO discovering the suspected counterfeit money shall prepare an Incident Report (IR) documenting the event.
- Attach a photograph of the counterfeit money to the IR
- Do not process the money in the same manner as described above, instead place the counterfeit money in an evidence envelope, and secure it in the drop box, until it can be retrieved by the Building Supervisor and placed in the evidence drop box, located at the IS II desk.
- The Building Supervisor will contact the appropriate law enforcement agency to address the matter, and potentially file additional charges.

Should the law enforcement agency decline to accept the counterfeit money, the Building Supervisor will confer with the Juvenile Hall Director and/or manager for direction.

Foreign coins, collector coins, “Lucky” coins or other unusual currency (paper or metal) will be processed in the manner as described below in “non-currency safe item.” Non U.S. currency will not be converted into a County “Warrant.”

Non-currency safe items are possessions that could be potentially deemed valuable.

JIO’s should take necessary steps to properly document, and secure non-currency valuables.

Non-currency valuables will be secured in the facilities property safe. Examples: include, but not limited to:

- Jewelry such as watches, necklaces, bracelets, earrings, rings etc.
- JIO documents composition/color of the metal or stones (e.g. 1 yellow metal watch; 1 grey metal ring with 2 blue stones).
- Electronic devices such as cell phones, iPods, etc. JIO must ensure that devices are turned off before storing.
- Personal checks, credit cards, debit cards, gift cards or other like item.
Youth Reception

If any credit/debit card(s) are found in the intake’s possession that suggests that the cardholder is other than the youth or parent/guardian, the JIO must prepare an IR and photocopy the card(s) to document such discovery.

The Building Supervisor will take steps to ensure that the matter is investigated, by contacting the assigned Probation Officer or appropriate agency.

Potentially Dangerous Property (pocket knives, other sharp objects)

- If the intake was not arrested for a charge where a knife or sharp object could have been used in the commission of the crime, staff will place the dangerous item(s) in a separate safe envelope. If there is a sharp tip that could injure the handler, the envelope shall be marked “Caution-Sharp” with an arrow showing which way the tip is pointing. The tip should be wrapped for the protection of the handler.

- The JIO notifies the assigned Deputy Probation Officer (DPO) of the dangerous object found in the youth’s possession. If the intake does not have an assigned DPO, the JIO will notify the Intake DPO Unit by attaching a note to the Intake packet.

- Dangerous item(s) may be released to youth’s assigned DPO, or if authorized by the DPO or on duty Building Supervisor, items may be released to the youth’s parent/guardian.

Illegal weapons or substances such as handguns, brass knuckles, suspected narcotics, and/or etc.

- Item(s) will be seized and the intake secured immediately in a room without a toilet.

- If the arresting agency is still in the facility, the item(s) shall be turned over to the officer(s) so that additional charges may be filed.

- If the arresting agency has left the facility, do not ask the intake any questions regarding the seized item(s) as he/she has not been read their Miranda Rights. Any spontaneous statements uttered by the intake shall be documented in staff’s Incident Report (IR).

- Notify the Building Supervisor of the situation and request guidance.

If a firearm is seized, a staff member with firearm experience will disarm the weapon.

- The weapon will be secured in the Sally Port gun locker until retrieved by Law Enforcement.

- If the weapon has not been retrieved by the end of the shift, the lead Admission’s JIO shall confer with the Building Supervisor to determine if the weapon should be relocated to the property safe (bottom drawer) pending retrieval.

The JIO shall complete an IR (Incident Report), documenting the discovery.

Photographs will be taken and attached to the staff’s IR.

Signatures Required on Property Sheet:

- The youth signs the Property Sheet acknowledging accuracy of listed items.
Youth Reception

- The JIO that recorded the property, verifies that the information is accurate and print and then sign his/her name in the designated space(s) on the Property sheet.

Items to be secured in the property safe are to be placed in a safe envelope.

- Attentiveness and accuracy is vital to ensure that all safe items are properly accounted for, and upon release, youth are returned all their property.
- The JIO recording the valuables shall completely fill in all fields on the safe envelope (e.g. name, address, date). Listing the contents, amounts, and description as applicable.
- Do not seal the envelope(s) until the valuables are verified by the Lead Admission's JIO.
- The JIO recording the valuables will ensure that they have initialed the bottom of the safe envelope.
- After all safe items are collected and documented, place a green sticker on the upper portion of the youth's property sheet to indicate that the youth has item(s) in the property safe.

The JIO will deliver the property sheet and unsealed safe envelope(s) to the Lead Admissions JIO.

- The Lead JIO will review all information on the property sheet and safe envelope(s);
- Re-count money to verify the amount reported. Confirm that safe envelope(s) contain the item(s) chronicled (e.g. cell phone). Seal the safe envelope(s).
- Ensure that the proper amount/description of item is documented on the property sheet and, safe envelope(s), and colored sticker is in place.
- Reconcile any discrepancies, and make documentation corrections at this time.

The Lead JIO records in the Drop Box Log all envelopes deposited.

- Print youth's name, date, and staff's name who processed the intake's property in the Log.
- The Lead JIO places the sealed envelope(s) in the Secure Drop Box.
- Should the Lead JIO deposit currency exceeding $50.00, notify the Building Supervisor at the time the cash dropped.

The JIO who completed the property inventory affixes a copy of the completed/signed property sheet to the Intake paperwork.

- Place the original-white copy in the youth's file.
- Place the second-yellow copy in the plastic bag containing miscellaneous property item(s). If a youth is admitted without any miscellaneous property, the JIO should place the second-yellow page of the property sheet into an empty plastic bag. Seal the plastic bag.
- Write youth's name in bold on the back of the third copy of the property sheet and affix the copy to the youth's property bin.
Youth Reception

- The JIO responsible to oversee the collection of personal clothing worn by the youth at time of admission, places the plastic bag in the youth's property bin, with clothing and other personal property such as backpack, books, etc.

Handling of Wet or Soiled Clothing at Time of Intake:
- Using universal precautions, JIO washes/dries youth's clothing as per Policy, Vermin Control.
- The JIO places the youth's property bin on top of the washing machine or dryer while the clothing is laundered.
- Notify the oncoming shift if the laundry cycles are not finished; the oncoming shift is responsible for ensuring the process is completed.
- After laundering personal clothing, secure items in the youth's property bin and place in the proper location in the Admission Unit's property room.

Placement of Youth's Property in Sierra Clothing Room:
- The Sierra Clothing Room is divided into two sections, male and female, and each section is organized alphabetically.
- Place youth's property appropriately.

Adding Property Items to Youth's Personals after Initial Intake Process:
The Admissions JIO must document the new item(s) on the original property sheet:
- The JIO signs and dates next to the item(s) added.
- The youth signs and dates the original property sheet.

List added monies in the “money added section” of the original property sheet.

After the initial intake process, letters, photos, court documents or incidental prizes/awards provided by the facility do not need to be added to the original property sheet. Place such related items directly in the resident's property bin.

Safe Keeping of Youth's Money and Valuables
The Building Supervisor transfers valuables from the secure drop box to the safe:
- The Building Supervisor opens the drop box daily. He/she opens all envelope(s) containing more than $50.00 and counts the money to verify that the amount is documented correctly in the presence an Admission's JIO.
- Once the amount has been verified, the Building Supervisor will tape the envelope closed, signing their name and date across the taped area.
- The Building Supervisor then dates and initials the drop box log entry.
- The Building Supervisor immediately secures money/valuables in the Property Safe.
- The Building Supervisor documents all cash in the Safe Money Log by recording the date, youth’s name, amount, and his/her signature.
Youth Reception

Converting Cash over $50.00 to Check:

- The Building Supervisor removes the safe envelope and cash receipt from the safe when the Clerical Supervisor or designee arrives to pickup the cash.
- The cash is recounted and amount verified by both parties. Incomplete documentation or discrepancies are reconciled before cash is accepted by the Clerical Supervisor.
- The Clerical Supervisor updates the Safe Money Log with date and signature of receipt of cash.
- The Clerical Supervisor then deposits cash funds with the County Auditor Controller and prepares a counter check in the resident’s name.
- The check is returned to the Building Supervisor who signs the log for receipt of the check.
- The Building Supervisor places the check and receipt in the property safe. If the youth has another property envelope in the safe, the check and receipt are secured to that envelope.

Access to Property Safe

Only the Institutional Supervisor acting as Building Supervisor has access to the Property Safe:

- When there is no Institutional Supervisor acting as Building Supervisor on duty, the JIO acting as Building Supervisor does not have safe access.
- If safe item(s) cannot be retrieved when a youth is released, staff obtains contact information from the youth so arrangements can be made to release property after discharge.

Release of Personal Property, Valuables, Money/Checks

A JIO shall not exchange or release any clothing/personal property item(s), until time of release, unless permission from the Building Supervisor is obtained.

If a youth requests that safe items are given to parent/legal guardian, prior to release, the Building Supervisor must approve the request:

- All safe items must be released at the same time except if the youth is scheduled for transfer to an institution outside Contra Costa County or County Jail. In these cases, youth may release valuables to parent/legal guardian and retain cash, check or money order.
- When items are released, the youth signs and dates the original Property Sheet next to safe items released. Admission staff then places a red dot-sticker on the Property Sheet indicating that the safe items have been released.

JIO’s are responsible for ensuring that the youth’s property is returned when released from custody:

- If the youth has safe item(s), the Building Supervisor is notified at time of release.
- The Building Supervisor removes valuable(s) from property safe and gives the valuable(s) to the Admissions JIO. The Building Supervisor places his/her initials in
Youth Reception

- the proper column on the Safe Money Log whenever cash/checks are removed from the safe.
- The JIO reviews property sheet with the youth to ensure all property is accounted for.
- The youth signs and dates on the original property sheet indicating receipt of all property; then the JIO signs next to the youth’s signature.

If the youth is released and cash is in process of being converted to check, the Building Supervisor immediately notifies the Clerical Supervisor of release:

- If the cash has not yet been deposited with the Auditor, the Clerical Supervisor will return the cash to the Building Supervisor.
- If the check conversion is in process and the cash is no longer available, Admission Staff verifies that records reflect the youth’s current mailing address, and informs the youth that check is not available and will be mailed to the address. Should the youth wish to wait for the check to arrive, the Building Supervisor shall be advised.

If the youth’s check requires mailing, the Building Supervisor notifies the Clerical Supervisor of the youth’s request to mail check.

- After verifying the address information, the Clerical Supervisor mails the check.
- After mailing youth’s check, the Clerical Supervisor documents disposition of the check on the Property Sheet.

Missing Property or Valuable Discrepancies

At any time, if there are any record discrepancies in the youth’s property/money item(s) and/or amount(s) that cannot be reconciled, Admission staff reports their findings:

- Notify the Building Supervisor.
- The individual(s) who identifies the problem writes an IR.

Distribute copies of the IR to:

- Director
- Building Supervisor
- Admission Unit Supervisor
- Clerical Supervisor

Complete action/follow-up as required.

501.7 JOHN A. DAVIS JUVENILE HALL PROPERTY PROCEDURE (JEWELRY)
Youth Pierced Jewelry

Youth admitted to Juvenile Hall with or without pierced ears, nose, tongue, eyebrow, naval or other body parts are not permitted earrings, ear wires or posts or any other material in the ear, nose, tongue, eyebrow, naval or other body part:
Youth Reception

- When a youth is admitted, the Sierra Unit staff member processing the intake will have the youth remove all earrings, posts or wires from their body.
- If a youth is wearing earrings (post or wires) the Sierra staff member will place the personal earrings in the youth’s property envelope and indicate to the youth that policy does not permit the wearing of any form of jewelry.
- If a youth refuses to remove the earrings, wire, post, etc., arrangements may be made to transport the youth to the hospital where medical personnel can remove the earring, wire or post. In any event, the youth will be placed on a program disallowing contact with other youth until the earring, wire or post, etc., is removed.

A youth is not permitted to pierce his/her body while in custody at Juvenile Hall.
- Should a youth pierce his/her body or have another youth accomplish the piercing, both are subject to disciplinary action.
- When a staff member observes that a youth has pierced his/her body, the wire, post, or other material that he/she may be using to maintain the opening is to be removed immediately. An Incident Report is to be written and the Medical Unit notified of the piercing as there may be an infection and/or a tetanus booster may be necessary.
- Should a youth develop an infection due to piercing, the medical staff will check the wound and instruct the youth and staff as to how to care for the wound.

501.8 ORIN ALLEN YOUTH REHABILITATION FACILITY YOUTH INSURANCE PROCEDURE

Eligibility Information Gathering:
- At the time a youth is admitted to the OAYRF, the JIO providing orientation shall contact the youth’s parent/guardian and inquire whether the youth possess health insurance. If affirmed, the JIO will request the name of the health insurance provider. The information will be noted on the youth Orientation Packet and placed in both the youth’s file and stored electronically in the facility’s Orientation File.

Enrollment for youth

Release and staff responsibilities upon release

Youth who were identified as having Medi-Cal upon admission:
- Upon release, the youth’s file will be reviewed for Medi-Cal status. If the youth has Medi-Cal, the parent/guardian will be advised to contact their Employment and Human Services eligibility worker to have the Medi-Cal reinstated.

Youth who have private insurance:
- Note in file and nothing further is done.

Uninsured youth released with no notice with parent/guardian available:
- Upon Release, the youth’s parent/guardian will be provided a Medi-Cal application packet and/or the on-line application flyer. Staff will note that the packet was provided on the OAYRF Youth Release Card.
Youth Reception

501.9 ORIN ALLEN YOUTH REHABILITATION PROGRAM SCREENING PROCEDURE

Screening Procedure:

- Deputy Probation Officers (DPO) assigned to prepare a Dispositional report for the Court shall, if placement at OAYRF if being considered, submit a completed Placement Screening Referral Packet along with a copy of an updated prior history of the youth’s arrests, petitions and disposition.
- Referrals will be screened by the OAYRF Probation Director and/or Probation Manager within 72 judicial hours of receipt. Screening may include a telephone interview with the assigned DPO.
- Consideration will be given to the following factors when assessing the suitability of a youth for acceptance: criminal sophistication, community protection, flight risk, suicide risk, emotional stability, previous facility commitments and aggressive behavior.
- If found acceptable, the Probation Director or Probation Manager will indicate the program length most appropriate and forward a response (email or phone) to the assigned DPO.
- When a youth is determined to be unsuitable for the program, the Probation Director or Probation Manager will provide the DPO with the reason as to why the youth is unacceptable.
- If it has been determined the youth is unacceptable for placement at OAYRF, the DPO will consider other dispositions and a commitment to OAYRF will not be recommended to the Court.

Intake:

- Youth who have been committed to OAYRF are transported to the facility by either Juvenile Hall or OAYRF transportation staff. On occasions when youth are detained at home pending placement at the facility, their parents or guardians will deliver the youth to the Juvenile Hall in order to be transported to the OAYRF.

Orientation:

- Upon arrival, the new intake is processed clerically and seen by the facility nurse. Subsequently, a Juvenile Institution Officer will finish the intake process utilizing the “New Intake Procedures/Check Off list” to complete the facility orientation. Some items addressed will include facility rules, clothing, personals, assign bed areas, and parental contacts.

501.10 ORIN ALLEN YOUTH REHABILITATION FACILITY PROPERTY PROCEDURE

Procedure for Money:

- Staff members shall complete receipt form for all amounts of money and currencies.
- Recount the money before writing the receipt and seal the envelope.
- If the envelope is sealed, open and count money, initial the back of the envelope when resealing.
- List the items on a receipt form.
Youth Reception

- The envelope containing the monies/currencies shall be placed in the facility’s safe
- Indicate the amount of money on the general receipt
- Note: receipts are permanent Contra Costa County auditor’s records and each receipt is numbered. If an error is made in writing the receipt, void all copies and staple them to the pink copy kept in the receipt book.

Distribution of Receipt Copies:
- Yellow (original) – give to youth
- White – staple to sealed envelope and place in facility safe
- Pink – remains in receipt book

Voided Receipts:
- The following information shall be recorded either in a voided receipt register or on the voided receipt.
- Reason for the void
- Replacement receipt number(if applicable)
- Supervisors signature

All copies of voided receipts shall be marked “voided” and retained in or with the book and accounting copies. If the receipt is voided after the payee has left with the original receipt, the original receipt shall be retained in or with the book and accounting copies of the voided receipt.

Accountability must be established for all used and unused receipts.

Return of Property
- The on duty Supervisor/Lead Juvenile Institution Officer (JIO) shall be responsible for ensuring that a youth receives all of his property upon release from the facility and obtains the necessary release signatures. When the youth’s release date is known and the scheduled supervisor is unavailable at the time of release, the supervisor whom is working the shift prior to the release shall make arrangements to release items from the safe. The staff person designated will then be responsible for obtaining the necessary signature per procedure.
- When returning property to the youth/family member, staff shall have the youth/family member sign and date the property sheet where indicated. The staff member shall sign the white receipt and have the youth/family member sign and date the receipt.
- Upon releasing the property, the signed receipt and property sheet are to be placed in the graveyard drawer for filing in the youth’s folder.

Removals to Juvenile Hall:
- The on duty Supervisor/Lead JIO shall be responsible for ensuring that all of the youth’s belongings are sent to juvenile hall with the youth. The on duty Supervisor/Lead JIO shall also be responsible for obtaining the necessary signatures. If the youth
Youth Reception

is handcuffed and uncooperative, the supervisor shall make a notation on the receipt and property sheet.

- If the youth has valuables in the facility safe and no one is present to open the safe, the Lead JIO shall notify the incoming supervisor who will assume responsibility for ensuring that the youth’s valuables are sent to juvenile hall. The Supervisor shall also make a notation on the receipt recording the transfer of the property.

Unclaimed Property
The property sheet and receipt of a youth who has left his property behind are to be given to the on duty Supervisor with the date of the discovery noted on a memorandum. The Supervisor will handle the property as follows and note the disposition of the property on the property sheet and receipt to be retained:

- The Supervisor shall review receipts of the unclaimed property. A form letter is sent to the youth’s last known address listing the items to be reclaimed.

If the property is not recovered within thirty days of the date noted on the form letter, the property is to be disposed of as followed:

- If usable, the property will be given to the juvenile hall auxiliary and the money from the sold property will go into the Juvenile Hall Auxiliary account.

- If the property is not reusable, not sellable or has no value it is disposed of in a lockable trash receptacle.
Youth Classification

502.1 JOHN A. DAVIS JUVENILE HALL ADMISSION PROCEDURE
Completion of the Admission Packet and Intake Documents

All pre-detention youth entering Juvenile Hall must be entered into the computer system by a JIO.

- An Admission JIO will speak with the youth to gather information to complete the Admission Packet.
- A Juvenile Hall Intake Worksheet will be completed by the staff member that first contacts the legal parent/guardian. This will be completed by the assigned Intake DPO when they are present and by a Sierra staff member when there is no Intake DPO on duty. The original Juvenile Hall Intake Worksheet will be kept in the youth’s file. Copies of the Juvenile Hall Intake Worksheet will be distributed to medical, behavioral health and the school staff members.

The JIO admitting the youth will inquire if they have any gang affiliation or associations.

Each youth admitted into Juvenile Hall will be classified according to age, maturity, sophistication, public safety, medical/behavioral health consideration, gender, emotional stability, program needs, legal status and public safety consideration.

- All criteria will be considered to determine the most appropriate, least restrictive housing and program setting.
- A youth shall not be separated from the general population or assigned to a single occupancy room based solely on the youth’s actual or perceived race, ethnic group, identification, ancestry, national origin, color, religion, gender, gender orientation, gender identity, gender expression, mental or physical disability or HIV status.

Vulnerability Assessment Instrument Form (VAI) will be completed for all intakes to attempt to gauge the risk of victimization and/or sexually aggressive behavior. The overall risk score will be used to place youth with the probability for victimization or sexually aggressive behavior on Single Room Only (SRO) Status.

The lead JIO will provide an initial Unit Classification for the youth prior to calling the Building supervisor.

- The Unit Classification will be reviewed and approved by the Building Supervisor.
- An Admission JIO will complete a Classification Sheet, which will be maintained in the youth’s Adjustment Record.

A JIO staff member will administer the Ask Suicide Screening Questionnaire (ASQ) to all youth entering Juvenile Hall.

- The purpose of the questionnaire is to screen each youth for behaviors/ideations that may make them more prone to self-harm.
- Staff should follow the established protocol for completing the form and for proper notification should a youth indicate a positive response to one or more of the questions.
Youth Classification

Admission JIO will complete an Adjustment Record for the youth.

- The adjustment record states the approved Unit Classification for the youth.
- The adjustment record documents all phone calls made or attempted.
- It provides a summary of past detentions, if any, and lists the charges for the current detention.
- The adjustment record also provides information about gang affiliations, associations and any security issues.
- The adjustment record indicates if the youth is designated as SRO (based on the answers they provided when the VAI was completed, or based on historical data).

502.2 JOHN A. DAVIS JUVENILE HALL HOUSING PROCEDURE

JUVENILE HALL HOUSING CLASSIFICATIONS

The housing classifications below are guidelines. The Building Supervisor should utilize discretion and a holistic approach that takes into consideration the results of the vulnerability assessment, age, information gleaned on the intake paperwork, the ASQ, any prior history information in the file, criminal history, demeanor, gang affiliation, special needs, level of sophistication, the number of prior admissions in juvenile facility, gender identity, and emotional stability.

At any time after initial placement on a unit, if information is discovered or an incident occurs that indicates a youth will fit better on a different unit; the Building Supervisor has the discretion to move the youth as needed.

Females:

- SHASTA: All females committed to the John A. Davis Juvenile Hall. Males who identify as female.

Males:

- CYPRESS: All males committed to the Youthful Offender Treatment Program (YOTP)
- TRINITY: WIC 707(b) offenses, adult files, YOTP removals, age 15 and up.
- DONNER: Males with mental health issues, on psychotropic meds, special needs, young in age or maturity, minimal detention history and lack of sophistication. Females who identify as male.
- SEQUOIA: Youth not appropriate for the above units. Older youth with a mid-level of sophistication. Younger more aggressive youth. Youth who are larger in size. PV violations (other than YOTP removals). Youth waiting to go to YOTP. Non-Adult Status youth. 707(b) youth who are not appropriate for Trinity.

502.3 JOHN A. DAVIS JUVENILE HALL CLASSIFICATION PROCEDURE

Upon admission to Juvenile Hall, the Sierra lead Juvenile Institution Officer (JIO) must make the initial classification of the admitted youth. The classification will be reviewed and approved by the
Youth Classification

Building Supervisor. The Sierra staff will complete a classification sheet on each admission, which will be maintained in the Youth’s Adjustment Record.

If the youth is classified for a given unit where bed space is not available, the Sierra lead Juvenile Institution Officer will contact the Building Supervisor to see if a youth can be housed on a unit where space is available. The youth will keep his/her classification and be housed on the next most appropriate unit.

When a youth who has been arrested for a 707b offense is received, the priority of the 707b offense will be used to help determine where a youth will be housed. If the youth’s offense has a more serious priority than a current youth of a given unit, the youth with the lowest priority offense will be transferred to another living unit to make room for the intake. All unit supervisors will keep a list of youth that should be the first transferred. Periodically all unit supervisors, or his/her designees, will review the charges of those youth who are the latest to be admitted. If, upon review, it is determined that the 707b charge has been reduced to a charge that is not a 707b offense, then the youth's classification shall be changed. This information will be noted in the youth’s adjustment record, may initiate transfer of the youth off the unit in exchange for a more appropriate youth. The Building Supervisor or any unit Supervisor may initiate transfers to make sure youth are housed on the proper living units based on their classification or re-classification.

The Unit Supervisor shall periodically review the classification including the level of supervision and youth’s behavior in custody. Any unit staff member may request a youth be reclassified and submit such request in writing to the Unit Supervisor. If approved, the reclassification and rationale will be documented on a new classification sheet. The Building Supervisor shall make a final decision.

502.4 JOHN A. DAVIS UNIT TRANSFER PROCEDURE
Criteria:

- Each Unit Supervisor will maintain a list of youth appropriate for transfer to other units. This list shall be updated at least weekly. When transfers are called for, only the youth identified on the transfer list shall be considered for transfer unless there are valid reasons for substitution. Substitutions must be approved by the Building Supervisor.

- In preparing transfer lists, the Unit Supervisor shall consider the maturity, level of delinquent sophistication, behavior patterns while in community and in custody, and needs of individual youth. The criteria listed in the classification policy for unit assignment will be used to determine appropriate candidates for transfer.

Notification:

The Juvenile Institution Officer (JIO) of a living unit transferring a youth from their unit to a different unit shall telephone the Sierra admission unit and supply the following information.

- The name of the youth being transferred.
- The living unit the youth if being transferred from.
- The living unit the youth is being transferred to.
Youth Classification

Sierra staff will write the transfer information on the unit transfer form and send a copy to:

- Supervisor II Office.
- Medical Unit.
- School Department.
- Supervisor of the Graveyard Shift (11 p.m. to 7 a.m.).

Whenever a youth is transferred, the reason for the transfer and the destination of the youth shall be entered by the transferring unit staff in the youth's Child Adjustment Record prior to the transfer.

- When a youth is transferred to another living unit, it is the responsibility of the Lead JIO of the sending unit to complete the “Transfer Summary” (Attachment A- JH. Form #11), which shall include any restrictions and special notations such as gang affiliations.

Unit Transfers:

- The Building Supervisor shall initiate transfers in order to control individual unit populations, conform to Court orders, and to effectively deal with the behavioral and social adjustment issues presented by youth. Every effort will be made to meet the needs of individual youth.

When carrying out unit transfers, the following procedures will be followed:

- When there are extenuating circumstances which preclude following the outlined criteria, the Building Supervisor may deem it necessary to transfer a youth to a particular living unit and/or make transfers independent of existing lists. Rationale is to be written by the Building Supervisor in the Building Supervisor’s log. If the rationale is such that the information needs to be shared with the assigned Deputy Probation Officer and/or staff in general, (an Incident Report is to be written by the Building Supervisor).

- Youth being transferred who are on disciplinary programs (short-term room restrictions) will complete their obligations on the living unit to which he/she is transferred unless, in the opinion of the Building Supervisor, this would be counterproductive.

- Youth who are transferred and who are on a Security or Special Program status will retain that status until evaluated by the Unit Supervisor, or in their absence, the Building Supervisor. All security Programs are to be evaluated on a daily basis.

502.5 JOHN A. DAVIS JUVENILE HALL ROOM ASSIGNMENT PROCEDURE

Initial Room Assignments

Intakes:

- Sierra staff will thoroughly review the contents of an intake’s Sierra file to determine any special housing considerations. If there is information indicating the intake should be placed on a “no-roommate program” or other modified housing program, this information shall be communicated to unit staff verbally and by written documentation on the first page of the youth adjustment record.
Youth Classification

- After consultation with Sierra staff and input from unit staff, the on-duty JIO will finalize the room assignment.

When there is a question of an appropriate available combination of roommates, the Lead JIO will discuss the situation with the Unit Supervisor or on-duty Building Supervisor, and document the situation in the unit log.

Room Changes and Re-Assignment

Special Housing Programs

- If a youth displays behavior(s) that poses a threat of harm to their roommate, the Lead JIO shall initiate a room change and place the youth on the appropriate special housing program (i.e. no roommate, large roommate, stable roommate programs). Such behaviors include but are not limited to battery, on a roommate, sexual assault, attempted sexual assault and threat of violence against their roommate.

- An Incident Report shall be written documenting the reason and justification for placing a youth on a special housing program. In addition, the Lead JIO shall immediately call and inform the Building Supervisor and Sierra staff of the circumstances.

- The Sierra staff receiving the call shall stamp the upper left hand corner of the youth’s file with the “Special Housing” stamp, date the stamp and indicate the reason for the special housing requirement.

Adjustment:

- At the suggestion of the unit staff, a youth may be assigned to another room for behavior control, inability to relate to his/her roommate or any other reason. However, the on-duty JIO will finalize the reassignment and document the reason in the Youth Adjustment Record, Face Sheet and Discipline Sheet.

Security:

- Youth who are, or are believed to be, a security risk are to be re-assigned to a room on the lower floor of the unit. Upon recommendation of unit staff, the Lead JIO will make the necessary room changes involving as many youth as necessary to accomplish the reassignment. The changes are to be documented in the Youth Adjustment Record, Face Sheet and Discipline Sheet.

Requested Room Change

- A youth may request a room change either by verbal request, or by grievance. However the Lead JIO and Unit Supervisor will make the final decision.

- Temporary staff may participate in determining any room re-assignment or change. However, changes must be approved and documented by the on-duty Lead JIO.

502.6 JOHN A. DAVIS JUVENILE HALL ROOM DAMAGE NOTIFICATION PROCEDURE

Room Assignment

The youth and staff inspect the assigned room for damage and any items in need of repair.

- Any preexisting damage in the room is noted in the resident’s adjustment record.
Contra Costa County Probation Department
Juvenile Detention PROCEDURES

Youth Classification

- Staff shall inform the residents that they are responsible for any further damage. Any new damage results in a substantial room restriction and possibly new criminal charges and reimbursement for the repairs.
- Upon unit transfer or permanent release from the facility, the room is inspected by the resident and staff.
- Final inspection results are documented in the resident’s adjustment record.

502.7 JOHN A. DAVIS JUVENILE HALL SAFETY PLAN PROCEDURE

The Safety Plan:

- Safety plans will be created in the least restrictive manner needed to support safety, and shall be implemented for only as long as needed to accomplish the safety objectives.
- The safety plan document contains the following elements: a heading section; an integration plan; space to document any ADA accommodations and goals for reintegration and progress towards goals; a checkbox section to indicate Services Received or Initial Referrals Made; and a supervisor review section.

Heading:

- The heading section requires the following information: The youth’s name; name of staff member completing the form; start date and time of safety plan; a checkbox to indicate if room separation was involved in the incident leading to safety plan; a checkbox to indicate that an incident report is attached, or if not, a space is provided to write a brief synopsis of the behavior leading to the safety plan.

Integration Plan:

- The integration plan outlines the youth’s needed safety supports regarding the following activities: meals; school; shower; social awareness programs; recreation/exercise; and other. The chart includes a risk assessment column to identify high, moderate or low risk to safety for each of the listed activities.
- An Integration Level Guide is available for staff’s use in creating the integration plan (outlined in Section II).
- The integration plan includes a signature and date area for the supervisor who authorized the integration plan.
- Each Safety Plan includes four additional integration plans if needed for updates. Integration plans can be updated in part, or in whole, and will be updated whenever the risk to safety decreases, increases, or if the plan has been deemed ineffective. Additional charts are available if needed.
- Updated charts will be created using the same steps 1, 2, 3 & 4 above.

ADA Accommodation:

- The area to list identified ADA accommodations can be completed by using one or more of the following resources: the unit ADA list, the Separation Database, or by contacting Medical/Behavioral Health.
Youth Classification

Goals for Reintegration and Progress Towards Meeting Goals:

- An area is provided to list goals for reintegration and an area to document progress towards established goals. The Progress section is to be completed daily by unit JIO’s.
- Each updated chart includes goals for reintegration, and an area to document progress towards established goals, to be completed daily by unit JIO’s.

Services Received or Initial Referrals Made:

- The options include: Mental Health contact or referral; evaluation by Medical; referral to MDT; participation in Conflict Resolution; Core Correctional Intervention; or other.

Review:

- The Safety Plan includes a supervisor review section for the original integration plan and each of the updated integration plans.
- Youth with an active Safety Plan are to be reviewed daily by an Institutional Supervisor.
- Any changes/updates to the Safety Plan shall be made by a Supervisor or, in their absence, the Lead JIO with approval from the Building Supervisor.

Integration Level Guide:

- The Integration Level Guide is a resource for Probation staff to use in the creation of integration plans. The guide contains options for levels of integration regarding meals; school; showers; social awareness and other programs; recreation and exercise; and other, based on high, moderate or low risk to safety. (Integration Level Guide Attached)
- The guide is not an exhaustive list of options. Additional strategies that are believed to reduce risk of aggressive acts or self-harm are encouraged to be considered. These strategies are to be implemented after a youth is emotionally regulated and ready to be removed from room separation, but still pose a risk for a return to aggression or self-harm. The plan is designed to reduce the risk by minimizing access to potential victims, environmental risks, and/or triggering situations.

502.8 ORIN ALLEN YOUTH REHABILITATION FACILITY CLASSIFICATION PROCEDURE

The youth shall be classified upon admittance to the Orin Allen Youth Rehabilitation Facility.

Dormitory I houses 74 youth. The following criteria shall be used for assigning youth to this dormitory:

- Age - 13-18 year older
- Sophistication - Youth who are more mature, have greater social skills, and can be successful in a larger living situation.
- Behavior - Youth who show aggressive and/or assaultive behavior and may pose a risk to younger youth.

Assigned Bed- Youth will be assigned a bed location in Dormitory I.

Some factors which are considered when providing a youth a bed assignment are as follows:
Youth Classification

- Duration of time at the facility
- Level of maturity
- Incidents/History of disruptive behavior
- Medical concerns
- Gang associations
- Risk of flight

A Youth needing heightened level of supervision may be assigned a bed assignment in close proximity to the Officer Booth within the facility’s dormitory.

A supervisor may override the provision of this classification in the interests of providing a potentially better environment for the youth. This override shall be documented in the Supervisor’s log and shall be discussed with the Probation Director/Probation Manager.

Classification reviews shall occur assessing the youth’s behavior and the feasibility of maintaining the current dormitory and/or bed assignment. These reviews shall occur on a monthly basis or earlier, should circumstances dictate.
Youth Orientation

503.1 ORIENTATION PROCEDURE JOHN A. DAVIS JUVENILE HALL

Housing Unit Orientation:

Upon assignment to the housing unit, the youth shall receive additional orientation from living unit staff. This information shall be provided both verbally and in writing; the Youth Handbook shall be provided. The topics listed above will be covered as follows:

- Staff will explain unit rules/expectations, point system, sanction grid, incentives and identify the locations of the unit’s posted rules. Youth in the treatment programs will be given access to the Behavioral Management System Handbook and have the specific levels and point systems explained to them. They will also receive the handbooks that are specific to their programs.

- Staff shall explain the Grievance Procedure to youth and the location of the grievance box and grievances.

- Access to legal services: Youth will be allowed the opportunity to call their attorney and are informed of professional visiting times.

- Access to health care services: Youth will be shown the location of the sick call box/sick call slips and information regarding important medical information will be collected and be relayed to medical personal and other probation staff as needed for direct supervision issues.

- Access to mental health and counseling services: Youth will be notified that they can submit a medical slip to request mental health services or staff can submit a Mental Health request form. If the youth divulge serious time sensitive mental health issues, JIOs will contact Mental Health for immediate mental health crisis work.

- Access to religious services: Youth will receive information concerning religious services and receiving religious texts.

- Access to Educational Services Information and on the court process: youth will be orientated on the educational serves provided at the facility and the court process.

- Housing assignment-JIO staff will explain the unit criteria for classification and reasoning for the current unit assignment.

- Availability of personal care items and the opportunities for personal hygiene: Youth will receive information concerning how personal hygiene is provided and the incentive system which provides enhanced personal hygiene items.

- Correspondence, visiting, and telephone use: JIO staff will explain these topics using the Youth handbook as a guide.

- Availability of reading materials, programs, and activities: The library schedule and rules will be relayed to the youth.

- Use of force, restraints and chemical agents: youth will be informed that the use of force, restraints, and chemical restraints-oleoresin capsicum (OC) are used in this
Youth Orientation

facility in emergency situations. The effects of OC will be discussed and youth will be directed to read the portion of the Youth Handbook that covers this information.

- Emergency and evacuation procedures: Emergency procedures will be discussed with residents and the location of the emergency exit and paths will be shown.
- Non-discrimination and sexual harassment policy: Youth will be informed that they will not be discriminated against due to actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, gender orientation, gender identity, gender expression, mental or physical disability, or HIV status. The sexual Harassment policy is in the youth hand book will be presented. JIO staff will provide age appropriate information to residents regarding sexual misconduct and will document verification of the youth orientation/Education of Department’s zero tolerance of sexual misconduct by completing the Sexual Abuse Orientation Acknowledgement Form.
- Staff shall answer any and all questions residents may have regarding the intake orientation.
- Upon completion of the orientation, both the staff and youth are to sign the Housing Unit Rules and Regulations form, Library Contract, Mattress Contract and gang activity advisement forms.
- Staff will note in the Youth’s Adjustment Record that the orientation was completed.
- Copies of the Youth Handbook will be kept on the unit and available for youth to read.

503.2 ORIENTATION PROCEDURE ORIN ALLEN YOUTH REHABILITATION FACILITY

The orientation process for a youth admitted to the OAYRF will begin immediately upon the youth’s arrival, with a staff member verbally providing descriptions and explanations of the facility’s admission process.

Youth will be provided a formal orientation at the time of admission to the OAYRF and prior their housing assignment.

- The orientation shall include a verbal review of the OAYRF Youth Handbook.
- Youth will be given the opportunity ask questions to the staff member during the orientation.
- The staff member conducting the orientation presentation shall be familiar with all aspects of the facility activities, programming and policies.
- A portion of the orientation presentation maybe by video, but a staff member will be present and available during the video to answer questions presented by the youth.
- Youth will be provided assistance as needed, in understanding the orientation presentation and written material provided. This will include, but will not be limited to language interpretation, verbal instruction, etc.
Youth Orientation

- Youth will be informed of the facility’s rules. The staff member providing the orientation will distinguish between major and minor rules, including consequences for possible violations.
- Upon completion of orientation, the youth will be required to initial, sign and date the OAYRF Orientation Acknowledgment Statement (Attachment A). The OAYRF Orientation Acknowledgment Statement will be placed in the youth’s facility file. The OAYRF Orientation Acknowledgment Statement will also be scanned and placed in the facility’s Youth Orientation file.

Youth will have full access to all facility programs, services and activities during the orientation period. The orientation will not delay the youth’s placement in educational programs or other mandated programming or activities.

Each youth will be provided with his own copy of the OAYRF Youth Handbook. The OAYRF Youth Handbook will be stored in the youth’s assigned locker.

OAYRF Youth Handbook will be written in clear, precise language which is easily understood by the youth. Versions of the OAYRF Youth Handbook will be available in both English and Spanish.

The OAYRF Youth Handbook will be kept current through frequent review and updating as required.

The staff member shall contact the youth’s parent/legal guardian, via telephone, advising that the youth has been admitted to the OAYRF. In the event the staff member is unable to establish contact with the youth’s parent/legal guardian, another telephone will be made when feasible. If the youth does not have a designated phone number, a letter notating the youth has been admitted to the OAYRF will be send, via US mail, to the youth’s known address. The letter will be sent no later than the following day of business.
Case Management

504.1  JOHN A. DAVIS JUVENILE HALL RISK ASSESSMENT PROCEDURE

Detention Units:

- Each Juvenile Hall youth will be assigned a Juvenile Institution Officer (JIO) within four days of his/her admission to the facility that will provide case management.
- The assigned JIO will complete the assessment section of the Assessment and Case Plan) within seven days of assignment.
- The assessment section of the Assessment and Case Plan will include a description of the youth’s issues (such as substance abuse, family, anger control, physical/medical, counseling/mental health, educational, vocational, observed behavior problems, trauma history, risk, and family reunification needs, etc.). Particular emphasis shall be placed on strengths that the resident may possess. All information documented will be derived through interaction with the youth and review of available court and probation documents in the youth file and on the Probation Department computer network “P-Drive.” JIO’s must also communicate with the Deputy Probation Officer (DPO) assigned to the youth.
- The case plan section of the Assessment and Case Plan shall include objectives and time frames to address the items targeted.
- The JIO will meet with their assigned youth on a weekly basis to discuss the youth's overall welfare, formation/review of Star Goals (incentivized individualized goals), and progress made towards targeting identified barriers, issues, and progress towards case plan goals, making adjustments to the case plan as needed.
- The youth’s assigned JIO will assist him/her in obtaining services while housed in this facility, such as mental health, medical, chaplain, educational, substance abuse, and Regional Center services, etc. The JIO may provide the youth and the parent/guardian with information on how to utilize community resources such as the Contra Costa County 211 resource database. The JIO must coordinate efforts with the assigned DPO, as it is likely that the DPO will already be working on and providing a case/transitional plan to the youth. Communication with the youth’s assigned DPO is critical during their stay in the Juvenile Hall and will help to insure that program resources are being appropriately utilized, objectives are being met and the overall case plan is being implemented.
- If a youth is transferred to another unit, the Assessment and Case Plan will go with him/her and the youth will be assigned to a new JIO. The receiving JIO shall review the plan and continue to work on the identified issues/goals, as well as assess the youth for changes to the plan.
- The Assessment and Case Plan will be kept in the front of the youth’s living unit adjustment record. The document will be stored in the Sierra file with the youth’s adjustment record when he/she is released from Juvenile Hall.
Case Management

- Institution Supervisor I's (ISI's) will be responsible for assigning youth to each JIO. ISI's will conduct monthly audits of resident files to insure that assessments and case plans are current and appropriate.
- When youth are released from Juvenile Hall, the assigned JIO will complete a transition plan form that will help prepare the minor for successful reintegration to the community. The JIO will capture basic transition information and explore barriers, supports, and goals with the youth.

Treatment Units:

- The Juvenile Hall is currently implementing changes to programming and as a result of this; the Detention Units and the Treatment Units have slight differences in Assessments and Case Plans.
- Except as indicated in this section, the treatment unit process shall be as stated above under Detention Units.

Treatment Program Assessment Protocol:

- The Treatment Programs shall utilize the Ohio Youth Assessment System (OYAS), Youth Outcome Questionnaire (YOQ) and Criminal Thinking Scale (CTS) as preliminary (residential) and post (reentry) measures. These tools will enhance our ability to create effective treatment/case plans, focusing on dynamic criminogenic risk factors.
- Upon commitment to GIM or YOTP an OYAS, YOQ and CTS is to be completed with all youth committed to these programs. GIM and YOTP youth will be assessed within the first week of the youths’ commitment to the program. Program supervisors (Institutional Supervisor I (ISI)) will assign cases to be assessed; however; in their absence an Institutional Supervisor II (ISII) will assign the cases or his/her designee.

The original copies of the OYAS, YOQ and CTS will be placed in the youth’s treatment program files and scanned copies will be emailed to the following:

- Evidence-Based Practice Probation Manager
- ISII and ISI for the treatment unit
- Assigned Deputy Probation Officer (DPO)

The assigned DPO will complete a post-assessment OYAS for youth who are nearing the completion of either treatment program. The assigned JIO will complete the YOQ and CTS assessments as a post measure.

The original copies of the post-assessment (Reentry OYAS) will be placed in the DPO file and scanned copies will be emailed to the following:

- Evidence Based Practice Probation Manager
- ISII, ISI, and PSI for the treatment unit
- Assigned Juvenile Institution Officer (JIO)
Case Management

The assessments will be used to create an individualized case plan. Case plans will be formulated to target criminogenic risks and evaluate progress targeted goals.

Weekly Case Plan progress shall be documented in the Weekly Casework record. (Attached)

504.2 ORIN ALLEN YOUTH REHABILITATION FACILITY RISK ASSESSMENT PROCEDURE

Institutional Supervisors (IS 1s) or their designee will be responsible for assigning youth to a Juvenile Institution Officer (JIO) for case management needs within a week of a youth’s arrival to the facility. IS 1s will conduct monthly audits of youth files.

The assigned JIO will complete: the Ohio Youth Assessment System (OYAS), The Youth Offender Questionnaire (YOQ-SR), and the Criminal Thinking Scale (CTS) forms within 7 days of the youth’s assignment onto his/her caseload:

- The OYAS section of the Assessment and Case Plan will include a description of the youth’s issues (such as substance abuse, family, anger control, physical/medical, counseling/mental health, educational, vocational, observed behavior problems, trauma history, risk, and family reunification needs, etc.). Particular emphasis shall be placed on strengths that the youth may possess. All information documented will be derived through interaction with the youth and review of available Court and Probation documents in the youth file and on the Probation Department computer network “P:drive”. JIOs will be expected to communicate with the Deputy Probation Officer (DPO) assigned to the youth.

- The YOQ-SR and CTS will be used as preliminary (residential) and post (re-entry) measures. These assessments will identify criminogenic and mental health risks and scores will be listed in Assessment Summary Sheet in the youth’s OAYRF file. Identified risks are targeted in the case plan/weekly case notes.

- The original copies of the OYAS, YOQs, and CTS will be placed in the youth’s case files and scanned copies of OYAS will be emailed to the following: Youth’s PID folder, Evidence-Based Practice Manager, JIO’s assigned Supervisor, and youth’s assigned DPO.

- The Case Plan section shall include objectives and time frames to address the items targeted.

The JIO will meet with their assigned youth on a weekly basis to discuss the youth’s overall welfare, creation/review of Star Goals (incentivized, individualized goals), and progress made towards targeting identified barriers, issues, and progress towards case plan goals, making adjustments to the case plan as needed.

The JIO is expected to make weekly parental contact with youth’s parent(s)/ guardian:

- The JIO will document the date(s), person contacted, and topic of conversation with person contacted. If parental contact was not made, an explanation will be documented for reason.
Case Management

- The assigned JIO will also track/document the amount of time youth received in CCP/CBT interventions/skills, and mentoring for the week.

The youth's assigned JIO will assist him in obtaining services while committed to OAYRF, such as mental health, medical, chaplain, educational, substance abuse, and other services, etc. The JIO may provide the youth and the parent/guardian with information on how to utilize community resources such as the Contra Costa County 211 resource database. The JIO must coordinate efforts with the assigned DPO, as it is likely that the DPO will already be working on and providing a case/transitional plan to the youth. Communication with the youth's assigned DPO is critical during their stay at OAYRF and will help to ensure that program resources are being appropriately utilized, objectives are being met, and the overall case plan is being implemented.

Prior to the youth's release from the OAYRF, the assigned JIO will complete a transition plan and graduation summary, which will include recommendations for the youth's successful reintegration to the community. The JIO will capture basic transition information and explore barriers, supports, and goals with the youth. A copy of the summary will be forwarded to the assigned DPO.

The assigned DPO will complete the Re-entry OYAS for youth who are nearing the completion of treatment. The assigned JIO will complete the post YOQ-SR and post CTS assessments prior to re-entry. The original copies of the Re-entry OYAS will be placed in the DPO file and scanned copies will be emailed to the following: OAYRF Probation Manager, Evidence-Based Practice Probation Manager, assigned JIO, IS1 on duty, and youth's PID folder on the "P:drive". The assessments will be used to create an individualized transitional case plan. Case plans will be formulated to target criminogenic risks and evaluate progress towards targeted goals.

504.3 ORIN ALLEN YOUTH REHABILITATION FACILITY RESIDENTIAL ASSESSMENT PROCEDURE

Institutional Supervisors (IS1s) or their designee will be responsible for assigning youth to a Juvenile Institution Officer (JIO) for case management needs within a week of a youth's arrival to the facility. IS1s will conduct monthly audits of youth files.

The assigned JIO will complete: the Ohio Youth Assessment System (OYAS), The Youth Offender Questionnaire (YOQ-SR), and the Criminal Thinking Scale (CTS) forms within 7 days of the youth's assignment onto his/her caseload.

The OYAS and Case Plan will include a description of the youth's issues (such as substance abuse, family, anger control, physical/medical, counseling/mental health, educational, vocational, observed behavior problems, trauma history, risk, and family reunification needs, etc.). Particular emphasis shall be placed on strengths that the youth may possess. All information documented will be derived through interaction with the youth and review of available Court and Probation documents in the youth file and on the Probation Department computer network.
Case Management

“P:drive”. JIOs will be expected to communicate with the Deputy Probation Officer (DPO) assigned to the youth.
Case Management

The YOQ-SR and CTS will be used as preliminary (residential) measures. These assessments will identify criminogenic and mental health risks and scores will be listed in Assessment Summary Sheet in the youth’s OAYRF file. Identified risks are targeted in the case plan/weekly case notes.

The original copies of the OYAS, YOQs, and CTS will be placed in the youth’s case files and scanned copies of OYAS will be emailed to the following: Youth’s PID folder, JIO’s assigned Supervisor, and youth’s assigned DPO

The Case Plan section shall include objectives and time frames to address the items targeted.

The Case Plan incorporates assessment results with a priority given to criminogenic needs.

The JIO will meet with their assigned youth on a weekly basis to discuss the youth’s overall welfare, creation/review of Star Goals (incentivized, individualized goals), and progress made towards targeting identified barriers, issues, and progress towards case plan goals, making adjustments to the case plan as needed.

The JIO is expected to make weekly parental contact with youth’s parent(s)/ guardian.

The JIO will document the date(s), person contacted, and topic of conversation with person contacted. If parental contact was not made, an explanation will be documented for reason.

The assigned JIO will also track/document the amount of time youth received in CCP/CBT interventions/skills, and mentoring for the week.

The youth's assigned JIO will assist him in obtaining services while committed to OAYRF, such as mental health, medical, chaplain, educational, substance abuse, and other services, etc. The JIO may provide the youth and the parent/guardian with information on how to utilize community resources such as the Contra Costa County 211 resource database. The JIO must coordinate efforts with the assigned DPO, as it is likely that the DPO will already be working on and providing a case/transitional plan to the youth. Communication with the youth’s assigned DPO is critical during their stay at OAYRF and will help to ensure that program resources are being appropriately utilized, objectives are being met, and the overall case plan is being implemented. The assigned DPO will meet with the youth regularly.
Prior to the youth's release from the OAYRF, the assigned JIO will complete a transition plan and graduation summary, which will include summary of progress on case plan goals and strategies that worked to help the youth. Additionally, recommendations for the youth’s successful reintegration to the community will also be noted in the youth’s summary. The JIO will capture basic transition information and explore barriers, supports, and goals with the youth. A copy of the summary will be forwarded to the assigned DPO.

The assigned DPO will complete the Re-entry OYAS for youth who are nearing the completion of treatment. The assigned JIO will complete the post YOQ-SR and post CTS assessments prior to re-entry. The original copies of the Re-entry OYAS will be placed in the DPO file and scanned copies will be emailed to the following: OAYRF Probation Manager, OAYRF designee assigned for tracking, assigned JIO, IS1 on duty, and youth’s PID folder on the “P: drive.” The assessments will be used to create an individualized transitional case plan. Case plans will be formulated to target criminogenic risks and evaluate progress towards targeted goals.
Youth Counts

505.1 ORIN ALLEN YOUTH REHABILITATION FACILITY POPULATION COUNT PROCEDURE

Population counts shall be conducted according to schedule and require a physical count by visual observation of the person of each youth confined at the OAYRF. Staff members shall utilize visual and audio cues to confirm the presence of each youth. This shall include but not be limited to, observing the skin of the youth, the hair of the youth, or hearing the breathing of the youth. At no time should a youth covered by blanketing, sheets, or the like be construed as the observation of a person. Unscheduled counts may also be required based on facility need. Population counts are to be compared against the official count and documented in the facility log book. Discrepancies in count require an immediate recount. Discrepancies that are not quickly resolved shall result in an immediate stoppage to facility programming and return of all youth to their assigned beds. Once youth have been returned to their beds, a determination shall be made if any youth is absent. Regular facility operations shall not resume until the count is reconciled or actions have been taken to identify and investigate any absent youth.

Scheduled Counts:

Graveyard Shift - 11:00 pm -7:00 am
   • 11:00 pm - Oncoming staff are to immediately complete a population count and confirm the count in the facility log prior to relieving staff scheduled to go off duty.
   • After the initial count, population counts are to occur, at minimum, on an hourly basis.

Day Shift - 7:00 am -3:00 pm
   • 7am - Oncoming staff are to immediately complete a population count and confirm the count in the facility log prior to relieving staff scheduled to go off duty.
   • After the initial count, subsequent population counts are to be conducted during breakfast, first school break or 10:00 am-10:30 am on non-school days, lunch and just prior to 3:00 pm shift change.

Swing Shift - 3:00 pm -11:00 pm
   • 3:00 pm - Oncoming staff are to immediately complete a population count and confirm the count in the facility log prior to relieving staff scheduled to go off duty.
   • After the initial count, subsequent population counts are to be conducted during dinner, prior to release from the Dormitory for evening recreation, 8:00 pm-8:30 pm during evening recreation, bedtime and just prior to 11:00 pm shift change.

Unscheduled Counts:
   • Youth population counts shall be conducted after any event that results in an emergency response code, fire alarm, or any other unusual occurrence that results in a major distraction to regular facility operation.
Youth Safety Checks

506.1 JOHN A. DAVIS JUVENILE HALL SAFETY CHECK PROCEDURE

These observations shall be documented via the ‘In Room log’ on the assigned Unit computer and/or on the paper form. Youth confined to visiting rooms or the court waiting or Probation holding room shall also be physically observed by staff every 15 minutes.

When using the computer room check system, staff shall click the In Room log on the computer screen when they physically begin the room checks. Staff shall make sure that the name of the staff doing the physical check is logged appropriately. When the staff has physically completed the room checks they will document such on the In-Room log a second time so as to complete the room checks process.

Operating Hours:

Each youth confined to his or her room shall be routinely checked a minimum of every fifteen (15) minutes and the check must be recorded on the “In-Room” computer log.

- Upon coming on shift, the Juvenile Institution Officer (JIO) is to log into the computer and complete a physical count check prior to relieving staff. Each staff is to enter their first initial of their first name and entire last name (i.e. J. Doe) on one of the officer lines. Each JIO shall be listed separately. The staff completing the room check shall ensure that their name appears as the JIO completing the safety check. In the narrative section of the room log, it should be noted if this count check constitutes any of the following: shift change, break, etc. Staff being relieved are not to leave the unit until this has been completed.

- Youth on special programs, Close Observation #2, and Close Observation #3 shall be noted in the narrative section of the in room log at the beginning of their shift.

- JIOs shall complete their final physical count no more than ten (10) minutes prior to the conclusion of their shift (10:50 – 11:00 p.m., 6:50 – 7:00 a.m., and 2:50 – 3:00 p.m.)

- If staff check separate tiers, it should be noted in the narrative section of the In Room log which counselor checked which tier.

- Staff shall not adjust the computer or telephone speaker volume.

Sierra and Visiting:

- Staff shall conduct fifteen (15) minute room checks as described above.

- During the times that no youth are on the Sierra or Visiting units, it will be noted in the narrative section of the in room computer log, therefore, no checks or logging is required.

- Room checks may occur more often than every fifteen (15) minutes and should be documented accordingly.

- Visiting unit staff shall note what room a youth is in by writing it on the visiting request slip.
Youth Safety Checks

- Sierra unit staff will type the youth’s name on the narrative section of the In Room log during the first fifteen (15) minute room check. If the youth is moved to another room, this process needs to be repeated.

Graveyard:
- During the graveyard shift (11:00 p.m. – 7:00 a.m.) JIOs shall note the youth on any program of close observation on the Graveyard Activity Report form.
- At the conclusion of the 11:00 p.m. – 7:00 a.m. shift, the JIO shall place the completed Graveyard Activity Report form in the Graveyard Supervisor’s mailbox located in the Administration area.

Computer Malfunctions:
In the event of any computer malfunction, staff shall do the following.
- Log all checks on paper room check form.
- Notify the Building Supervisor.
- Notate in the Scoop log.

It is expected and required that all JIOs complete 15-minute room checks.

506.2 ORIN ALLEN YOUTH REHABILITATION SAFETY CHECK PROCEDURE

Safety Checks
- Safety checks shall be conducted according to schedule and require visual observation of the person of each youth.
- Staff members shall utilize visual and audio cues to confirm the presence of each youth. This shall include but not be limited to, observing the skin of the youth, the hair of the youth, or hearing the breathing of the youth.
- At no time should a youth be covered by blanketing, sheets, or the like be construed as the observation of a person.
- Safety checks shall be conducted at random 15 minute intervals during sleeping hours, as well as any other time a youth is confined to his bed. The safety check should not be fixed to the beginning, the 15th, the 30th or the 45th minute of the hour. Rather, safety checks should be varied when completed.
- The staff member completing the safety check shall document his/her name and the time on the OAYRF Safety Check Report at the time the check is actually completed.
- During periods when facility youth are restricted to their bed area and staff members are stationed throughout the dormitory for immediate and constant supervision, it is permissible that one staff member document the safety check and note the time frames of the immediate and constant supervision in the comments field of the Safety Check Report.
- The final safety check of a given shift shall be conducted within the last ten minutes of the shift.
Youth Safety Checks

- At the conclusion of the shift, the Safety Check Report is to be inspected and signed by the Lead Juvenile Institution Officer, then submitted to the Institutional Supervisor.
Immigration

507.1 SECTION TITLE
This section reserved for future procedural content.
Adult Housing

508.1 SECTION TITLE
This section reserved for future procedural content.
Status Offenders and Non-Offenders

509.1 SECTION TITLE
This section reserved for future procedural content.
Staff and Youth Contact

510.1 YOUTH CONTACT PROCEDURE
Escapes (AWOL)

Telephone Call (on-duty hours and non-working hours)

Ask the youth and record:

- State of physical well-being.
- Whereabouts.

Attempt to persuade the youth to contact the Deputy Probation Officer or contact local law enforcement for return to Juvenile Hall. Do not negotiate terms of surrender with the youth. Do suggest that the youth wait where he is and offer to contact parents, Probation Officer, or local police jurisdiction to return the youth to Juvenile Hall. Do not offer to pick up and transport the youth to Juvenile Hall.

Inform the youth during the conversation that his Deputy Probation Officer will be advised of the contact.

Immediately advise the on-duty supervisor at the facility of the contact in order that proper notification can be made.

An Institution Incident report shall be completed documenting the contact.

Chance Meeting or Community Contact (Non-working hours):

- Inquire about the youth’s well-being, activities, living situation, etc. Get as much information as the youth is willing to produce.
- Attempt to persuade the youth to contact the Deputy Probation Officer or local law enforcement for return to Juvenile Hall.
- Inform the youth during your conversation that his Deputy Probation Officer will be advised of your conversation.
- If the youth agrees, contact the minor’s Deputy Probation Officer or Local Law enforcement agency in the youth’s presence and arrange for the minor’s return to Juvenile Hall.
- Immediately telephone the on-duty supervisor at the facility of the contact and outcome of the contact.
- An institution incident report shall be completed as soon as possible to document the contact.
- Notify an on-duty supervisor by telephone immediately if an escapee is observed in the community even if no verbal communication has taken place.

Communication by youth on temporary release from the facility and/or guardians of youth on temporary release from the facility.
Staff and Youth Contact

- Youth released temporarily from the OAYRF are required to make contact with facility staff during their home pass.

A special incident report will be completed as soon as possible to document the contact if the youth presents problems during their home pass.

Parents or guardian contacts concerning a youth on temporary release will, when possible, be referred to the youth’s Juvenile Institution Officer or on-duty Supervisor.

If a parent or guardian indicates that the youth has run away or failed to return home and the parent or guardian requests assistance, staff will notify the law enforcement agency in the jurisdiction of the parent or guardian from which the youth escaped, notify the agency that the youth is an escapee and is in violation of his court ordered terms and conditions.

Staff will also advise the agency that the youth, if apprehended, should be taken to the Contra Costa County Juvenile Hall.

The on-duty Supervisor shall contact Juvenile Hall’s Intake unit and authorize an open booking for the escaped youth.

Former Youth and Juvenile Court Wards

- On occasion, youth released from the facility will contact the facility and request to speak with a specific staff member or will contact a staff member at home by telephone or will attempt to visit with a staff member at his/her home. Most contacts are a result of a positive relationship which developed while the youth was in the facility and occur shortly after release. Ongoing contacts between former youth or Juvenile Court wards are not authorized unless approved by the Probation Officer.

- Any personal contact or telephone call from a former youth or Juvenile Court Ward shall be documented if this contact is made at the staff member’s residence. It should be documented on an Institution Incident Report upon return to work.

- Any help or advice requested by a former youth or Juvenile Court ward shall be referred to the youth’s Deputy Probation Officer as soon as possible. The youth should be encouraged to contact his Deputy Probation Officer as soon as possible. If it appears that the youth needs immediate attention, or is in danger, notify the on-duty Supervisor who can notify the Probation Officer. In any case, inform the youth that his Deputy Probation Officer will be notified of the contact. This contact should be recorded on an Institutions Incident Report.

Chance Meetings, Cards, and Letters

- Chance meetings in the community or minimal contact in the community because a youth resides in the same community as the employee need not be documented.

- Receipt of Christmas cards, graduation invitations, birth announcements, etc. from former youths should be documented on an Institution Incident Report and forwarded to an on-duty Supervisor.

- Correspondence between facility employees and former youths and Juvenile Court wards are not permitted. Correspondence received from a former youth or Juvenile
Staff and Youth Contact

Court ward should be forwarded to an on-duty Supervisor. The incident should also be documented in an Institution Incident Report.

Unauthorized contacts or correspondence with youth, former youth or Juvenile Court Wards can subject a Juvenile Hall/OAYRF employee to disciplinary action.
Limited English Proficiency Services

511.1 SECTION TITLE
This section reserved for future procedural content.
Control of Youth Movement

512.1 JOHN A. DAVIS JUVENILE HALL ASSESSMENT CENTER YOUTH MOVEMENT PROCEDURE

UNITS ON UPPER LEVEL:

- Living units will transport their own youth to and from the assessment center unless there is a total of 8 or more youth going among the four living units. In that case, available staff will bring the youth to school.

UNITS ON LOWER LEVEL:

- Two staff will transport youth to and from the assessment center unless there is one or two youth, between the four living units, that need to be transported. In this situation, the unit who has the youth will escort to and from the living unit. Available staff will bring to assessment center and will pick up. The female residents will always be in the back of the line.

512.2 JOHN A. DAVIS JUVENILE HALL UNIT SUPERVISION/YOUTH MOVEMENT PROCEDURE

MOVEMENT

Staff Positioning

When moving youth to and from rooms:

- One staff is positioned at control panel.
- One staff is in view of their partner and watching the group.
- Staff shall maintain positioning that gives an unobstructed view of their partner(s).
- Staff must communicate with their partner(s) when changing their location.

Group Supervision

During free time or organized activities staff should, whenever possible, position themselves to be on each side of the group.

- One staff supervises the courtyard, if utilized.
- One staff is positioned on the control panel side of the group.

When the group is seated on the couches:

- Staff is positioned on each side of the group.

When youth/staff preparing for school:

- One staff shall be at the classroom door.
- One staff is on opposite side of group.
- Youth are released to the classroom one row of at a time.
Control of Youth Movement

- Staff directs residents to enter classroom quietly and to be seated quickly.
- During the 10:00 am school break time, youth are released from the classroom one row at a time, returning to their rooms to address hygiene needs.

Releasing youth from rooms

- While youth are in their rooms the doors shall remain locked.
- Youth on Tier 2 are released from their room one at a time. Only one youth is allowed on the balcony of Tier 2 or on the stairs at one time. Room door is not opened until the “previous youth” is off the tier.
- When two youth are housed in a single room on Tier 2, only one youth exits the room at any given time. The second youth remains in the room until the first youth is off the balcony.
- Youth on Tier 1 may be released two rooms at a time.

Moving youth within/or off unit

- For movement on or off the unit, youth should have their shirts tucked in and their pants at waist level. Pants may not be tucked into their socks, shoes must be on completely and strapped up, and arms must be inside the sleeves when their sweatshirt is on.
- Within the unit, youth must receive permission from staff to move from one area to another.
- Youth are not allowed to cross any red lines without staff permission and direct supervision. Youth are never allowed behind the counselor station within arms reach of the console, or in the shared office.
- Youth may not display any overt hand movements or signs while walking about the unit. On a case-by-case basis, staff may direct a youth to walk with their hands behind their back if the youth has demonstrated, through their previous action or current behavior, the inability to refrain from displaying overt hand movements/signs. The case-by-case situation imposing this restriction shall be documented.
- Staff shall direct youth to take the most direct route to and from their destination.

Movement off the unit

Preparing to move off the unit (e.g. gym, library, overflow classroom, etc.)

- Staff directs the group to line up with their hands behind their back.
- Staff conducts a group count prior to departure and prior to returning the housing unit.

Movement through the facility

- Staff closely monitors the group moving through the facility. Excessive space between youth is corrected.
- When one or more youth exits the housing unit, the youth shall walk in the hallways, single file, hands behind their back, without talking or attempt to communicate with others.
Control of Youth Movement

- Youth entering the Sierra unit continue to maintain hands behind their back until secured into a room.

512.3 JOHN A. DAVIS JUVENILE HALL CENTRAL CONTROL YOUTH MOVEMENT PROCEDURE
Unescorted youth must have clearance from Central Control prior to release from a Living Unit. The staff member requesting clearance is to call Central Control by radio and give the following information:

- Living Unit.
- Destination of youth.

Unescorted youth are to wait at the door of destination until Central Control staff monitoring the youth releases the door lock (buzzes the door) for the youth to enter or exit.

When a youth is observed waiting by a door in the monitored area of the building, persons with keys may not unlock the door for the youth.

Persons entering or exiting a door in the monitored area of the building where a youth is in the immediate proximity of the door or if the youth requests passage through the door, the person exiting or entering will ask the youth to remain at the door until the door lock is released (buzzed) for the youth to open the door.

Should a youth push past a person unlocking or locking a door, and when requested, does not return to wait at the door, the person with keys is to call a Code 2 on a radio to inform Central Control. If the person is not wearing a radio, they are to push the button (buzzer) at the door and inform Central Control. Central Control will contact the appropriate Living Unit staff via the radio and/or the intercom to alert the Unit of the unauthorized passage.

Juvenile Hall personnel authorized to issue keys to temporary employees, workmen, volunteers, deputy probation officers, etc., are to advise persons receiving keys that they are NOT to unlock any door for an unescorted youth.

Youth may not at any time be permitted unescorted in the unmonitored areas of the Juvenile Hall complex.
Management of Weapons and Control Devices

513.1 SECTION TITLE
This section reserved for future procedural content.
Use of Force

514.1 JOHN A. DAVIS JUVENILE HALL RESPONSE PROCEDURE
Defiant and Non-Aggressive Behavior

In all situations involving defiant and non-aggressive youth who have refused to comply with staff directives, the following procedures will be followed:

- After it has become apparent to staff that a youth will not cooperate with staff directives, and all reasonable efforts have been made by staff to gain the cooperation of the youth, the Juvenile Institution Officers (JIO) involved in negotiating with the youth will initiate a Code 1 response. If possible, any youth on the unit will be directed to their rooms.

- When the response team, Unit Supervisors, and any other responding staff arrive to the unit, they will communicate with the unit staff, and if necessary, take over the counseling efforts with the youth. If necessary, the unit staff, with the help of responding staff, will begin placing the uninvolved youth in their rooms.

- In situations where the youth are located in the gym, an off unit classroom, on the playfield, or any area off of the unit, three responding staff will remain with the defiant youth while the rest of the youth are escorted back to their unit(s).

- While the uninvolved youth are secured in their rooms, the support staff will continue to counsel the defiant youth. After the initial 10 minutes of counseling, the Unit Supervisor or one of the response staff will initiate a Code 2 response.

- The JIO’s, and any responding supervisors, will continue to counsel the defiant youth until such time that the youth becomes cooperative and agrees to follow staff directions. At no time will any JIO staff use physical force or OC spray unless the youth becomes assaultive toward staff. In all situations regarding a defiant youth, there must be at least one permanent JIO staff present in possession of OC spray.

- If no Supervisors or Probation Manager is present, a staff member will contact the Building Supervisor and request to use a “Guiding Touch” as trained in Management of Assaultive Behavior. The staff member will give the Building Supervisor the name of the staff member who will attempt the “Guiding Touch,” the reason this staff member has been selected, and the name of the staff member delegated as the OC sprayer. The Building Supervisor will then grant authorization for the “Guiding Touch” to be initiated.

- If at any time during the above procedure a second Code 1, Code 2, or Code 3 is initiated, the youth will be instructed to immediately cooperate and go to his/her room. If the youth refuses to comply, he/she will be directed to turn around, or lay down, to be handcuffed. If the youth does not cooperate during this emergency response situation, the “Guiding Touch” shall be used. If the youth becomes assaultive towards staff, the youth are to be restrained and secured with mechanical restraints. Three JIO staff will remain with the youth and all other staff will respond to the emergency.

- If, at any time, during the above procedure a second youth in the response area becomes assaultive towards staff, JIO staff will assume that they are in a situation where there is imminent risk to self, persons or property. A Code 3 is to be initiated. The
Use of Force

OC spray may be used against the assaultive youth to gain compliance and prevent injury to youth and staff.

- When entering the housing unit during an emergency, the response team will assess and evaluate the situation, communicate with the unit staff, and based on their training and judgment, will decide the best course of action. If the unit staff are being unsuccessful in controlling the situation, the support team will take the lead and give directions. If they determine the situation is under control, their primary objective is to control and supervise the youth on the unit and provide cover for unit staff handling the youth. If possible, unit staff will have youth not involved with the emergency clear of the unit entrances, and lying on the floor in a prone position, away from the problem area.

- Once the emergency situation has been resolved, the unit staff are to continue with normal shift operations and the youth are to return to normal activities.

- Any time that staff use the ‘Guiding Touch’, he/she shall write a Special Incident Report, stating a clear and factual rationale for the use of the guiding touch, and a description of how the guiding touch was used and the results obtained. All staff witnessing the use of a guiding touch shall document their involvement and observations on a Special Incident Report. All reports will be forwarded to the Director.

- Employees observing violation(s) of this policy will report the occurrence to the Building Supervisor.
Restraints

515.1 RESTRAINT PROCEDURE
Mechanical Restraints for Movement and Transportation within the Facility

Youth may be applied for movement within the facility when the youth is an immediate and articulable risk to the safety of themselves, staff, or other youth. Situations meeting this criterion may include, but are not limited to:

- Youth taken into custody at the Juvenile Hall Court that are in transport/escort to the Admissions Unit for booking into Juvenile Hall.
- Youth transported/escorted from the gymnasium, playfield or classroom, post emergency code, to a housing unit who have just displayed assaultive, combative and/or noncompliant behaviors.
- Other situations as determined necessary and appropriate by the Building Supervisor.

Staff shall notify Central Control via radio of all movement of youth in restraints within in the facility’s hallways or elevator.

Equipment Maintenance

- Mechanical restraints should be checked at the beginning of each shift. Staff should ensure that handcuffs, leg and waist restraints are fully functional.
- Any mechanical restraints in need of repair, or found to be defective when attempting to apply, should be logged out in the Unit Log Book, removed from the unit, and turned into the Building Supervisor for repair and replacement.
- If mechanical restraint equipment failed during an incident, it shall be documented in the Incident Report. Staff shall include the actions that were taken to supplement the malfunctioning/defective equipment.

Decontamination

After each application, check the physical restraints for blood or other potentially infectious material:

- Staff should take universal precautions when inspecting and decontaminating any physical restraint equipment.
- If blood or other potentially infectious material is present, saturate all surfaces and working parts of the restraints with disinfectant spray, wait 10 minutes, and wipe down with germicidal disposable cloths. Ensure that the ratchet mechanisms are completely saturated to remove any OPIM that is not readily visible.

Forward the mechanical restraints to the Material Manager or his/her designee for servicing. The cuffs’ ratchets, hinges, and key holes will be lubricated to prevent rusting. If the unit does not have an extra pair of mechanical restraints, a replacement may be obtained from the Building Supervisor.
Restraints

515.2 APPLICATION OF PHYSICAL RESTRAINTS
Staff trained in Management of Assaultive Behavior (MAB) techniques are authorized to apply physical restraints in accordance with trained principles, approved techniques, and in compliance with Use of Force policy.

Supervisor's approval shall be sought and obtained prior to placing youth in physical restraints. In emergency situations that require immediate control, short-term use of force and application of restraints devices are permitted without prior approval. This provision is not intended to apply to the use of mechanical restraints when used for the purpose of movement or transportation.

When applying restraints, staff should use only the minimum force necessary to regain control. When using physical restraints, staff shall evaluate and exercise reasonable judgment when restraining a youth who has a known medical condition as some health issues may contraindicate the application of certain devices and/or techniques. Medical conditions and/or physical symptoms that could prohibit the use of physical restraints may include, but are not limited to, fractures/broken bones, bleeding, breathing difficulties, prosthetic limbs, or medication/drug use. Alternative options should be discussed with the on-duty Building Supervisor.

If staff determines the physical restraints have impaired the youth's physical safety/health, the restraints must be removed and medical attention sought.

In no case shall restraints be used as punishment or discipline, or as a substitute for treatment.

Physical restraints may not be used in any manner inconsistent with their intended purpose or design.

When a youth has been placed in physical restraints, the youth will remain under the direct and constant supervision and control of Probation Staff.

Every time physical restraint devices are applied to a youth in an emergency situation, a nurse will be notified after the situation is controlled for the youth(s) to be medically cleared:

- Staff's Incident Report (IR) should reflect that the nurse was notified and the name of the nurse that responded to check the youth(s).
- Staff's IR should include any injuries, or complaint of injury, the youth(s) sustained as a result if the incident.

Mechanical restraints will be used in conjunction with the WRAP as per policy

If OC spray deployment is necessary to aid in gaining compliance and/or control of a youth(s) who is posing an imminent risk, handcuffs will be applied to secure the youth(s) pending decontamination.

The physical restraints are to be removed as soon as it is safe to do so.

While in restraint devices, youth shall be housed alone and have no physical contact with other youth.
Restraints

The use of restraints on pregnant youth is limited in accordance with state law.

Staff shall document the circumstances leading to the application of physical restraints.

- Staff shall record the incident on an IR form.
- The IR will include the name of the staff who applied the mechanical restraints, checked for a proper fit, and “double locked” the restraints.
- The incident shall also be documented in the Youth’s Adjustment Record, the Unit Log book, and the unit’s Face and Discipline Sheet, as needed.

515.3 CONTINUED RETENTION IN RESTRAINTS

In situations where the physical restraints (i.e. the WRAP) cannot be removed in a short period of time and continued retention is necessary given the youth's unremitting disorderly, violent and/or threatening behavior:

- Need for continued retention will be reviewed and recorded hourly by the on-duty Building Supervisor.
- Staff will maintain continuous direct visual observation while verbally directing the resident until he/she is under control and restraints can be safely removed.
- Staff shall record their 15-minute safety checks on a WRAP Observation Log with the actual time of the documentation recorded.
- A medical review shall be secured as soon as possible, but not later than two hours from the time of placement in the restraints. The resident shall be medically cleared for continued retention at least every three hours thereafter.
- If the youth exhibits any medical signs/symptoms that lend proof that the restraints are detrimentally impacting the youth's health and well-being, the restraints will be removed and medical and/or behavioral health treatment facilitated.
- A behavioral health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement in the restraints.
- After consultation with Medical Personnel, Probation Staff shall assist in exercising the youth’s extremities, as determined necessary.
- Probation Staff shall provide the youth with necessary food and fluids, and provisions must be made to accommodate the youth’s sanitation needs.

515.4 APPLICATION OF MECHANICAL RESTRAINTS FOR MOVEMENT

Restraints may be applied for movement within the facility when the youth is an immediate [and articulable] risk to the safety of themselves, staff, or other youth. Situations meeting this criterion may include, but are not limited to:

- Youth taken into custody at the Juvenile Hall Court that are in transport/escort to the Admissions Unit for booking into Juvenile Hall.
Restraints

- Youth transported/escorted from the gymnasium, playfield or classroom, post emergency code, to a housing unit who have just displayed assaultive, combative and/or noncompliant behaviors.

Other situations as determined necessary and appropriate by the Building Supervisor.

Staff shall notify Central Control via radio of all movement of youth in restraints within in the facility’s hallways or elevator.

515.5 TRANSPORTATION RESTRAINTS

Priority of Scheduling:

Transportation requests will be scheduled in the order as follows:

- Court: Service to Court is the Transportation Officer's first priority.
- Subpoenas: Subpoenas directing Juvenile Hall to transport a youth to a court hearing or other destination must be followed.
- Division of Juvenile Justice (DJJ) Delivery or Pick up
- Staff will schedule deliveries and pickups with DJJ. Some modification can be taken regarding the hour of departure on the specified date and in some instances the Building Supervisor can adjust the date by a day or two.
- Security Trips Requested by Juvenile Deputy Probation Officers: Security pick up or delivery ordinarily involves delivery to or pick up from out of county juvenile halls, jails, or other institutions.
- Clinic Trips for Juvenile Hall: Juvenile Hall Health Services will make the request through the Lead Transportation Staff or, in their absence, the Building Supervisor on duty for scheduled clinic appointments for youth detained at Juvenile Hall.
- Trips Requested by Deputy Probation Officers: Requests for transportation by Deputy Probation Officers for youths to be picked up from placement or an appointment, etc. Transportation Staff may reschedule appointments, as needed, if there are security concerns.

Transportation of Juvenile Hall Youth:

- The JIO assigned to perform a transport conduct a time and mileage check at the beginning and end of the trip. This information will be logged in the mileage log located in each vehicle.
- When both male and female youth are scheduled for transportation to the same destination, two Juvenile Institution Officers or Probation staff will accompany the group.
- All out of county trips will have a same gender Juvenile Institution Officer assigned to the trip. If the out of county trip requires two staff, at least one of the staff will be of the same gender of the youth being transported.

Procedure for arranging transportation:
Restraints

- The Transportation Unit staff will arrange the transportation schedule, based on priority, to accommodate as many requests as time permits.

The person requesting transportation is to telephone and/or email the Transportation Office and give the following information:

- Name of person and position of person making the request
- Name and date of birth of the youth being transported
- Nature of the trip
- Date and time of trip
- Destination
- Any other important information (i.e., risk to abscond, hostile youth and other security issues)
- The Transportation Unit staff will complete a Contra Costa County Juvenile Hall Transportation Request form.

When the confirmed trip involves public transportation such as an airline, the Transportation Unit staff will fill out a Contra Costa County Juvenile Hall Transportation Request and will document the following information:

- Date of flight or schedule
- Time of departure/arrival
- Flight number
- Name of airline and location of airport or terminal
- Location of ticket
- Amount of luggage
- Release or admission instructions
- Identification including: physical description, marks, scars, tattoos and description of clothing when requesting to pick up youth unknown to the Transportation Unit or Probation Department. A photograph of the youth will be included.
- Name and telephone number of contact person. This is the person responsible for picking up the youth upon arrival at his/her destination or the person who is responsible for departure of the youth prior to being picked up at the airport or terminal by Juvenile Hall Transportation staff.

Use of handcuffs, leg restraints and waist restraints:

- When it is determined that leg restraints will be applied for transportation purposes, staff shall document such on the Leg Restraint Determination Assessment.
- Refer to the waist restraints section below a for the use of restraints with pregnant females.
Restraints

Leg Restraint Determination Assessment:

Juvenile Hall:
- When a youth is housed at the Juvenile Hall, either an Intake Unit (if the youth is not assigned to a DPO) or the assigned DPO will need to start the Leg Restraint Determination Assessment immediately. For youth who remain in the Juvenile Hall post disposition, the Leg Restraint Determination Assessment must be updated by the assigned DPO at the time of a commitment order or any time a change occurs that would alter the assessment score.

Orin Allen Youth Rehabilitation Facility (OAYRF):
- As a general practice, leg restraints will not be placed on youth departing for or residing at the OAYRF. If there is an articulable behavioral concern that would indicate transportation of an OAYRF youth outside of the facility could result in physical harm to the youth, harm to another person or create a substantial flight risk, the Probation staff performing the transport shall conference the matter with the facility Manager or Director and receive permission for the use of leg restraints. If it is decided leg restraints will be used, the reason for such shall be articulated and documented in an Incident Report.

Deputy Probation Officer (DPO) responsibility and reassessment:
- The DPO assigned to the youth shall maintain an updated Leg Restraints Assessment on the P-Drive in the youth’s folder. Juvenile Hall and OAYRF Juvenile Institution Officers and supervisory staff shall update and modify the Leg Restraints Assessment if needed for an unexpected transport outside of DPO working hours. Examples of unexpected transports include, but are not limited to, removal from the OAYRF for disciplinary purposes and emergency medical conditions.

Utilizing and completing the Leg Restraints Assessment Tool:

The template document is located on the P-drive: Templates/Juvi/Leg Restraint Assessment.

The assigned or Intake DPO will begin to complete the original assessment by checking the box next to the automatic leg restraint factors that apply to the youth. Unless one of the automatic restraint factors listed below exist, the youth will need to be re-assessed as needed. Some examples of when a reassessment is appropriate include, but are not limited to:
- If the youth is ordered into placement and is still in custody at the time of a W&I 737 review.
- If the youth is committed to DJJ, YOTP, or GIM and is doing well and in the last phase of the in-custody portion of the program.
- If the youth’s out of county warrant or hold is recalled/lifted.
- If the youth’s 707 (b) or 1192.7 offense is reduced or dropped.

Factors that result in automatic leg restraints are:
- If the youth is pre-Detention Hearing or if the Detention/Warrant Hearing is not held at Juvenile Hall.
Retraints

- The youth’s current pending offense(s) is a W&I 707(b) or PC 1192.7, and is pre-disposition.
- The youth is committed to DJJ, YOTP or GIM. (This can be overridden if the youth is doing well in YOTP/GIM and in the last phase of the in-custody portion of the program.)
- The youth has a warrant or holds in other counties.
- The youth has a history of escape from a secure facility.

A Juvenile Institutions Officer may assess or re-assess as needed if:

- The youth is in “protective custody” which would result in risk to themselves, others or of flight.
- The number of youth being transported out numbers the number of Juvenile Institution Officers transporting and there is a risk to themselves, others, or of flight.
- There is a change regarding behavior in custody.

In addition to the five factors listed above, the assigned Deputy Probation Officer will need to score the first six risk factors of the Leg Restraint Determination Assessment. Each of the factors has a point value and the Deputy will enter the point value in the applicable point column, if the factor does not apply the point value for that factor will be entered as “0”.

Once the assigned DPO has completed their portion of the initial Leg Restraint Determination Assessment by filling in the date, client’s name, DOB, PID, and scored the six risk factors, the document needs to be sent as an attachment to the Juvenile Hall Transportation group email address at transportation@prob.cccounty.us. The subject line should read as follows: “John/Jane Doe’s Leg restraint assessment”. The assigned DPO’s Supervisor shall be included on this email. The document shall then be saved in the youth’s folder on the P-drive.

The remaining factors and final scoring will be completed by institutional staff prior to transporting the youth.

Court Transportation:

- Restraints may only be used during a juvenile court proceeding if the court determines that the individual youth’s behavior in custody or in court establishes a need for such restraints to prevent physical harm to the youth or another person or due to substantial flight risk. When entering the courtroom all mechanical restraints are to be removed from the youth, including handcuffs and leg restraints. This shall occur whether a court proceeding is in session or not. If a Probation staff has a concern regarding safety or flight risk, that staff must inform the court bailiff. Staff shall complete an Incident Report upon return to the facility to document the conversation with the bailiff/court staff and the results of that conversation.

Statistics:

The Lead Transportation JIO will keep a record of each transportation trip requested:
Restraints

- Confirmed trips will include a record of the staff assigned and the length of time of completed trips.

The record of unaccepted trips will indicate:
- Date of requested transportation
- Date request was made and by whom
- Reason for refusal

515.6 WRAP PROCEDURE

The WRAP provides a safe and quick method of controlling and immobilizing a violent, combative, or overtly suicidal subject. This procedure will familiarize department personnel with the capabilities of the WRAP and procedural guidelines for its use.

The WRAP was designed as a “TEMPORARY” restraining device, when properly used, it can increase officer safety and minimize agency liability due to injuries and in-custody deaths. The WRAP immobilizes the lower torso of the body and restricts the youth’s ability to kick or do harm to themselves and others. The WRAP minimizes the time required to secure a person safely, return them to an upright position and prepare for transport, if necessary.

A youth shall be placed in the WRAP only with the approval of the Building Supervisor and only when less restrictive methods of restraints have been ineffective. If a youth is placed in the WRAP, Medical staff and Mental Health staff will be notified immediately so they can check the youth as soon as possible. Every youth placed in the WRAP must be under continuous direct visual supervision.

A WRAP Authorization and Observation Record must be immediately filled out and maintained while the youth is in the WRAP. The Building Supervisor or designee will authorize the use of the WRAP by signing; dating and noting the time they authorized the use of the WRAP on the Authorization and Observation Record. The circumstances leading to the application of the WRAP must be documented in an Incident Report. The staff member providing the direct visual supervision shall document their observations every 15 minutes on the Authorization and Observation Record. The Building Supervisor must physically review youth’s in the WRAP for retention every hour and make a notation on the Wrap Authorization and Observation record.

Medical staff must conduct an hourly review and assessment, which is to be documented on the Wrap Authorization and Observation record. This medical assessment is to determine whether he/she has a serious medical condition, which is manifested by their aggressive behavior. Once a youth has been in the WRAP for three hours the Building Supervisor and Medical staff will jointly decide if the youth shall remain in the WRAP or be transported to the Hospital in accordance with W&I code, section 5150. The decision is to be documented on the youth’s WRAP Authorization and Observation record.

A Mental Health professional must evaluate the youth as soon as possible, but in no case longer than after four hours of placement in the WRAP. The evaluation is to assess whether or not
Restraints

the youth needs immediate and/or long-term mental health treatment. This assessment will be documented on the WRAP Authorization and Observation Record. The youth shall be released from the WRAP as soon as the behavior is stabilized. The original copy of the Wrap Authorization and Observation Record shall be attached to the primary incident report and submitted to the Building Supervisor. A copy of the record shall be placed in the youth’s Adjustment record.

USE OF THE WRAP:
The WRAP may be used after a violent/combative youth is controlled using department procedure. It should only be used on the youth’s lower torso. Like other restraining devises, the WRAP is not 100% escape proof. Once applied, the youth should never be left unobserved.

The WRAP may be used in the following situations:

- To immobilize a violent/combative youth
- To limit violent/combative youth from causing injury to themselves or others
- To prevent violent/combative youth from causing property damage by kicking
- When conventional methods of restraint are not effective
- In transportation of violent/combative youth
- To prevent suicidal youth from harming themselves
- To assist with room extraction from violent/combative youth

Youth, once properly restrained in the WRAP, can be placed on their side or in a sitting position to increase their oxygen recovery rate, thus reducing the incidence of positional asphyxia often caused by youth being restrained in the prone position. If the restrained youth is placed in a sitting position, back support must be provided. Failure to supply back support may adversely affect the recovery time of the youth.

APPLICATION:
Although in handling violent/combative youth, the WRAP can be applied by two (2) persons, three (3) or more persons will most likely be needed. Only qualified personnel who have received training in the use of the WRAP should use this restraining device.

- Prior to using the WRAP, the subject must be initially controlled using departmental procedures. While controlling the subject, the WRAP should be placed on the ground adjacent to the youth's lower torso.
- Either roll or adjust the youth to allow the WRAP to be slipped under subject's legs or lower torso.
- Attach and secure the leg bands first, starting with the center band. Tighten straps sufficiently to stop movement of the legs.
- Once the leg bands have been secured, attach the waistband. Ensure that the waist is placed as close as possible to the hip line and that it does not interfere with the youth’s ability to breath. The “D” ring should be to the rear of the subject and centered on back.
Restraints

- If the youth is handcuffed, attach the handcuffs to the “D” ring at the rear of the waist band by inserting the chain between the cuffs into the “D” ring and closing the “D” ring bolt. If the youth is not handcuffed, secure the arms with the wrist restraint cuffs located on the side of the waistband. The wristbands should be securely tightened and frequently checked for tightness.

- Once securely restrained in the WRAP, the youth can be moved into an upright sitting position and the suspenders of the WRAP can be pulled upward and cinched tightly. The youth may be placed against a wall or other available surface to supply back support in the sitting position. If no support is available, either stand behind the youth or lay them on their side.

If transportation of the youth is needed, certain cautions are necessary. The youth can be carried, put in a wheel chair, or allowed to shuffle to the mode of transportation.

- To lift the youth, it is recommended that at least two but preferably three or more personnel be used depending on the size and weight of the youth. Lift the youth by the arms and the ankles. A “log roll” lifting techniques may be used when moving the youth. Proper lifting techniques should be followed to prevent unnecessary injury.

- As an option to lifting, the youth may be moved by means of a shuffle. If the youth has calmed down, the lower WRAP leg strap can be loosened to allow some leg movement below the knees without compromising security or safety concerns. By loosening the suspender straps, the youth can be brought to a standing position with the help of staff, then allowed to shuffle to or from a vehicle or holding room. If this method is used, appropriate support must be given to the youth to prevent unnecessary injury to the youth.

- Prior to transportation, re-check all belts to ensure that they are securely fastened. The use of a seat belt may be helpful in limiting movement, which might cause injury to the youth. Whenever possible, one person should ride as an observer with the youth to ensure all straps remain tight and the subject has no medical problems.

- To transport the youth by ambulance, the wrist cuffs located on the sides of the waist belt can restrain the youth's hands. Move the free arm to the youth’s side and securely tighten the Velcro wrist cuff straps. Once secure, remove the second handcuff and secure the free arm to the remaining wrist cuff.

- Remove the handcuffs from the “D” ring. Move the youth to the transport gurney using the lift method described above. Once in the ambulance, re-check all straps to ensure they are tight and secure. Access to upper and lower arms should not be restricted with proper use of the WRAP thereby allowing the youth to receive medical attention while restrained.

PRECAUTIONS:

- The waistband should never be tightened such that it interferes with the youth’s ability to breath.

- The waistband should never be used on a pregnant youth.

- The leg bands and wrist cuffs must be checked frequently for tightness and re-tightened as necessary until the WRAP has been removed.
Restraints

- If the restrained youth complains of or shows signs of breathing distress (shortness of breath, sudden calmness, a change in facial color, etc.) medical attention should be provided immediately.

- **THE YOUTH SHOULD NEVER BE LEFT UNOBSERVED.** One staff must always be present while a youth is in the WRAP.

- Youth should be placed in an upright sitting position or on their side as soon as possible to allow them to recover.

- Under no circumstances should a youth placed in the WRAP be housed with other youth while still in the WRAP.

**TRAINING:**

- Only qualified personnel who have received training in the use of the WRAP should use this restraining device. This training is provided by designated Juvenile Hall staff and is mandatory before being authorized to use the WRAP.
Searches

516.1 METAL DETECTOR PROCEDURE
The following procedures shall be followed for all youth/intakes required to pass through a walk-through metal detector.

- Prior to removing handcuffs, a pat search for weapons shall be conducted on all intakes and pockets shall be emptied
- Upon intake, youth shall be required to remove their shoes and take off any outer clothing such as jackets or sweaters. They are also to remove all jewelry, watches, belts and any other metal items that they may have on their person.
- The youth shall be required to walk through the metal detector, turn around, and walk back through in the opposite direction. If the metal detector indicates the presence of a metal object, staff shall use the hand held metal detector to determine the location of the metal object on the youth’s person.
- The youth will then be thoroughly searched, the object removed, if found, and again required to pass through the metal detector. If the youth continues to set off the metal detector or the object cannot be found the staff are to request authorization, through the Building Supervisor, to strip search the youth.
- Youth who are already in custody and subject to inspection by the walk-through metal detector, shall be pat searched prior to passing through the metal detector.

If the walk-through metal detector needs any type of sensitivity adjustment, the Building Supervisor will call Public Works Department for any adjustments or repairs. No other staff are authorized to make adjustments.

516.2 HOUSING UNIT SEARCH PROCEDURE
Housing Unit Searches
- The lead Juvenile Institution Officer (JIO) is to immediately notify an Institutional Supervisor I (IS1) or Building Supervisor of any missing items or safety concerns that may require a housing unit search. Examples include missing items from the unit or classroom that could be a potential weapon, reasonable cause to believe illegal drugs or weapons are on the unit or any missing gear used by staff (handcuffs, radio, 911 tool or OC spray).

The Building Supervisor must give permission to search the unit.
- An IS1 can request a unit search to ensure the safety of the unit.
- The Director or Probation Manager can request a housing unit search or a search of the institution to ensure safety and security of the facility.
- The Building Supervisor can request a housing unit search or a search of the institution to ensure the safety and security of the facility.

Room Searches
Searches

- All youths are to be secured in their rooms.
- Each youth will be removed from his or her room, one at a time, and pat searched as per policy. A Strip Search Authorization Form is to be completed for each youth if they may require a strip search.
- While a youth is out of the room, a staff member will conduct a thorough search of the room as outlined in Daily Room Security Search.

Living Area

- All youth are to be secured in their rooms during a search of the living area.
- All areas: courtyard, shower, classroom, interview rooms and living area are to be searched thoroughly.
- All items are to be examined including furniture. Loose items such as books in the classroom and posters on the walls, must also be examined.
- The Building Supervisor is to be contacted regarding the results of the search.

Daily Room Security Search

Youths' rooms shall be searched on the AM and PM shift to maintain safety and security of the housing unit. While searching a youth's room, staff shall not purposely destroy or damage the youth's property, both personal and county issued.

- Youth are not to be present during a room search.
- Mattresses and pillows shall be searched for holes and replaced if necessary.
- All sheets, blankets, pillow cases shall be searched and seams checked.
- All envelopes, letters, books, bibles, and deck of playing cards shall be searched.
- Toilets, toilet tissue and seat covers, water faucets shall be searched.
- Vents shall be checked by a flashlight and any items inside shall be removed.
- Lights, locks, windows and doors shall be checked for security-loose screws, nuts, bolts or damaged parts.
- All items shall be placed on the youth's bed and the youth shall make his/her bed as soon as possible.

Staff will sign the Room Security Checklist indicating they have searched all rooms.

Graffiti in room

- Youth shall be provided an opportunity to remove the graffiti by the end of the shift.

Property Damage

- In the absence of an IS1, the Building Supervisor shall be notified of property damage.
- An incident report and work order request shall be completed immediately.
Searches

- Document in unit log and work order request log. If room is out of order, indicate this on the face sheet.
- A picture for evidence may be needed per the Building Supervisor’s request. Photo shall be dated and included with the incident report.
Discharge Plan

517.1 SECTION TITLE
This section reserved for future procedural content.
Transportation of Youths Outside the Secure Facility

518.1 SECTION TITLE
This section reserved for future procedural content.
Release

519.1  JOHN A. DAVIS JUVENILE HALL RELEASE PROCEDURE

Daily Movement Schedule will be promulgated by the Graveyard unit on a daily basis. This Daily Movement Schedule will list all the youth who are scheduled for permanent or temporary releases.

Parental Notification: Upon receipt of a court order directing the release of a youth from custody, the assigned DPO will contact the parent by telephone and advise them of the scheduled release. If there is no assigned DPO, the housing unit staff will authorize the youth to contact his/her parents by telephone. If the youth is in custody on new charges and the Intake unit receives information that the District Attorney is not filing a petition, and the youth needs to be released, the assigned DPO will contact the youth’s parents and notify them of the release. If a situation arises where a youth is to be released because a judge has not approved the Probable Cause Declaration from the arresting officer, the assigned Intake DPO or Unit Supervisor will notify the youth’s parents of the release.

This will be followed by Sierra staff contacting the parents by telephone to confirm the date and time of release. After parental notification has been accomplished the following procedure will be followed:

- Upon the arrival of the person to whom the youth is to be released the Sierra unit staff must verify that a Permanent Release Notice, or a Temporary Release and Return (attached), has been completed by a Juvenile Hall staff or a DPO. These notices are filed in the Permanent Release logbook.
- Probation staff shall verify the date and time of the release documented on the Permanent Release Notice or the Temporary Release and Return form.
- After verifying the date and time Sierra unit staff will pull the youth’s Sierra unit file from the Active Files.
- The identification of the person to whom the youth is being released is to be verified. The person to whom the youth is to be released must have a valid government photo identification.
- The person to whom the youth is being released to must sign the Release Form.

Prior to the youth being transferred from the housing unit to the Sierra unit, staff will check with the housing unit staff to find out if the youth is on a Close Observation status, Medical Observation status or is taking medication.

- The youth shall not be sent to Sierra for the pending release until the Close Observation Program status has been reviewed and a decision has been made if the release is still possible.

- Exceptions to this directive are when the facility has no legal authority to hold the youth (e.g. No charges filed by the District Attorney [NCF]/exhaustion of custody time). Under
**Release**

these circumstances, the youth must be released as the Department has no legal authority to continue confinement

- For youth on CO 2/CO 3 programs, Sierra staff will contact Behavioral Health to inform them of the authorized/pending release, and who the youth is scheduled to be released to (parent, County Facility, placement etc.)

- After notifying Behavioral Health, Sierra staff shall notify the Building Supervisor. For any release involving a youth on a Close Observation program, the Youth’s DPO and/or Management Team member should be brought into the discussion to collaborate on the release outcome/plan.

Behavioral Health personnel will consider all vital factors, including where and who the youth is to be released to. Depending on the existing situation, behavioral health staff may choose to meet with the youth. After evaluating the situation, behavioral health personnel will advise the Building Supervisor of their recommendation. Behavioral health may:

- Remove the youth from the Close Observation Status
- May recommend that the release be postponed
- Support the release after further discussion occurs with the party picking up the youth (e.g. Advise parents of concerns and available resources)
- Other options as deemed appropriate

After conferring with behavioral health, the Building Supervisor will direct Sierra staff on how to proceed to facilitate the release, or give directions to inform the party picking up the youth that the release has been postponed.

If the pending release involves a youth who is on CO 2/CO 3 and behavioral health staff is not on duty, the Building Supervisor will evaluate the situation and confer with a Management Team member on what actions are to be taken.

If the youth is on a Close Observation program for medical reasons, Admissions staff will notify medical staff that the youth is pending release.

Medical staff will confer with Admissions staff with regard to any actions that need to occur prior to release (e.g. Nursing may want to meet with parents to discuss medicinal needs).

After review has occurred, and the release is pending forthwith, Admission staff shall advise the party picking up the youth of the Close Observation Status and will document the notice.

The party picking up the youth will sign the form (see attached) acknowledging that they are aware of the youth’s close observation status.

The form will be placed into the youth’s Juvenile Hall file.

Upon transfer to the Sierra unit, staff will verify that the right youth has been sent to the unit based on the youth photograph located in the youth’s Sierra unit file.
Release

The Sierra unit staff will place the youth in a locked shower room and direct the youth to change into their personal clothing.

After the youth has changed into their personal clothing if they are scheduled for a permanent release all other personal property will be returned to the youth.

The youth will be required to sign the Personal Property Record, prior to their release, to assure that all of their personal property has been return.

If any personal property is missing the Building Supervisor is to be notified immediately. The Building Supervisor will direct that an Incident Report be written documenting the missing property. A copy of this Incident Report will be forwarded to the Institutional Supervisor I of the Sierra unit.

If at the time of admission, the youth did not have health insurance and the youth is not being released from a treatment program, the Sierra staff shall provide the parent/guardian with a Medi-Cal application and/or the instructions to enroll in Medi-Cal on line. This shall be documented on the release information sheet.

If at any time during the release procedure it comes to the attention of a Probation staff that the person who is picking up a youth appears to be under the influence of alcohol or other drug the Building Supervisor is to be contacted. It will be the Building Supervisor’s decision to allow or prevent a release under these circumstances.

After the youth is released the Sierra unit staff will be given the youth’s file and the building counts will be adjusted.

Sierra Unit staff will input the release information into the computer system.

If a youth is a permanent release the Sierra unit staff will document the youth’s release on the Juvenile Hall Release Report.

The Graveyard Sierra unit staff will copy the Juvenile Hall Release Report. Copies will be sent to the School Department, the Nursing Department, and Mental Health.

If it comes to the attention of Probation staff that a resident scheduled for a permanent release has remained in custody after the time and date of release the Building Supervisor is to be notified as soon as possible. The Building Supervisor will then direct that the person to whom the youth is to be release be immediately contacted. If necessary the Building Supervisor will notify the Probation Officer and/or the Court of the issue.

If a youth fails to return from a temporary release at the specified date and time the Sierra Unit Lead Juvenile Institution Officer will notify the Deputy Probation Officer who authorized the release. Notification will be made by telephone during working hours and by voice mail during non-working hours. An e-mail shall also be sent to the DPO’s supervisor with a copy to the Juvenile Hall Director or Manager.

The Deputy Probation Officer will notify the Juvenile Hall Sierra unit immediately upon determination that a youth will not return to Juvenile Hall as scheduled. The Sierra unit will notify the housing unit.
Release

When a youth does not return to Juvenile Hall on the specific date and time, the temporary release will be considered a permanent release 24 hours after the specified date and time. The Sierra unit staff, at the request of the Deputy Probation Officer, will fill out an Authorization for Admission form.
Over-Detention and Inadvertent Releases

520.1 SECTION TITLE
This section reserved for future procedural content.
Biological Samples

521.1 DNA PROCEDURE
Steps Prior to DNA Collection

The first consideration is to determine if the probationer, intake, or youth qualifies for DNA testing or has been court ordered to submit a DNA Sample.

Staff must verify the identity of the youth prior to beginning the DNA Collection process.

Staff shall verify in the Department’s “DNA Testing Log” whether or not DNA has been collected from the individual. The “DNA Testing Log” is located on the Departments Intranet site.

To access the Intranet site Staff will utilize Internet Explorer by:

• Using the left mouse button, double click on the Internet Explorer icon located on the computer desktop.
• Using the left mouse button, single click on the “Favorites” tab on the Internet Explorer menu bar.
• In the “Favorites” menu, move the mouse arrow over the item titled “Probation.” A second menu list will appear to the right of the “Favorites” menu.
• Slide the mouse arrow over the menu item titled “Probation DNA Testing” and single click, using the left mouse button. This will take you to the “DNA Testing Log” home page.
• Next to the word “All” a check mark will appear. Using the left mouse button, single click in the box next to “Last Name” and enter the Resident’s last name.
• Next, using the left mouse button, single click in the box next to “PID” and enter the Resident’s PID #. The PID # can be located on the bottom of the youth’s RAND card, or can be located in Supersession.
• After entering the youth’s last name and PID #, using the left mouse button, single click on the “Search” button. If the youth's full name and PID # appears in the “DNA Testing Log”, verify that they submitted a BUCCAL sample by checking the “BUCCAL Date” column. If a date is entered in the “BUCCAL Date” column, a DNA sample has been submitted and staff may stop here; if no date has been entered, proceed to the next step in the DNA collection process.

DNA samples shall be collected using the CAL DNA Collection Kit or a kit provided and approved by DOJ.

STAFF MUST DIRECTLY OVERSEE ALL SELF-COLLECTED DNA SAMPLES.

Staff must complete the Penal Code Section 298.1 Admonishment Form.

• The youth and staff must sign the form.
• A Supervisor’s and Phlebotomist signature is required when blood must be drawn for the DNA sample collection.
Biological Samples

DNA COLLECTION KIT
Collection Kits are located on the Admission and Release Unit.
The CAL DNA Kit contains the following items:
- The CAL DNA mailing envelope
- The Buccal DNA Collection Instruction sheet
- A Buccal DNA Collector
- A Specimen Information Card
- A DNA Transport Pouch, with small Tri-Sorb pouch inside
- Two ink strips
- Gloves
- Alcohol Prep Pad

DNA COLLECTION PROCEDURE
Specimen Information Card (Side A FRONT)
- Staff shall complete all required fields (Pink Shaded Areas). Staff are required to print clearly, in capital letters in BLACK or BLUE ink, all the requested information in the spaces provided on both sides of the Specimen Identification Card. Incomplete or illegible cards will delay the processing of the specimens.

Line One (Side A FRONT)-Last name, First Name, Middle initial and race.
- When entering the youth’s name there should only be one letter per box.
- Race abbreviations are located on the back of the Buccal DNA Collection Kit Instructions sheet.

Line Two (Side A FRONT)-Date of Birth, Sex, CII# and Social Security Number.
- Date of Birth is to be entered as a two-digit month, two-digit day and four-digit year.
- The CII# can be obtained in ARIES. If the CII# is not in ARIES, the Central ID desk can be contacted via the telephone to obtain the number.
- The youth’s Social Security Number may be in Supersession, if not ask the youth (if unknown leave blank).

Line Three (Side A FRONT)-FBI #, Qualifying Violation and Subject’s Local Agency #.
- The FBI # may be obtained from ARIES. If the FBI # is not in ARIES, the Central ID desk can be contacted via the telephone to obtain the number (if unavailable leave it blank).
- The Qualifying Violation is a required field. Enter the violation (for example, enter PC 245(a) (1) or H&S 11379). The Qualifying Violation can be found in the Probation
Biological Samples

Records System, on a Court Order or by contacting the youth’s assigned Deputy Probation Officer.

- Subject’s Local Agency # is our PID number. This can be located in Supersession.

Line Four (Side A FRONT)-Collecting Agency or ORI # and Date Collected.
  - a. Collecting Agency or ORI # is entered as CCC Probation or CA007033G2.
  - b. Date Collected is the date the sample is collected. Entered the date as a two-digit month, two-digit day and four-digit year.

Reason for Collection (Side A FRONT)
- Fill in the appropriate bubble for Reason of Collection. For example: enter “Felony Conviction (adjudicated)” or “Court Order.”

At the Time of qualifying event this Subject was a (n) (Side A FRONT)-
- Fill in the bubble next to “Juvenile.”

(Side A FRONT)
- The Probation Counselor collecting the DNA sample and verifying the qualifying offense or court order is to print their name, sign and date the Specimen Information Card in the area provided.

Subject Identified By: (Please Check One) (Side A FRONT)-
- Fill in the bubble next to Prints/ Cal-ID/ IAFIS.

RIGHT THUMB (Side A FRONT)
- Staff are to use one of the ink strips provided to apply ink to the youth’s right thumb. After the ink has been applied the youth’s thumbprint is to be rolled in the area provided. The right thumbprint must be rolled completely vertical, diagonal prints present a problem when processed by the DNA laboratory and may be rejected.

Areas marked “For DOJ Use Only.” - These fields shall be left blank.
- Specimen Information Card(Side B BACK)

Line One (Side B BACK)-Printed Name of Subject
- Clearly print the subject’s full name.

Line Two (Side B BACK)-Subject’s Signature and Date.
- The youth is to sign their name and date on this line.

Line Three (Side B BACK)-Sample Collected By
- Staff are to clearly print their first and last names.

Line Four (Side B BACK)-Collector’s Signature and Date.
- Staff are to sign their name and date their signature.
Biological Samples

Line Five (Side B BACK) - Collection Location

- For Collection Location enter “Contra Costa County Probation Department-Juvenile Hall.”

Line Six (Side B BACK) - Other Relevant Information; such as (Qualification or Collection Issues, etc.)

RIGHT THUMB (Side B BACK) -

- Staff are to use one of the ink strips provided to apply ink to the youth's right thumb. After the ink has been applied, the youth’s thumbprint is to be rolled in the area provided. The right thumbprint must be rolled completely vertical, diagonal prints present a problem when processed by the DNA laboratory and may be rejected.

Area labeled “FOR USE AS DIRECTED BY DOJ” – Staff should leave blank unless directed by DOJ to insert information in this area.

Buccal Swab DNA Collection

Staff shall wear gloves during this process.

- Either the gloves provided in the kit or gloves provided by the Department may be worn.
- At NO TIME are staff to touch the Buccal DNA Collector WITHOUT gloves on.

The Buccal DNA Collector shall be used to collect the DNA sample:

- Remove the Buccal Collector from the plastic wrapper.
- Clearly print the youth's full name and CII# in the area provided on the Buccal DNA Collector.
- Hand the Buccal DNA Collector to the youth and instruct them to place their thumb on the back of the Collector in the area labeled “Thumb” with their fingers wrapped around the Collector securely.
- Instruct the youth to open their mouth and place the Collection Paper side flat against the inside of their cheek.
- With the Collector Paper pressed against the inside of their cheek, instruct the youth to drag it firmly towards their lips and out of their mouth. This should cause a bulge that can be observed during the collection. Instruct them to repeat this 7 more times.
- DO NOT allow them to rub the collector back and forth or in a circular motion on their cheek.
- Staff will instruct the youth to hand them the Buccal DNA Collector.
- Staff will verify the Collection Paper is intact and slide the cover towards the tip of the Collector, covering the Collection Paper.
- Staff will insert the Buccal DNA Collector into the “Transport Pouch” provided as shown on the back of the “Transport Pouch.”
Biological Samples

- Staff will remove the cover over the adhesive strip on the “Transport Pouch” and seal the “Pouch.”

DNA Submission
Preparing Specimen

- After Staff have completed both sides of the “Specimen Information Card”, collected the DNA sample and secured it in the “Transport Pouch,” place these items in the pre-addressed paper return envelope provided, and seal the envelope. Note: The only items that should be in the pre-addressed paper return envelope are the “Specimen Information Card” and the “Transport Pouch.” Once these items are in the envelope it must be sealed.

- Staff will place the sealed pre-addressed paper envelope in the Admissions and Release Unit Supervisor’s mailbox to be forwarded to the DNA laboratory.

After the DNA sample collection has been completed, staff are to enter the youth’s name, PID # and CII # in Department’s “DNA Testing Log. To enter the youth’s information in the log staff must:

- Single click, using the left mouse button, on the “Add New Record” option.

- Single click, using the left mouse button, in the box next to “PID:” and enter the Youth’s PID #. Use the “Tab” key to move to the next field.

- Complete all fields in on this page (First, Middle and Last Name).

- The “Case Load” number can be located in Supersession in the “Juv Hist” screen using option PF5 when the cursor is highlighted over the Youth’s name. After selecting this option staff can locate the number to the left of the assigned Deputy Probation Officer’s (DPO) name.

- The “Processor” is the staff member that handled the DNA collection process.

- Use the date the sample was collected for the “Buccal Date”, “Palm Date” and “Letter Sent” dates.

- Enter the youth’s name, Date Completed and reason for collection in the DNA Log on the Sierra Intake Unit.

- Stamp the front of the youth’s main Juvenile Hall file, using the “DNA Testing Completed” stamp, and write the date the DNA sample was collected and forwarded.
Reporting In-Custody Deaths

522.1  JOHN A. DAVIS JUVENILE HALL IN-CUSTODY DEATH PROCEDURE

First on Scene

- Immediately summon other staff and medical assistance by calling a Medical Code 3.
- Ensure that 911 is called for emergency assistance.
- If a youth is found to be in respiratory/cardiac arrest, staff shall assume the condition has just occurred and begin C.P.R./First Aid.
- Intervene to save life by administering C.P.R/First Aid unless immediate intervention would jeopardize the safety of staff or other youth.
- Staff should never presume that the subject is dead, but continue appropriate life-saving measures until relieved by arriving medical personnel.
- CCC Probation employees are prohibited from undertaking the responsibility for determining the existence of life or death. Under current state law and department guidelines, the determination of life or death is a medical function.
- Notify the Building Supervisor (if not already on scene).
- Follow the instruction of the on-scene medical representative for treatment and/or transportation of the youth.
- Remove the other youth from the scene.
- The Building Supervisor or highest ranking Probation employee at the site shall preserve the scene and direct others as the need arises.
- In the event of death and under the direction of the County Probation Officer, the Juvenile Hall Director may choose to invoke the Protocol for Law Enforcement Involved Fatal Incidents developed by the Police Chiefs’ Association of Contra Costa County.

Death or Serious Injury During Transport

If a detained youth is seriously injured/dies while being transported by a Probation staff member, the staff member (if possible), shall:

- Immediately call 911 for medical help.
- As soon as the staff member is able, notify the law enforcement agency in the appropriate jurisdiction and the Juvenile Hall Building Supervisor.

Preserve the Scene

- Once the immediate emergency is handled, the entire area shall be preserved as much as reasonably possible. In the event the youth is declared dead by medical staff, the area may be a crime scene.
- No individual shall change, alter, or move any object, items, clothing, furniture etc., until cleared to do so by the Building Supervisor.
Reporting In-Custody Deaths

Immediately collect and secure all records pertaining to, or associated with the youth, unit log book, adjustment record, face sheet, discipline sheet, etc.

- Ensure digital records are also preserved (e.g. room check log and camera images.)
- Take photographs of scene, if possible.

Maintain a time/action sequence log.

- Initiate as soon as possible
- The Building Supervisor, or their designee, is responsible for maintaining the sequence log.
- Obtain written statement of all involved staff and witnesses prior to departing the facility.

Vital Notifications in the event of a death of a Juvenile Hall detainee

The Building Supervisor shall immediately notify the following:

- Juvenile Hall Director. In the event that the Director is unreachable, the Building Supervisor will notify a Juvenile Hall Manager to act on their behalf.
- Martinez Police Department (if not already on scene)
- Sheriff Department/Coroner

Under current law, all deaths involving a Juvenile Institution’s detainee must be investigated by the Coroner’s Office (per section 27491 of the Government Code).

The Juvenile Hall Director, or their designee, shall notify the following:

- Chief Probation Officer
- The Chief Probation Officer or their designee will notify the Presiding Juvenile Judge (as soon as reasonable but no later than within 24 hours).
- Assistant Chief Probation Officer
- Juvenile Hall Managers (if not on-site)
- The Contra Costa County Sheriff’s Office Dispatch if the Protocol for Law Enforcement Fatal Incidents is invoked.
- Notification of other Facility Partners and other essential individuals

As soon as operationally reasonable, the Juvenile Hall Director shall notify:

- Facility Health Services Administrator (medical)
- Behavioral Health Program Manager
- School Principal
- The youth’s Probation Officer
- Juvenile Hall Chaplain
Reporting In-Custody Deaths

- Peer Support to provide services to staff

Notification of Next of Kin

- Arrangements must be made to notify the parents, guardian or individual standing in loco parentis of the youth’s next of kin.
- The contact should be face-to-face.
- If timely arrangements can be made, a behavioral health staff member or chaplain should accompany probation staff.
- The County Probation Officer shall determine who shall make notification.

Notification to Oversight agencies (Made in timely manner and/or within mandated time frames)

- County Administrative Officer
- Chair Person of the Board of Supervisors (written report to the Board of Supervisors within 10 days)
- Risk Management/Employee Assistance Program
- District Attorney
- California Department of Justice/Attorney General Office

Government Code Section 12525 states that in any case in which a person dies while in custody, the agency in charge of the correctional facility shall report in writing, within 10 days, to the Attorney General.

Submit Department of Justice form BCIA 713

Notify County Counsel

Notify Chair Person of the Juvenile Justice Commission (within 48-hours)

Notify County Mental Health Crisis Services

Notify Board of State and Community Corrections (within 10 calendar days-Title 15 1341)

Submit copy of the report submitted to the Attorney General; see section VII, E. above.

The Chief Probation Officer will determine which Management Team member will complete the each of the above notifications. A master list of notification dates and a copy of completed documents will be maintained by the Juvenile Hall Director.

Documentation

Juvenile Hall Reports and Records:

- All staff involved will complete Incident Reports; including staff that had contact with the youth prior to the incident. The Building Supervisor will collect all staff Incident Reports.
- The Incident Reports will be reviewed through the chain of command.
Reporting In-Custody Deaths

- The Building Supervisor will gather the unit log, the youth’s adjustment record, unit face sheet, discipline sheet, and any other pertinent records/materials that may be required for review at a future date, and secure the items until forwarded to the Juvenile Hall Director.
- The Building Supervisor will request that copies of camera recordings and computer safety check logs be preserved in an electronic format, and sent to the Juvenile Hall Director.
- After the Police investigation has been completed all physical items removed from the area of the death are to be gathered and secured in the locked file cabinet in the scheduling office.
- The Director will provide these items to the County’s Chief Probation Officer as needed.

Additional Documentation may include, but not limited to:
- Probation Department Notification Correspondence;
- Medical Examiner Records/Reports;
- Certificate of Death;
- Law Enforcement Homicide Report (if death not due to natural causes).

The Juvenile Hall Director will maintain a master file of all essential records and documents for an In-Custody Death Review and inquiries by appropriate agencies (e.g. Board of State and Community Corrections).

News Media

- The ultimate authority and responsibility for the release of information to the media shall remain with the Chief Probation Officer.
- In situations where the Chief Probation Officer has given prior approval, the Assistant Chief, and Directors may prepare and release information to the media.
- To ensure that restricted information is not inappropriately released, employees should forward all media requests for information to the Chief Probation Officer.

522.2 ORIN ALLEN YOUTH REHABILITATION FACILITY IN-CUSTODY DEATH PROCEDURE

In the event of impending death, or death, of a youth at the OAYRF, medical staff shall be called immediately. In the event of a suspected death or serious injury, Probation staff shall intervene to save life by administering C.P.R./First Aid unless immediate intervention jeopardizes the safety of staff or other youth. Should all lifesaving efforts fail, the following is the procedure to be followed by Probation staff.

All youth are to be removed from the area and returned to their beds. If the incident occurred in one of the dormitories, all youth assigned to that dormitory shall be moved to another location where proper supervision can be accomplished without interfering with investigation of the incident. Any
Reporting In-Custody Deaths

A youth who may be a potential suspect shall be placed in handcuffs and shackle restraints and moved to the Administration Building. Staff is to secure the area in which the incident occurred. All items are to be considered potential evidence and are not to be touched or moved. The Institutional Supervisor, or in his/her absence, the Lead Juvenile Institution Officer (JIO), will remove all written documentation of the incident including, but not limited to, the dormitory log book, bed assignment sheet, youth files for involved wards and OAYRF Safety Check Report and secure those items as evidence. Copies of the bed assignment sheet will be returned to the dormitory as soon as possible. No cleanup of this area is to take place until all investigations have been completed. The Institutional Supervisor will determine when the area can be cleaned.

Staff discovering a youth’s suspected death shall:

- Immediately call a Code III
- Immediately restrict all non-emergency activity/movement at the facility
- If medical staff have not arrived, provide CPR/First Aid
- Notify Institutional Supervisor/Lead JIO if he/she has not responded to the Code

The Institutional Supervisor/Lead JIO shall secure the scene and direct other staff as the need arises. Once the immediate medical emergency is defused, the entire area shall be secured. No individual shall change, alter, or move any object, items, clothing, furniture, etc. until cleared to do so by the Institutional Supervisor.

- Immediately collect and secure all records pertaining to or associated with the youth (i.e., logbooks, youth files, bed assignment sheet and a copy of the Safety Check Report).
- Photograph the scene.
- Create a time/action sequence log. If not the Institutional Supervisor, identify the person responsible to maintain the log.
- Obtain a written statement of all staff and witnesses, as well as incident reports prior to leaving the facility.
- Contact EAP, Peer Support and Chaplaincy Services to provide services to staff and youth.

If a detained youth dies while being transported by a Probation staff member, that staff member, if possible, shall immediately call 911 for medical help. When time permits, staff shall notify the law enforcement agency in the appropriate jurisdiction and the OAYRF Institutional Supervisor.

Notifications

The Institutional Supervisor, or in his/her absence, the Lead JIO, shall, as soon as possible, notify the following people of the death immediately:

- OAYRF Probation Director, in absence OAYRF Probation Manager
- Local Law Enforcement, if not on scene
Reporting In-Custody Deaths

- Office of the Coroner (Sheriff) per Government Code Section 27491

The OAYRF Director, or designee, shall notify the following individuals:
- Chief Probation Officer
- Assistant Chief Probation Officer
- OAYRF Manager, if not on scene
- The Contra Costa County Sheriff’s Office Dispatch if the Protocol for Law Enforcement Fatal Incident is invoked

Once the Chief Probation Officer is notified, he/she or a designee will notify the following individuals:
- The Presiding Judge of the Juvenile Court (as soon as possible but within 24 hours)
- County Administrative Officer
- Chair Person of the Board of Supervisors
- District Attorney
- California Attorney General’s Office
- County Counsel
- Chair Person of the Juvenile Justice Commission
- County Mental Health Crisis Services
- Board of State and Community Corrections

Notification of other Facility Partners and other Essential Individuals:

As soon as operationally reasonable, the OAYRF Director shall notify the following individuals:
- Facility Health Services Administrator
- Behavioral Health Program Manager
- School Principal
- The youth’s Deputy Probation Officer
- OAYRF Chaplain
- Peer Support (to provide services to staff)

Under no circumstance shall any employee of the Probation Department have any contact with any representative of the media.

The time, date and outcome of each of these notifications must be documented in the Institutional Supervisors’ logbook.

Incident Reports and Property
Reporting In-Custody Deaths

- Following the above notifications, the Institutional Supervisor will begin collating the written documentation of the incident as described by the staff on the Incident Reports. The Institutional Supervisor will review all the documents for clarity and detail. The Incident Reports, along with the items removed from the area of the death after the police investigation has been completed, are to be gathered and secured in a locked area only accessible to Institutional Supervisors. All of these items are to be handed over to the Director upon request. The Director will provide these items to the Chief Probation Officer, as needed.

Operation and Medical Review

- Within five calendar days of the death, there will be a medical and operational review of the incident. The review team will include, but will not be limited to, the Director, the Institutional Supervisor involved in the incident, the Detention Nurse Program Manager, the Behavioral Health Program Manager, the responsible physician, and other health care and supervision staff who are relevant to the incident.

Government Code 12525

In any case in which a person dies while in custody, the Director shall report in writing to the Attorney General, within 10 days after the death. The report shall also be copied to the Board of State and Community Corrections. The report shall include all facts in the possession of the Probation Department concerning the death in custody. The minimum information in this report shall be:

- Name of decedent
- Date of birth
- Sex
- Race
- Date and time of admission to the OAYRF
- Reason for admission
- Physical description and condition on admission

Facts from Coroner’s Autopsy Report relating to death, including but not necessarily limited to the following:

- Date and time of death
- Cause of death
- Any incidents related to death
- Name of physician in attendance

Name and address of parent, guardian, or person standing in loco parentis

Name of facility

Name and title of employee making report
Reporting In-Custody Deaths

The above report shall also be accompanied by:

- Attorney General of the State of California Form BCSI 713
- Investigating Agency’s investigation reports regarding the death in custody
- Coroner’s Autopsy Report
- Probation Department’s incident reports regarding the death in custody
In-Custody Death Reviews

523.1 SECTION TITLE
This section reserved for future procedural content.
Bail

524.1 SECTION TITLE
This section reserved for future procedural content.
Temporary Release

525.1 SECTION TITLE
This section reserved for future procedural content.
Unclaimed Property

526.1 SECTION TITLE
This section reserved for future procedural content.
Items Permitted in Rooms

527.1 SECTION TITLE
This section reserved for future procedural content.
Special Individualized Program Plan (SIPP)

528.1 SECTION TITLE
This section reserved for future procedural content.
Use of Shield

529.1 SECTION TITLE
This section reserved for future procedural content.
Emergency Code Responses

530.1 SECTION TITLE
This section reserved for future procedural content.
Protective Spit Hood

531.1 SECTION TITLE
This section reserved for future procedural content.
Aftercare

532.1 SECTION TITLE
This section reserved for future procedural content.
Graduation

533.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 6 - Youth Due Process
Youth Discipline

600.1 SANCTION PROCEDURE

DOCUMENTATION:

Moderate and high rule violations in which disciplinary measures are used shall be documented on an Incident Report, the Case Notes, and the Unit Discipline Sheet noting but not limited to the following information:

- Time
- Date
- Behavior
- Extent of Discipline

ORIENTATION:

- During orientation, a Juvenile Institution Officer (JIO) shall read and explain the posted rules to each youth including those youth with prior admissions to ensure a youth’s understanding of the rules and consequences. Staff shall provide youth with disabilities, limited English proficiency, or limited literacy with any additional help needed to ensure that the youth understands the rules of conduct and consequences. The orientation shall be documented in the Case Notes and the youth shall be given the opportunity to ask questions or ask for clarification.

- Youth shall be advised of the grievance process which includes review and appeal to a supervisor. The rules and consequences shall also be posted on each living unit.

AUTHORITY TO IMPOSE DISCIPLINE:

- Juvenile Institution Officer’s (JIO’s), Deputy Probation Officers, Institution Supervisor I’s and II’s, School staff, Managers and the Director are authorized to impose discipline for rule violations. Discipline may not be delegated to any youth.

TREATMENT UNITS:

- Treatment units will utilize the Behavior Management System

RULE VIOLATIONS AND CONSEQUENCES

Minor Rule Violations (Level 1 Misconduct) Include but are not limited to:

- Using inappropriate, disrespectful language
- Possession of low level contraband. (i.e. extra books, extra clothing, etc.)
- Exchanging food
- Failure to comply with low level sanction
- Failure to follow proper hygiene practices (i.e. comb hair, brush teeth, etc.)
- Failure to obtain permission before moving from one area of the unit to another
Youth Discipline

- Discussing court cases with others
- Failure to keep hands behind your back during group movements
- Shirt tucked in at all times within the building (except courtyard, gym, with staff permission)
- Talking or excessive noise during group movement, mealtime/bedtime, quiet time etc.
- Touching others/this is a no touch facility (e.g. displays of affection, horseplay, etc.)
- Low level vandalism/damage to county property
- Misuse of intercom
- Failure to keep room clean
- Purposely disrupting juvenile hall activities
- Improper wearing of county issued clothing
- Failure to raise hand to be excused during meals
- Talking between tables during meals when the group is directed to be quiet during meals
- Low level visiting violation
- Low level non-compliance

Minor Level Sanctions (Level 1)
Whenever possible minor rule violations may be handled informally by counseling and advising the youth of the expected conduct or imposing a minor consequence, including but not limited to:

- May not earn points
- Worker eligibility
- Choice for activity
- Room assignment change
- Seating change (meal, school, or couches)
- Temporary (one shift) level change
- Loss of privilege(s) LOP Status for phone use

Moderate Rule Violations (Level 2 Misconduct) Include but not limited to:

- Defiant and threatening language
- Door hitting/creating a disturbance while in room (e.g. screaming, yelling)
- Lying when formally questioned by staff
- Failure to comply with a low level sanction
- Moderate level vandalism/damage to county property
Youth Discipline

- Moderate level hate speech (re: race, gender, gender orientation, religion, mental or physical disabilities)
- Moderate level visiting violation
- Moderate level non-compliance
- Refusing to participate in activities, programming, or school
- Bullying/harassment/intimidation
- Provoking a conflict, taunting or teasing of another person
- Sexual harassment
- Exposing self/indecent exposure
- Taking/stealing the property of another
- Failure to comply during an emergency
- Room refusal (delayed compliance; does not result in code)
- Crossing the red line w/o permission
- Any gang related activity (w/the exception of violence)
- Unauthorized possession of medication
- Possession of tobacco
- Possession of contraband (pencils/pens, sexually explicit photographs)
- Cheating in school
- Gambling
- Interfering with security check (e.g. covering window, hiding)

Moderate Level Sanctions (Level 2) Include but not limited to:

- May not earn points
- Worker eligibility
- Room assignment change
- Seating change (meal, school, or couches)
- Temporary (one day) level change
- Level 2 Loss of Privilege (LOP) for 2-5 hours (no participation in group activities part or all)
- Reflective essay
- LOP status for phone use

Major Rule Violations (Level 3 Misconduct) Include but not limited to:
Youth Discipline

- Battery on peer, institutional staff, school staff or medical personnel
- Escape or escape attempt
- High level hate speech (re: race, gender, gender orientation, religion, mental or physical disabilities
- Failure to comply with a moderate level sanction
- High level Vandalism/damage to county property
- Possession of dangerous contraband (i.e. weapons, drugs, alcohol)
- Credible threat of violence in which there is an imminent risk of harm
- Aggressive physical contact
- Any organized or premeditated activity which can or result in violence
- Room refusal (resulting in an emergency code being initiated)
- Any attempt to incite the group to commit an act of non-compliance or violence
- Romantic/sexual actions between youths
- Sexual battery
- Extortion- forcing another’s actions through force, threat, or intimidation
- Fighting
- High level non-compliance; ie, refusal to follow staff directions/instructions where the refusal results in a security issue.

Major Level Sanctions (Level 3):
Sanctions shall take into consideration any aggravating/mitigating circumstances, such as a youth’s disabilities. The seriousness of the misconduct, the degree of harm to victim(s), and the imminent risk to safety of others, the youth, and the institution as well as the youth’s mental health history shall be considered. Sanctions include but are not limited to:

- May not earn points
- Worker eligibility
- Choice for activity
- Room assignment change
- Seating change (meal, school, or couches)
- Reflective essay
- Level 3 Loss of Privilege (LOP) for up to 3 days (no participation in group activities part or all)
- Loss of Star Chart clothing incentives
- Probation/law violation and/or restitution
Youth Discipline

- School suspension
- LOP status for phone use
- Ineligible for incentive room

600.2 JOHN A. DAVIS JUVENILE HALL ROOM SEPARATION PROCEDURE
When a youth is separated from the group by being placed in their room, the protocol is as follows:

- The lead Juvenile Institution Officer (JIO) will designate a unit staff member to meet with the youth within 15 minutes of the incident in an attempt to gain rapport and initiate dialogue regarding the incident. If the situation remains volatile, staff shall utilize criteria on the Separation Checklist during every 12 minute safety check to determine if the situation is safe for intervention attempts.

- The staff will initiate a Separation Checklist for the purpose of identifying the signs that help determine if the youth's threat level is escalating, staying the same, or decreasing. As part of the initial meeting with the youth, staff will inform the youth of the observable behavior changes necessary for the youth to be removed from Room Separation.

- As soon as the youth is capable of positive interaction and is deemed safe to meet with staff, the youth will be removed from their room and staff will conduct Core Correctional Practice (CCP) interventions for de-escalation and the reduction of risk for further anti-social behaviors. For Treatment Program youth with an advanced understanding of cognitive behavioral interventions, advanced interventions will be applied as a component of this process.

- If the youth is incapable of positive interaction and is deemed unsafe to meet with staff, then continued separation requires the same protocols be followed, including additional Incident Reports on subsequent shifts that discuss what efforts have been made to end room separation. Room separation of a youth must be authorized by the Building Supervisor, or designee at every hour (as indicated on the room separation checklist). Behavioral Health staff may determine that the youth requires hospitalization and may initiate this process.

Timeline:

- A Separation Checklist will be initiated immediately when a youth is involuntarily separated from the group for more than 15 minutes and entered into the SAS spreadsheet.

- The Building Supervisor will be notified of the room separation immediately and every hour thereafter.

- An Incident Report will be completed by the end of the shift.

- Within 15 minutes a staff member will initiate dialogue with the youth to determine the youth's amenability to engage in the process of de-escalation and resolve the situation. At any time, staff may contact Behavioral Health when a youth's mental status shows signs of decline, or when the youth requests Behavioral Health involvement.
Youth Discipline

- While the youth remains in separation, the staff will observe behaviors listed on the Separation Checklist form during the regular 12 minute safety checks and update the Checklist in 12 minute increments.

- When the youth shows signs of de-escalation and becomes amenable to engage in conversation, the lead staff will make the decision to release the youth from their room to discuss the incident. Staff will utilize CCP interventions to address the youths’ behavior and to help the youth develop strategies to prevent similar behavior(s) in the future. Lead staff or their designee will notify the Building Supervisor of their decision to release the youth to discuss the incident.

- Staff may choose to partially reintegrate the youth into group activities in an effort to protect potential victim(s) of aggression, to provide caution in cases of a repeated history of aggression, and/or to reduce social pressures. In the event of a partial reintegration, staff will develop a written safety plan which may include but is not limited to, restricting activities to certain areas of the housing unit and/or restricting the youth from having contact with certain group members.

- If the youth remains unable to participate in productive conversation and continues to exhibit aggressive or threatening behavior as two (2) continuous hours of separation in their room is approaching, Probation staff shall have Behavioral Health meet with him/her. If Behavioral Health is not available or does not deem the matter to be a psychiatric emergency, the Building Supervisor, or designee, may authorize an additional separation period in accordance with paragraph below.

- If a youth is not able to be released from room separation due to continued threats or behaviors that pose an immediate and articulable safety risk in excess of the two hours, a Special Individualized Programming Plan (SIPP) is required to be completed within seven days of the initial Separation Checklist. This full plan is designed to support the youth in recognizing the factors that lead to aggression and how to regulate emotions or avoid aggressive behaviors. SIPP is to create a plan to allow for transition from their room to the unit and gather information about the youth. A Full Specialized Individualized Programming Plan (SIPP) will be implemented.

- If a youth remains in room separation for more than a 24 hour period, the youth shall be noticed of the right to a due process hearing and one shall be conducted. The Manager or Director shall review all room confinement in excess of 24 hours and note said review on the Room Separation Checklist.

600.3 DUE PROCESS PROCEDURE
Orientation

- Orientation and re-orientation can be one of the most effective means of avoiding the need for disciplinary action. Each youth will be oriented to the rights and privileges of the facility as soon as possible after admission to the unit. The orientation should include an introduction to behavioral expectations and the possible penalties for violating the expectations, rules, procedures, or policies of the facility. Youth with limitations, disabilities and/or limited English proficiently will be provided assist during orientation.
Youth Discipline

- Advise the youth where the rules are posted and answer any questions.
- Orient youth to the Grievance procedure.
- Document the orientation in the youth’s Case Notes.

Authority to Impose Discipline:

- JIOs, Deputy Probation Officers (DPO), Institution Supervisors, School staff Managers and the Director are authorized to impose discipline for rule violations.
- Discipline may not be delegated to any youth.

Disciplinary Action: Informal (Minor Rule Violation)

Orientation/Re-orientation:

- Remind youth of rules and behavioral expectations. Utilize group and individual orientation to teach responsibility and appropriate behavior. Before any activity or movement, advise group of behavior expectations and possible consequences of misbehavior.
- Ask the group/individual if they have any questions about the orientation and if so, help the youth understand.

Counseling:

- When youth or small groups of youth appear in conflict, the JIO should step in before there is a problem to help the youth or group of youth resolve the situation. Youth with limitations, disabilities and/or limited English proficiently will be provided assist during counseling.
- The basis of conflict and the interception should be noted by the JIO in the unit log.

Disciplinary Action: Formal (Major Rule Violation):

Whenever an Institutions Incident Report is completed regarding a youth’s actions which recommend a sanction that would result in the loss of group activity, the Institutional Supervisor 1 (IS 1) on duty is to initiate the Due Process procedure.

- The IS 1 will outline the Due Process procedure to the youth within 24 hours of the incident. The IS 1 will provide assistance to youth with limitations, disabilities and/or limited English proficiently when outlining the Due Process procedure.
- Normally, the IS 1 on duty, acting as the IHO, will conduct the due process hearing, reviewing the incident report with the youth and interviewing any witnesses (if necessary). If the IS 1 on duty is the staff person initiating the Institutions Incident Report, the Due Process procedure is to be initiated within 24 hours by the IS 1 of the on-coming shift. Thus, the on-coming IS 1 will become the IHO. (If the Institutions Incident Report was initiated during the PM shift the oncoming AM IS 1 shall initiate the Due Process).
- If, due to vacations or other scheduling issues, an IS 1 will not be available within 24 hours of the Institutions Incident Report, the Lead JIO will complete the Due Process procedure.
Youth Discipline

Whenever an Institutions Incident Report is completed regarding a youth’s actions which recommend a sanction that would result in the youth’s removal from the OAYRF and transport to the Juvenile Hall, whereby the youth is not being returned to Court, the IS 1 on duty (or Lead JIO, in the IS 1’s absence) is to initiate the Due Process procedure.

- The Due Process procedure will be initiated immediately after the incident is over and the youth has gained control. The IS 1 on duty will provide assistance to youth with limitations, disabilities and/or limited English proficiently when outlining the Due Process procedure.
- The IS 1 on duty, or designee, as outlined above, will outline the circumstances of the incident in the, “Briefly Describe/Identify Offense Behavior” Section of the Due Process form. The Due Process form will then be forwarded to Juvenile Hall. The Supervisor will also contact Juvenile Hall advising of the forthcoming removal and initiation of the youth’s Due Process.
- The IS 1 on duty completes the initial portion of the Due Process form, review the incident report with the youth and any witnesses (if necessary). If the IS 1 on duty is the staff person initiating the Institutions Incident Report, the Due Process procedure is to be initiated by the Lead JIO.
- The IS 1 on duty, or designee, as outlined above, will outline the Due Process procedure to the youth and advise the youth that based on the incident involving a major rule violation that poses a safety and/or security risk, the youth is to be removed from the OAYRF.
- A Supervisor assigned to the Juvenile Hall will designate the JIO assigned as the IHO on the unit where the youth is housed at Juvenile Hall. The designated JIO will serve as the IHO and complete the Due Process procedure and Due Process form after the minor is admitted to Juvenile Hall. The Due Process procedure will be completed at Juvenile Hall within 24 hours after the incident occurred at the OAYRF.
- The youth will be provided the Notice of Due Process Hearing by assigned unit staff.

Whenever an Institutions Incident Report is completed regarding a youth’s actions which recommend a sanction that would result in the youth’s removal from the OAYRF and transport to the Juvenile Hall, whereby the youth is being returned to Court, the IS 1 on duty (or Lead JIO, in the IS 1’s absence) will not initiate the Due Process procedure. However, the youth’s Due Process will be addressed through the Court proceedings.

Completion of Disciplinary Due Process

Upon the completion of the Due Process Hearing and the Due Process form by the assigned IHO for youth remaining at the OAYRF, the IHO shall advise the youth of the disposition.

- When the youth indicates he understands the disposition as explained, the Due Process form will be routed to the IS 1 for Administrative Review.
- The IS 1 will conduct an Administrative Review of the findings of the IHO and may determine that the recommended discipline is appropriate or not and may reduce or eliminate any discipline imposed.
Youth Discipline

- If the youth does not understand the disposition and his right to write a grievance as explained, the Due Process form will be routed to the Probation Director for review and any action deemed necessary.
- Once reviewed by the Probation Director, the completed Due Process form is to be routed to the Administrative Clerk for filing and entry into OAYRF’s Due Process log.

Upon the completion of the Due Process Hearing and the Due Process form by the assigned IHO for youth removed from the OAYRF and transported to Juvenile Hall, the IHO shall advise the youth of the disposition.

- When the youth indicates he understands the disposition as explained, the Due Process form will be routed to the IS 1 for Administrative Review.
- The IS I will conduct an Administrative Review of the findings of the IHO and may determine that the recommended discipline is appropriate or not and may reduce or eliminate any discipline imposed
- The IS I will forward their findings to the Institutional Supervisor II (IS II) also commonly referred to as the Building Supervisor for further Administrative Review.
- The IS II will conduct an Administrative Review of the findings of the IS I and may determine that the recommended discipline is appropriate or not and
  - further reduce the discipline imposed or recommend an alternative disciplinary procedure.
- The IS II will forward their findings to the Probation Director for further Administrative Review. The Probation Director may further modify the discipline imposed or allow it to stand.
- If the youth does not understand the disposition and his right to write a grievance as explained, the Due Process form will be routed to the Probation Director for review and any action deemed necessary.
- Due Process forms completed by Impartial Hearing Officers, as the result of the youth’s removal from the OAYRF, will be forwarded to the Probation Director.
- Once reviewed by the Probation Director, the completed Due Process form is to be routed to the Administrative Clerk for filing and entry into the facility’s Due Process log.
Room Separation

601.1 SECTION TITLE
This section reserved for future procedural content.
Youth Access To Courts and Council

602.1 JOHN A. DAVIS JUVENILE HALL YOUTH SUBPOENA PROCEDURE
Sierra Unit staff will telephone the Living Unit of the youth to be served and request the youth be sent to the Sierra (Admissions) Unit. When served, the Sierra Juvenile Institution Officer (JIO) will:

- Request the youth to relinquish the subpoena, explaining that it will be placed in his/her Sierra folder for safekeeping.

The youth’s copy of the subpoena will be given to the Sierra clerk who will:

- Make copies of the subpoena and send to (1) Sierra Unit Supervisor, (2) Transportation, (3) resident’s Deputy Probation Officer, and, (4) Building Supervisor.
- Clip the copy of the subpoena to the inside of the appropriate court list folder.
- Place the youth’s copy of the subpoena in his/her Sierra folder.

The Sierra JIO is responsible for notifying the Deputy Probation Officer of the subpoena by telephone/email, and indicate the date, time and court where the youth is to appear and inform the Deputy Probation Officer (or in his/her absence) the Deputy Probation Officer’s Supervisor the Juvenile Hall Transportation Unit will transport the resident to court.

It is the responsibility of the Transportation Unit to Transport the youth to the designated court at the given date and time, unless otherwise indicated that transportation will be arranged through another agency.

602.2 JOHN A. DAVIS JUVENILE HALL YOUTH COURT PROCEDURE
Residents to and from Court:

- The Lead JIO will conference with the Courtroom Bailiff prior to the AM and PM calendar being heard to determine the order in which youth will be brought to court.
- Once the order of appearance for the youth has been determined, the Lead JIO will give directives to their partner(s) regarding the order in which the youth will be brought to the waiting room.
- Sierra Staff will escort youth to and from the living units and the court waiting room. If no Sierra Staff are available the Building Supervisor will be contacted for direction.
- There will be a maximum of five youth allowed in the waiting room, Courtroom or Probation holding room combined. A resident held in the Court Bailiff’s holding room will not be counted towards this total, and will not be supervised by Probation staff while in the Court Bailiff’s holding room.
- Two JIOs must be present when any youth are present in the waiting room or holding room. Visual contact between the JIOs is to be kept at all times when youth are present.

Holding Rooms:

- Probation’s holding room is located next to the waiting room and will be used to hold youth that pose a security issue in the waiting room.
Youth Access To Courts and Council

- Prior to placing a youth in the holding room the Lead JIO will obtain authorization from the Building Supervisor.
- Room checks will be conducted per the Safety Check policy and documented on the Court Holding Room Form.
- Youth placed in the Court Bailiff’s holding room will be placed there at the direction of the Court Bailiff. The Court Bailiff will then be responsible for conducting the safety checks and the documentation of these checks.

Court Interview Rooms:
- Use of the interview rooms are for youth and their Legal Counsel. Legal Counsel can interview their clients face to face or they may interview them by entering the interview room from the courtside.
- Prior to any youth exiting the interview room they will be pat searched by a same gender JIO to ensure the youth did not obtain any contraband. Additionally, the room will be checked for contraband prior to and after each visit.

Intakes:
- When an out of custody youth is taken into custody the Court Bailiff will handcuff and then escort the youth to the area near Probation’s holding room.
- A JIO of the same gender as the intake will pat search the intake and place them in the Probation holding room. The handcuffs will be removed when and if the youth is cooperative.
- The JIO will review the Court Order to ensure there is a lawful order to detain the youth. They will then contact Sierra unit staff and request that the intake be escorted to the intake unit.
- If the intake is to be taken to County Jail the Bailiff will place the intake in the Court Bailiff’s Holding Room and arrange for transportation to County Jail.

Other Duties:
- Prior to youth being brought down to the court waiting area the Lead JIO is to make sure the area is checked for contraband.
- When youth return to the living units from the court waiting room staff are to make sure no confidential materials are taken to the units. Confidential materials are to be taken to the Sierra unit and stored with the youth’s personal property.
- OC spray is not to be used in the Courtroom or any areas that fall under the jurisdiction of the Court Bailiff. The Court Bailiff can request that Probation staff use OC spray in the areas that fall under the Bailiff’s jurisdiction.
- Court Orders are to be taken to the Sierra unit and given to the clerical staff for distribution.
Youth Access To Courts and Council

602.3 ORIN ALLEN YOUTH REHABILITATION FACILITY YOUTH SUBPOENA PROCEDURE
The on-duty supervisor will request the youth come to Administration. When served, the supervisor will:

- Request the youth to relinquish the subpoena, explaining that it will be placed in the youth's folder for safe keeping.

The youth’s copy of the subpoena will be given to the facility clerk who will:

- Obtain from the subpoena and note on an OAYRF inter-office communication form the date and time of the court appearance and the court in which the youth is ordered to appear.
- Make copies of the form and send to the Shift Supervisor and the youth’s Deputy Probation Officer (DPO).
- Place the youth’s copy of the subpoena in their folder.

The supervisor is responsible for notifying the DPO of the subpoena by telephone and indicate the date, time, and court where the youth is to appear and inform the Deputy Probation Officer (or in his/her absence, the DPO’s supervisor, that the OAYRF will transport the youth to Court).

Any subpoenas from the District Attorney Office should be accepted and the youth should be served, if housed at the facility.

It is the responsibility of the facility to transport the youth to the designated court at the given date and time, unless otherwise indicated that transportation will be arranged through another agency.
Youth Rights - Protection From Abuse

603.1 SECTION TITLE
This section reserved for future procedural content.
Prison Rape Elimination Act

604.1 PREA PROCEDURE
Reporting Requirements

- Penal Code Section 11166 requires that all suspected child abuse be reported to the police or the Employment and Human Services Department (EHSD), Children and Family Services (CFS). Duplicate reporting is not necessary. A call is made to the appropriate EHSD office hotline to report the incident (See County Phone Directory).
- When a party receives information indicating suspected child abuse, they are to notify the Supervisor immediately and complete a Suspected Child Abuse Report and an Institutions Special Incident Report prior to leaving the facility.
- The Supervisor shall forward the written report to the appropriate agency as soon as possible but in no event, longer than 36 hours of receipt. The Supervisor shall also notify the appropriate assigned Deputy Probation Officer by phone.
- A copy of the Child Abuse Form will be placed in the youth’s file.

Reporting Guidelines

If the suspected child abuse occurred outside of the OAYRF, the following guidelines shall apply:

- If the suspected child abuse involves an OAYRF youth and there are no other children in the home, the Supervisor shall call Child Protective Services and forward the written report to that agency. The assigned Deputy Probation Officer shall also be notified.
- If the suspected child abuse involves an OAYRF youth and there are other children present in the home, the Supervisor shall call Child Protective Services and advise them of the potential danger to the children still in the home. The Supervisor shall forward the written report to Child Protective Services and shall notify the assigned Deputy Probation Officer.

If the suspected child abuse involves an OAYRF youth and the suspected abuse occurred while the youth was housed at the OAYRF, the following guidelines apply:

- The Supervisor shall immediately notify the Probation Director and shall complete a Suspected Child Abuse Report. The Supervisor shall notify the local law enforcement by phone and shall follow-up with the written report and any other relevant documentation.

If the suspected child abuse involves an OAYRF youth and the suspected abuse is alleged to have been committed by a law enforcement officer before, during or after a youth’s arrest the suspected abuse is to be reported to the Watch Commander of the involved agency. No Child Protective Services report is necessary. An Institutions Special Incident report is to be written documenting the allegation and the notification made to the law enforcement agency.

General Information

- The particular circumstances of a suspected child abuse case may indicate that a police referral should be made in addition to the Child Protective Services report.
Prison Rape Elimination Act

Supervisor will make this determination after consulting with the Probation Director or Probation Manager.
Grooming

605.1 SECTION TITLE
This section reserved for future procedural content.
Youth Nondiscrimination

606.1 SECTION TITLE
This section reserved for future procedural content.
Youth Grievances

607.1 JOHN A. DAVIS JUVENILE HALL YOUTH GRIEVANCE PROCEDURE
Each day the morning Building Supervisor is to assign the collection of all facility grievances to an ISI. The ISI will sign the sheet in the grievance collection binder indicating they have collected the grievances. The “date” of the grievance will be the date it is received by the supervisor. The grievance will be numbered in the format below by the ISI and it will be entered on the Grievance Log located on the J-Drive. A copy will be made of the grievance and filed in the binder according to unit.

Number example: J16-05-001 (Juvenile hall, year, month, grievance #)

Each month the signature sheet in the grievance collection binder will be removed and provided to clerical staff for filing.

If a grievance is serious in nature or implies misconduct, it shall be reported to administration immediately. If a youth claims misconduct by staff or any service providers that they may come into contact with, the allegation will be handled by Probation Administration and investigated by the proper authority.

If appropriate, the ISI will then give the original grievance to the staff involved. The staff member will discuss the written grievance with the youth, write a written response to the grievance that addresses the specific issue, sign and date the form, have the youth sign and date the grievance form and indicate if he/she (youth) considers the grievance resolved or unresolved. The staff member will then forward the youth's Grievance Report form to the ISI. This process will be completed within three business (3) days of a grievance being given to an employee by a supervisor. Staff shall provide the youth a copy of the grievance if requested.

If the staff involved is off work, then the grievance shall be handled by the ISI, if the ISI that is assigned to the involved staff is off, then the IS2 or a designated ISI shall handle the grievance. The ISI shall meet with the youth within three (3) days and either address the grievance, or if the grievance is not serious in nature, let the resident know the grievance will be answered upon the involved staff’s return to work. The ISI will note the meeting in the response section on the grievance form.

The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance. If such a request is made, the ISI shall assign the appropriate staff to assist the youth with completing the grievance report or explaining the grievance verbally. If staff is requested to assist the youth, this must be indicated on the youth’s grievance report.

Once the grievance process is completed by staff, the ISI assigned to the unit will review the grievance, remove the copy from the binder and forward the original to the IS2, who will then review and forward to the Director or their designee. If the grievance has not been resolved, the
Youth Grievances

ISI will meet with the resident, discuss the grievance and document his/her response. The youth will again sign the grievance form and indicate whether or not they agree with the ISI’s response.

If the grievance is still unresolved, the IS2 will meet with the youth and work to solve the grievance. The review process conducted by both the ISI and the IS2 shall be no longer than two (2) days from the date the grievance was received from staff.

The Director shall review all Youth Grievance Report forms prior to filing. If a grievance is unresolved when it reaches the Director, the Director will respond to the grievance in writing within five (5) business days. The decision of the Director will be final.

All Grievance Report forms are to be filed in the administrative office grievance folder.

Grievance Timelines Review:
Date of grievance: Date received by ISI. Grievances to be retrieved daily.
Staff response time after receipt from ISI: 3 days
ISI and ISII response time: 2 days combined after received from staff
Director review time: 5 working days

* If staff are off for an extended period of time, the ISI shall respond to the grievance within 3 business days.

607.2 ORIN ALLEN YOUTH REHABILITATION FACILITY YOUTH GRIEVANCE PROCEDURE
During each active shift, the on-duty Supervisor will check the confidential grievance box. The Supervisor will review the grievance, assign the grievance a number, log and scan the grievance into the facility’s Grievance Log, then forward to appropriate staff member. The staff member will have three (3) business days to respond to the youth's grievance.

If the grievance alleges unprofessional behavior by staff (such as inappropriate comments), the youth should check the “personal” box on the grievance form and give the completed form to the shift Supervisor when the incident occurred. The grievance can be filed confidentially.

If the grievance does not allege unprofessional behavior by staff, the youth should check either the “program” box (if the grievance involves probation staff) or “school” box (if the grievance involves school staff). The youth should check the “Behavioral Health” box if the youth has been grieved by Behavioral Health Staff or the “Medical” box if the grievance involves OAYRF’s Medical staff or a medical issue. The youth should check the “Other” box and note the subject of the grievance in the space provided if the subject differs from program, personal, school, behavioral health, or medical. The grievance can be filed confidentially.

The involved staff member will discuss the written grievance with the youth, write a response to the grievance, sign and date the form, have the youth sign and date the form, and indicate if he (youth) considers the grievance resolved or unresolved. The staff member will then forward the grievance form to the Supervisor to be inputted in the Grievance Log as noted above. This process
Youth Grievances

will be completed by the end of the week (Sunday) in which the incident happened, or by the following Tuesday if the incident happened on the weekend.

Grievances directed toward facility service staff (i.e. Behavioral Health, Cook, etc.) will be forward to the respective staff member and reflect the aforementioned process.

If a written grievance has been resolved by the time it reaches the Supervisor, the Supervisor will sign and date the grievance and forward it to the Probation Director/Probation Manager who will date, initial and record the information in the Grievance Log. The grievance will then be forwarded to the Administrative Clerk for filing and a copy of the grievance will be forwarded to the youth. If the grievance has not been resolved, the Supervisor will meet with the grievant, discuss the grievance and document his response. The youth will again sign the grievance form and indicate whether or not they agree with the Supervisor’s response.

If the grievant considers the grievance resolved, the youth’s Grievance Report form will be forwarded to the Probation Director/Probation Manager. The grievance will then be forwarded to the Administrative Clerk for filing. The youth will be provided with a copy (upon request) of the resolved grievance. The grievance will also be recorded in the Grievance Log. If the grievance is still unresolved, the youth’s Grievance Report form will be forwarded to the Probation Director/Probation Manager. This process shall be accomplished within five days after the Supervisor first receives the grievance.

In the event a youth’s grievance is addressed to staff member who is absent from the facility beyond their designated [regular] days off (i.e. vacation, medical leave etc.), a Supervisor will make every effort to resolve the youth’s grievance within a reasonable amount of time, typically within three business days. The Supervisor shall provide the grievant with the opportunity to meet and explain he/she will be attempt to resolve their grievance in the absence of staff member whom it was addressed.

If a grievance is unresolved when it reaches the Probation Director/Probation Manager level, the Probation Director/Probation Manager will respond to the grievance within ten days. The youth will have the opportunity to meet with the Probation Director/Probation Manager and explain his grievance prior to a decision being rendered.

The decision of the Probation Director/Probation Manager in these administrative matters will be final. A copy of the grievance with the Probation Director/Probation Manager decision will be provided to the youth. This will also be recorded in the Grievance Log.

Youth’s Grievance Report forms are to be filed in the Administrative Office Grievance folder.

Allegation of Misconduct

- A youth’s Grievance Report form alleging staff abuse, injury do to undue force, negligence, misconduct, policy violation, etc., will be investigated by the proper authority. The Supervisor will make the Probation Director/Probation Manager aware of complaints that allege behavior necessitating an administrative or personnel investigation. Allegations of criminal behavior will referred to the appropriate police agency for investigation.
Youth Grievances

- The Probation Director/Probation Manager will review all investigative findings and will initiate appropriate follow up.
Youth Voting

608.1 SECTION TITLE
This section reserved for future procedural content.
Line-Up Participation

609.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 7 - Medical/Mental Health
Health Authorities

700.1 SECTION TITLE
This section reserved for future procedural content.
Youth Screening and Evaluations

701.1 JOHN A. DAVIS JUVENILE HALL PHYSICAL SCREENING PROCEDURE

Admissions Physical

All youth admitted to Contra Costa County Juvenile Hall shall have a medical screening by a registered medical staff member. The initial medical screening shall include the youth's history but is not limited to:

- Past illnesses
- Name of physicians
- Parental health insurance carrier
- Immunization status
- Contraceptive, prophylactic, or birth control information

Evaluation of mental health status including, but not limited to:

- History of neurological disease
- Drug/alcohol abuse
- Depression, hallucinations, disorientation
- Psychiatric history and history of suicide attempts or ideation

Youth admitted to Juvenile Hall for the first time, or youth who have not received a Juvenile Hall medical examination for one year or more, shall have a medical examination within 96 hours of admission.

The medical examination shall include, but not limited to:

- Temperature
- Pulse rate
- Blood pressure
- Height
- Weight
- Vision screening
- Dental screening
- Condition of skin, mouth, ears, nose, eyes, abdomen, lungs, heart, and extremities

While conducting medical screening, medical staff will ensure that the screening area is free from unsecured items that could be used as weapons. Potential weapons can include, but are not
Youth Screening and Evaluations

limited to, office products such as staplers, lamps, phones and computer monitors. Unsecured items will be secured where possible, or placed out of reach from youth when not actively in use.

The medical form shall be completed by the examining provider and placed in the medical chart maintained in the Health Services Department of Juvenile Hall.

701.2 JOHN A. DAVIS JUVENILE HALL INTAKE SCREENING PROCEDURE

Intake Screening and Assessment

Intake screening and continuous assessment of all youth is critical to the facility’s suicide prevention efforts. Screening and assessment shall not be viewed as a single event, but as an ongoing process. Youth must be monitored regularly since they can become suicidal at any point during confinement.

Intake screening for suicide risk will take place immediately upon detention and prior to housing assignment.

Suicide assessment and prevention starts at booking, when the youth is asked key questions aimed to evaluate if they possess behavior/ideations that may make them more prone to self-harm:

- Although verbal responses during the intake screening process are critically important to assessing the risk of suicide, staff shall not exclusively rely on a youth’s denial of suicidal intent and/or history of mental illness, particularly when behavior or previous confinement in the facility suggests otherwise.

- For such cases, the screening process must include referral to a qualified mental health and/or medical personnel for a more thorough and complete assessment.

The Admissions JIO will administer the “Ask Suicide-Screening Questionnaire” (ASQ) (attached) to all youth upon admission.

In addition to the ASQ, medical staff administers mental health screening questions, as part of their standard medical screening form.

If a youth screens positive (per the ASQ) for suicidal ideation, or for significant behavioral health concerns during the medical screening, then staff will contact mental health and medical. Behavioral health personnel will evaluate the youth and determine the level of risk and level of precaution required for safety (e.g., place on Close Observation 2 (CO 2), transported to Psych Emergency Services [PES]).

- Upon identifying a youth as potentially at risk for suicide, the Admissions JIO will immediately place the youth on a Close Observation Program, pending a suicide assessment by behavioral health staff.

- The youth will be provisionally kept on the Sierra Unit pending Behavioral Health’s assessment for Suicide Risk. Sworn Institutional staff will maintain appropriate visual contact with the youth until the evaluation can take place.
Youth Screening and Evaluations

- The JIO contacting Behavioral Health, medical or other facility staff, to discuss the youth’s suicidality will ensure that the youth and/or other residents cannot overhear the conversation.
- If the youth is identified with having suicide ideation/behavioral health concerns outside of the Behavioral Health’s standard work hours, then JIO staff will consult/coordinate with medical services staff to determine the appropriate course of action. Medical staff has an option to contact the on-call psychiatrist, if needed.
- If the youth is identified with suicide ideation/behavioral health concerns outside of the Behavioral Health’s and Medical Services’ work hours (e.g., Graveyard Shift), the Admissions JIO staff will consult with the on-duty Building Supervisor.

The Building Supervisor shall interview the youth and observe behaviors that would indicate that his/her care requires enhanced supervision and/or intervention.

If the youth poses an imminent risk of suicide, the resident will be transported to Psych Emergency Services (PES). The youth will be under staff constant observation, until assessment/treatment by a qualified mental health professional.

If suicidal ideation is not indicative of imminent risk, the youth will be placed on CO2 and evaluated by mental health staff upon their next work day:

- At this time, the youth will no longer be restricted to the Sierra Unit, and will be permitted to proceed to their assigned housing unit.
- The housing unit will be notified of observation status and any necessary guidelines to follow.
- Housing unit staff will be responsible for implementing and maintaining the identified level of monitoring for the resident.

For a youth that is uncooperative or under the influence, exceptions to any of above steps may be made at the direction of the Building Supervisor. After evaluating the situation, the Building Supervisor will determine the appropriate course of action and follow-up needed for the youth.

701.3 JOHN A. DAVIS JUVENILE HALL SUICIDE SCREENING PROCEDURE

Protocol for Suicide Screening Questionnaire:

- The purpose of implementing the Suicide Screening Questionnaire is to screen each youth upon entering Juvenile Hall for behaviors/ideations that may make them more prone to self-harm. These youth may need interventions and close observations.
- Upon any youth entering Juvenile Hall, a Sierra Unit staff member will utilize the Suicide Screening Questionnaire. This questionnaire will be kept in the resident’s file on the Sierra Unit and a copy of each questionnaire is to be left in the Behavioral Health mailbox at the end of each shift.
- Should the youth answer “yes” to any of the four questions during the hours that medical and behavioral health staff members are on-duty at Juvenile Hall, they should be contacted immediately. The youth should be kept on the Sierra Unit until Medical and/or Behavioral Health staff members have the opportunity to evaluate the youth.
Youth Screening and Evaluations

During hours that Medical or Behavioral Health staff members are not on duty, the following protocol will be followed:

- If the youth answers “yes” to any of the questions, they will immediately contact the Building Supervisor to determine if the youth is at imminent risk and should be transported to Psychiatric Emergency Services (PES).

If the youth answers “yes” to only question #4, the Sierra Unit staff member will ask the youth follow up questions to gather more information such as:

- How long ago did you attempt to kill yourself?
- What were the circumstances around this event?
- How do you currently feel?

After gathering this information, the Sierra Unit staff member will contact the Building Supervisor to make a determination if the youth should be taken to PES or remain on Juvenile Hall.

If the youth remains at Juvenile Hall, the consideration of what level of Close Observation the youth needs to be on will be determined before sending the youth to the living unit. If needed the Building Supervisor is authorized to call is additional staff members to stabilized the situation.

Whatever the determination is, it must be indicated on the Suicide Screening Questionnaire, under “Disposition.”

A Mental Health referral will also be completed.

701.4 ORIN ALLEN YOUTH REHABILITATION FACILITY ADMISSION PHYSICAL PROCEDURE

Admissions Physical

All youth admitted to the OAYRF shall have a medical screening by the on-duty Nurse within 8 hours after admission or on the next Monday morning if admitted during the weekend.

The initial medical screening shall include but is not limited to:

- Medical History
- Past illnesses
- Medical history assessment
- Allergies history
- Immunization status

Evaluation of Mental Health Status

- History of neurological disease
- Drug/alcohol abuse
- Depression, hallucinations, disorientation
Youth Screening and Evaluations

- Suicide attempts/ideation

Youth admitted to the OAYRF for the first time or who have not received a medical examination for one year or more shall have a medical examination performed by the medical department within 72 hours after admission.

The medical examination shall include but is not limited to:

- Temperature
- Pulse rate
- Blood pressure
- Height
- Weight
- Condition of skin, mouth, ears, nose, eyes, abdomen, lungs, heart, and extremities
- Vision screening
- Dental screening

The medical form shall be filled out by the examining physician or Nurse and maintained on the medical chart in the medical department of the facility.

The medical records are under the control of the nursing/medical staff and are controlled by their rules of confidentiality.
Availability and Standards of Care

702.1 JOHN A. DAVIS JUVENILE HALL MEDICAL CODE PROCEDURE

When Juvenile Hall staff determines that there is a need for a medical to respond to a non-emergency medical situation anywhere in the building, staff shall first attempt to contact the nurse at the nursing office. If the medical staff is not in the office, or if staff needs additional assistance, a Medical Code 1 is to be initiated.

Medical Codes are defined as follows:

- Medical Code 1 – non emergency, but requires immediate medical attention; Examples include: a twisted ankle.
- Medical Code 2 – emergency, not immediately life threatening, but urgent. Examples include: loss of consciousness but breathing, heavy bleeding (non-arterial), suspected seizure, suicidal person or one having severe hallucinations, or acute injury with head trauma.
- Medical Code 3 – life threatening. Examples include: a cardiopulmonary arrest, a person who is not breathing and/or has no pulse, arterial bleeding, heart attack symptoms, serious suicide attempt (hanging and jumping off sink and hitting head on floor).

Responding to Medical Codes

When staff page the nurse, staff should announce as follows:

- Medical Code 1: “Will the nurse please respond to (location of the problem).” State twice.
- Medical Code 2: “Medical Code 2 to (location of medical problem).” State twice.
- Medical Code 3: “Medical Code 3 to (location of medical problem).” State twice.

During medical codes, the medical staff shall make the decision to call for an ambulance, if needed. The nurse shall then notify unit staff or responding staff to call 911. Staff will immediately call 911 via telephone, and then inform Central Control that 911 had been called.

Sierra staff will respond to all medical codes.

In all Medical Code 3 responses, one Sierra staff will bring the defibrillator to the emergency.

All Institutional Supervisor I’s (with the exception of an IS I acting as the Building Supervisor) shall respond to all medical codes. These supervisors can direct staff and relay information to the Building Supervisor as necessary.

In Medical Code 2 and Medical Code 3 responses, in the absence of nursing staff, the Building Supervisor or designee will bring the first aid bag.

Note: The orange medical code bag contains different kinds of medications and should not be taken to a code situation by a non-clinician. During hours when medical staff are not on duty (e.g. Graveyard), Probation staff should utilize first aid kits from the units.
Availability and Standards of Care

During a Medical Code 3 response, the Building Supervisor will direct staff to meet the ambulance and emergency personnel where needed.

As soon as possible, using the radio, Central Control staff will announce that emergency transportation is in route.

702.2 JOHN A. DAVIS JUVENILE HALL NON-EMERGENCY MEDICAL CODE PROCEDURE

Non-Emergency Illness or Injury:

- When a youth appears ill or has been injured (youth injuries), the Medical unit is to be contacted by the Lead JIO of the housing unit.
- The Lead JIO will give the name of the youth a brief description of illness or injury, note that the Medical unit was contacted, and record the illness or injury in the Unit Log and the Child Adjustment Record.
- The medical staff will determine if the youth is to be brought to the Medical unit or if the medical staff will tend to the youth on the housing unit.

Each Probation staff who observes a situation in which injury occurred shall write an Incident Report. If no staff witnessed the occurrence, an Incident Report shall be written by the staff that has knowledge of the injury. In addition to standard documented items, the report shall also include:

- Youth’s account of how the injury occurred.
- Nature of injury in as much detail as observable.
- Treatment and/or treatment orders if known.

Emergency Illness, Injury, Accident or Unusual Occurrence Needing Possible Immediate Medical Attention:

- All emergency medical codes are to be initiated via radio.
- All emergency illnesses, injuries, accidents, unusual occurrences needing medical attention shall be documented in the Housing Unit Log and Child Adjustment Record, and shall have a Special Incident Report completed by each staff member witnessing the incident or involved in the care/treatment of the youth.

Medical Observation:

Youth will be placed on Medical Observation when the nurse deems a heightened sense of supervision is needed due to a medical condition:

- Staff shall note that the youth is on Medical Observation on the unit’s Face Sheet, Discipline Sheet and in the youth’s Adjustment Record.
- Staff are to review any instructions from the medical staff for a better understanding of the youth’s medical needs, and how Probation staff may assist with facilitating any special procedure or accommodations concerning the youth’s medical condition. Staff
Availability and Standards of Care

should also be mindful of any heightened measures to take in protecting themselves (e.g. wearing a mask during contact).

- Staff shall note any restrictions that have been placed on the youth’s activity, level of confinement, and group interaction. The restriction, when applicable, will be documented in the unit’s log book, on the Face and Discipline Sheets, and in the youth’s Adjustment Record.

Probation Staff can place a youth on “Bed Rest” in the absence of medical staff until such time the resident can be medically evaluated (e.g. Graveyard).

- Staff shall leave a message for the medical department requesting a medical assessment on the subsequent date.
- The youth’s “Bed Rest” status shall be documented as indicated above.
- The youth will be served his/her meals on paper service in their rooms until medically cleared to resume normal interaction with the group.

702.3 JOHN A. DAVIS JUVENILE HALL MEDICAL EQUIPMENT PROCEDURE

Emergency Medical/Safety Equipment:

Equipment: Location:
AED machine: Admission unit on wall by unit’s kitchen door.
CPR Mask(s): 1 on each housing unit, 1 in Admission unit gear drawer, 2 in Gym office equip. wall cabinet, 1 at Court PC staff desk, 1 in IS-I office, 1 at Sup II desk.
First Aid Kit(s): 1 at each of the following: central offices between Housing units, Central Control unit, Visiting unit, Kitchen, all Transportation vehicles, IS-I office, Sup-II desk.
Wheelchair(s): 1 at Admission unit room #5, 1 in Nursing Dept.
Rescue chair: 1 at Admission unit property room by washer/dryer.
Safety smock(s): 1 on each housing unit, 1 at Admission unit property room/Anteroom.
Biohazard waste kit(s): 1 at Central offices between housing units, 1 in Central Control unit at control booth, 1 on Admission unit.
Safety helmet: 1 at Admission unit property room/Anteroom.
WRAP 1 at Central Control unit at control booth, 1 at Admission unit/Anteroom.
Stretcher(s): 1 at 1st floor stairwell by Tahoe unit, 1 at 2nd floor stairwell adjacent to rear Nursing Dept. entrance/Elm room.
“Code” medical bag: 1 in Nursing Dept.
Availability and Standards of Care

Disaster locker(s): 1 at 1st floor stairwell by Tahoe unit, 1 at 2nd floor stairwell adjacent to rear Nursing Dept. entrance/Elm room.

Disaster bag(s): 1 at 1st floor Administration side-closet inside large (Suitcase) conference room, 1 in Nursing Dept.

702.4 JOHN A. DAVIS JUVENILE HALL EMERGENCY MEDICAL CODE PROCEDURE
Emergency or Urgent Care:
  • When emergency ambulance transportation for life-threatening or serious injury/illness is necessary, the attending medical staff member will instruct a Probation Staff to call an ambulance and inform staff what level is needed.

Designated staff will call the Central Control unit via radio or phone and give the following information:
  • JIO’s name
  • Unit
  • Type of emergency (no details)
  • Medical staff member requesting ambulance

The medical staff will direct available staff in lending assistance until the ambulance arrives.

The medical staff will notify the hospital of the youth’s pending arrival and give the necessary hospital admission papers to the Building Supervisor.

The Building Supervisor will arrange for Probation staff to accompany the resident to/from the hospital and provide the staff with the admission paperwork.

All youth are to be transported to/from the hospital in restraints unless prohibited by a medical problem or medically impossible due to a cast, splint, etc.

The level/type of restraints shall be determined by the Building Supervisor, in conjunction with the nurse’s assessment of the illness/injury.

The accompanying Probation staff will remain with the youth until they are:
  • Admitted to the hospital and relieved by another Probation Staff.
  • Medically cleared/treated and ready to be returned to Juvenile Hall.
  • Admitted to the hospital, or locked psychiatric facility and the Building Supervisor directs the staff to return without the youth.

The physician may request that Probation staff not be present during the examination process. However, if staff are allowed to be present, staff will remain as close to the youth as feasible.

Staff shall never leave a youth unattended, unless the above criteria are met.

Staff shall never handcuff or shackle a youth to a bed or fixed object.
Availability and Standards of Care

Upon discharge, staff will obtain the youth’s medical treatment orders prior to returning with the youth. The treatment orders are to be given to the Medical unit upon staff’s return to the facility.

702.5 JOHN A. DAVIS JUVENILE HALL MEDICAL PROCEDURE (PREGNANT YOUTH)

Services of a Physician or Surgeon:

- Any female youth who advises that she is pregnant or that she may be pregnant is to be referred to Health Services personnel located at Juvenile Hall. The youth will be given an initial pregnancy test and scheduled to see a physician. If the youth chooses to see a physician other than one provided by Juvenile Hall, an appointment will be made for her with the requested physician, and the youth and/or legal guardian will be responsible for payment of fees incurred.

Diet, Health Care and Information:

- The Juvenile Hall shall provide pregnant youth an evening snack in addition to any special diets and vitamins ordered by a physician. Information pertaining to prenatal and postpartum health care, along with childbirth education and infant care shall be provided to any pregnant female in custody through the Healthy Start Program offered by Contra Costa County Health Services Department, or any other educational program requested by the youth's physician or other health care provider. Appointments shall be made by the youth's physician, medical personnel at Juvenile Hall or the youth's Probation Officer. Transportation shall be arranged by the youth's Probation Officer and/or by the Juvenile Hall Transportation staff.

Physical and Chemical Restraints:

- All pregnant females residing at the Juvenile Hall shall be given a white tee shirt to wear. The white tee shirt designates to all staff that staff should AVOID PHYSICAL RESTRAINT of the individual whenever possible. However, staff will deploy OC spray (Oleoresin Capsicum), as a chemical restraint if there is imminent risk of injury to residents or staff.

Transportation of Pregnant Females:

- Any pregnant female taken to a hospital for medical care shall be brought by two transportation staff, and shall be unrestrained during transport. Where there is concern about the security or safety of the pregnant female, the least restrictive amount of force should be used in preventing escape, harm to the resident or her baby, or to protect the community. If there is a legitimate security concern, with permission from the Building Supervisor, staff may handcuff the youth in front. If handcuffed in front, the pregnant female must have a two- person escort to assist her with maintaining her balance. A special Incident Report documenting the rational for the security concern shall be written by one of the transporting staff members.

Pregnant Females during Childbirth and Recovery:

- Prior to childbirth, arrangements will be coordinated with the youth's supervising Probation Officer and the Juvenile Hall Health Services Department. If at all possible, the Probation Officer will arrange for the pregnant female to be temporarily released from custody to give birth. Once a physician determines that a female youth is in active
Availability and Standards of Care

During labor and during the subsequent recovery period, the youth shall not be shackled, handcuffed, or restrained in any way unless deemed necessary for the protection of the pregnant female or the public. If the use of restraints is necessary, approval must be obtained from the Building Supervisor and a Special Incident report must be written by one of the transporting staff.

Rights of Pregnant Females in Custody:

- The rights that pregnant female youth have shall be posted on any unit that houses females in at least one conspicuous place to which all female youth have access.

The posting shall read:

Pregnancy Rights:

- Under Section 222 of the Welfare and Institutions Code of the State of California you have the right to summon and receive the services of any medical doctor of your choice in order to determine whether you are pregnant. The Facility Superintendent may adopt reasonable rules of examinations to determine pregnancy. If you are found to be pregnant, you are entitled to a determination of the extent of medical services needed by you and to receiving such services from the doctor of your choice. If you choose to see a physician other than one provided by Juvenile Hall, you/and or your legal guardian will be responsible for payment to the physician.

Transportation of Pregnant Females:

- Under Section 222 of the Welfare and Institutions Code of this state, pregnant youth being transported, shall be transported in the least restrictive way possible. This means that pregnant youth shall not be transported shackled in any way, unless it is determined necessary for the safety and security of the ward, the staff and the community.

Diet Health Care and Information

Juvenile Hall shall provide pregnant youth:

- An evening snack
- Healthcare ordered by a physician
- Information pertaining to prenatal and postpartum healthcare
- Childbirth education
- Infant care through Healthy Start Program

702.6 AMBULANCE/URGENT CARE MEDICAL PROCEDURE

Emergency Ambulance Transportation

The decision to transport a youth to County Hospital by ambulance rests with the on-duty Nurse or Duty Supervisor.
Availability and Standards of Care

When emergency ambulance transportation is necessary, the attending Nurse will instruct the Supervisor to call an ambulance.

The Supervisor or Lead JIO will give the following information:

- Staff member’s name
- Name of facility
- Type of emergency (no details)
- Nurse requested ambulance

The Nurse will direct staff in lending assistance until the ambulance arrives.

The Nurse or duty Supervisor will notify the hospital of the youth’s arrival and have the necessary hospital admission papers.

The Supervisor will arrange for a JIO to accompany the youth to the hospital, see that the JIO has the necessary papers and, if necessary explain the admission process to the JIO.

With Supervisory approval, a JIO may follow the ambulance to the hospital in a County vehicle. When following the ambulance, the JIO shall obey all traffic laws with the objective of meeting the ambulance at the hospital.

The accompanying JIO will remain with the youth until the youth is either admitted to the hospital or returned to the OAYRF. On occasion, youth will be transported to Juvenile Hall to be further monitored and assessed by medical staff prior to return to the OAYRF.

Use of handcuffs or other restraints during transportation shall be determined by the Supervisor and on-duty Nurse or by ambulance attendants.

Urgent Care - Facility Transportation:

- The supervising Nurse or on-duty Nurse will notify the hospital of the youth’s arrival and have the necessary papers in order to give to the Supervisor.
- The Supervisor will arrange transportation to the hospital.
- The Supervisor and on-duty Nurse will determine if the use of restraints is needed.
- The JIO will remain with the youth at all times and keep him under direct supervision. Handcuffs may be removed at the request of the attending physician or dentist.

Treatment and Return from Hospital Emergency Room by Ambulance:

- JIO will call facility to arrange return transportation for self and youth.
- Never leave the youth unattended.
- Pick up medical/treatment orders. It is the responsibility of the Hospital staff to have the treatment order available for the JIO immediately after examination.
- Upon return to the OAYRF, deliver medical/treatment orders to the Medical Department and note special instructions in the log.
Availability and Standards of Care

Treatment and Return - Facility Transportation:

- Remain with the youth at all times and keep under direct supervision.
- If the physician requests that the JIO not be present during the examination process, the JIO is to remain in as close proximity as feasible.
- The physician or hospital staff will have any treatment orders, prescriptions, etc. available for the JIO prior to transport to Juvenile Hall or the OAYRF with the youth. In the event that treatment orders, prescriptions, etc. are not available prior to the youth’s transport from the hospital, the physician or hospital staff will forward the treatment orders, prescriptions etc. to the facility’s medical department as soon as available.
- Take prescriptions to the pharmacy to be filled.
- Upon return to the OAYRF, deliver the treatment orders, medication, etc. to the Medical Department. Enter special instructions in the log.
Special Medical Care for Youths

703.1 SECTION TITLE
This section reserved for future procedural content.
Counseling Services

704.1 JOHN A. DAVIS JUVENILE HALL PROGRAMMING PROCEDURE

General Social Awareness Programs

The programs shall be an integral part of the overall treatment plan of all youth housed in Juvenile Hall. Social Awareness programming includes, but is not limited to the following:

Alcoholics and Narcotics Anonymous:

- Volunteers from the AA and NA programs come to juvenile hall living units on a weekly or monthly basis to meet with the youth regarding their substance abuse issues. This support can sometimes continue when youth are released from custody and are back in the community.

Alateen:

- Volunteers from the community facilitate a support group for female youth who have close family members who suffer from substance abuse issues.

Aggression Replacement Treatment (ART)/ Prosocial Skills:

- ART trained probation staff conduct Prosocial/Skill streaming classes on detention units weekly. Youth on the detention units will learn one new prosocial skill weekly and be prompted to practice this new skill during the week and complete assigned skill home work.

Religious Guidance: Over 100 Probation cleared volunteers provide weekly worship, Bible study, and spiritual assistance services for youth under the direction of the Chaplain for the Juvenile Detention system of Contra Costa County. The Chaplain provides and coordinates multi-denominational services and provides grief support, religious counseling, and support services for youth in custody, in placements and who are on probation. The Chaplain has assisted over 200 youth to transition from the detention setting to post-secondary education institutions though out the nation.

In addition to the above mentioned programs, the Juvenile Hall also offers Library Services, a Math Skills Program, Reading Advantage and Yoga/Pilates.

Evidence Based and best practice social awareness offered in the Girls in Motion (GIM) treatment program.

Aggression Replacement Training (ART):

- Aggression Replacement Training is a 30 session curriculum, evidence based, cognitive behavioral program that enhances pro-social skills. The residents meet in a group setting and focus on topics of problem solving, pro-social skills, negotiation skills, managing emotions, value enhancement and critical reasoning. This program works with the residents to develop skills where they have areas of need and provides a social learning environment to address three areas; Social Skills, Anger Control and Moral Reasoning.
Counseling Services

Thinking for a Change (T4C):

- Thinking for a Change is a 25 session curriculum, evidence based, cognitive behavioral program that focuses on three components; Skill Streaming, Problem Solving and Cognitive Self Change. The program is presented in a systematic fashion to implement cognitive behavioral interventions to uncover antisocial thoughts, feelings, attitudes and beliefs. This program also stresses real life situations that residents can relate to and make better choices moving forward.

Girl’s Circle:

- Girl’s Circle is a structured weekly support group for girls from 9-18 years of age which integrates relational theory, resiliency practices, and skills training in a specific format designed to increase positive connection, personal and collective strengths, and competence in girls. It aims to counteract social and interpersonal forces that impede girls’ growth and development by promoting an emotionally safe setting and structure within which girls can develop caring relationships and use authentic voices.

Job Tech/Life Skills

- The JOBTEC curriculum teaches those competencies that the Department of Labor and research have found to be necessary for finding and keeping a job. Through this extensive curriculum, participants will learn practical job-finding skills, practice positive and professional behavior, and explore their own personal strengths and values.

Alcoholics/Narcotics Anonymous (AA/NA)

- (See above)

Alateen

- (See above)

Community Violence Solutions (CVS)

- CVS is a community based program that works with Commercially Sexually Exploited Youth (CSEY). Therapists from CVS meet with identified CSEY population once a week on an individual basis. The therapists and case workers become an outside resource for these youth upon release from custody and support the youth in the community.

Cognitive Behavioral Intervention Substance Abuse (CBI-SA) The Probation Staff facilitate the CBI-SA curriculum over a period of 29 sessions. CBI-SA is an evidenced based cognitive intervention that targets substance abuse, and is designed for individuals with moderate to high need. The youth meet in a group setting and are taught strategies and skills to avoid substance abuse. Activities are used to assist with cognitive, social, emotional and coping skill development.

Dialectical Behavioral Therapy (DBT)

- DBT (provided by county mental health therapists) is a cognitive behavioral treatment model which was developed for chronically suicidal people. DBT targets emotional regulation deficits and dysfunctions. Participation is handled on a voluntary basis and groups are held weekly for a total of 25 sessions.
Contra Costa County Probation Department  
Juvenile Detention PROCEDURES

Counseling Services

Pro-Social Programs Offered in the Youthful Offender Treatment Program (YOTP)

Aggression Replacement Training (ART)

- (See above)

Thinking for a Change (T4C)

- (See above)

The Council

- The Council is a 10 week program that assists youth in the challenges they face as young males in today’s society. Through motivational interviewing, evidence-based principles and a strength-based approach, residents explore relationships, conflict resolution, education, leadership, community service, diversity, mass media messages, personal values, and integrity and future goals. This program takes into consideration the effects of trauma and violence, while fostering social-emotional development and empathy.

Impact of Crimes on Victims (ICV)

- The victim impact class is an educational program designed to teach youth about consequences of crime. Youth are taught how crime impacts the victim(s), families and the community. Specific components of the class address property crimes, drug related crimes, violent crimes and gang related crimes. This class increases the youth’s awareness of their actions, accept responsibility and realize the long term effects of victimization.

Job Tech/Life Skills:

- (See above)

Substance Abuse Counseling: Once assessed, some youth will be required to attend more intensive counseling. Drug and Alcohol counseling is conducted by counselors who are licensed or interns. The services are provided by the Discovery Center on a contract through the county’s Alcohol and Other Drug Services (AODS).

Cognitive Behavior Intervention Substance Abuse (CBI-SA)

- The Probation Staff facilitate the CBI-SA curriculum over a period of 38 sessions. CBI-SA is an evidenced based cognitive intervention that targets substance abuse, and is designed for individuals with moderate to high need. The youth meet in a group setting and are taught strategies and skills to avoid substance abuse. Activities are used to assist with cognitive, social, emotional and coping skill development.

Work Experience

- When a YOTP youth graduates high school, they may have an opportunity to participate in a work experience group at the facility. The work experience residents work on various projects such as maintenance and cleaning. Some projects are completed in collaboration with the Contra Costa County Public Works Division.
Counseling Services

In addition to the programs mentioned above all youth receive full academic assessment, special education, school psychologist and daily education services through the Contra Costa County Office of Education (CCCOE). Generally, youth receive educational services assigned unit classroom. However, some special education youth receive services in a special day classroom setting, where they receive not only academic instruction, but counseling from a school psychologist. The goals of the day class are to support the youth in the development of basic prosocial skills, preparing youth for the normal classroom setting. Individual instruction is available on a case by case basis. Unit classrooms can only accommodate 20 youth in the classroom; additional youth on the living units attend class in overflow classrooms outside the living units. The Positive Action program is integrated into the CCCOE curriculum. Positive Action is a systematic educational program that promotes an intrinsic interest in learning and encourages cooperation among students. It works by teaching and reinforcing the intuitive philosophy that you feel good about yourself when you do positive actions. The effects of the program range from increased academic achievement to dramatic reductions in problem behaviors. These results have been replicated in diverse settings and feature the most rigorous efficacy study designs available.

The youth also receive “one on one” counseling and casework services from assigned Juvenile Institution Officers. Juvenile hall mental health staff provide individual and crisis counseling for all youth committed to treatment programs and identified youth from the detention unit population.
Release, Transfers, and Continued Care

705.1 SECTION TITLE
This section reserved for future procedural content.
Suicide Prevention and Intervention

707.1 BEHAVIORAL HEALTH REFERRAL PROCEDURE
Assessment of Emotional Condition and Referral to Mental Health

When Juvenile Institutional Officers or Deputy Probation Officers become concerned or are notified of a concern with a youth’s emotional instability and/or possibilities of self—harm or violent acting out, they are responsible to document the reason for these concerns on a Behavioral Health Referral Form. The assessment by probation staff should include as much information on the Behavioral Health Referral Form as known and/or available, such as:

Personal Psychological Factors:
- History of emotional or psychological issues/problems.
- History of psychiatric treatment or medications.
- Use of prescribed medication and effect, if any, on mood and behavior.
- Physical deformities, obesity, scars, use of prosthetic devices, etc.
- History of past hospitalization, surgeries, or projected medical procedures.
- Recent use of alcohol, marijuana, or other illicit drugs.

Family Circumstances:
- Family discord, separation, divorce, etc.
- Serious medical illness of close family member.
- Recent death of parent or close family member, particularly from illness or suicide.
- Emotional or mental disorders in family members.
- Attitude of resident toward family and vice versa (dependent on family, rejection by parents, sibling rivalry).
- Depression.
- Feelings of rejection or not wanted by family.
- Wishes to kill or hurt family members.
- History of child abuse, never wishing to return to family.

Cultural:
- Intense identification with specific ethic group.
- Religious or ideological beliefs which effect thinking and behavior.

Juvenile Hall Conditions:
Suicide Prevention and Intervention

- High population and limited personal contact with JIO staff, probation officer, family or others.
- Attitude of staff toward youth and vice versa.
- Unusual incidents on Living Unit that could influence emotional reaction.
- Change in staff composition of the Living Unit change of probation officer, transfer to different Living Unit, disappointing court order, cancellation of visit, etc.

Any Juvenile Hall staff member may refer a youth to the therapist by filling in the Behavioral Health Referral Form (J.H. 74) available on the living units, intake unit, or building supervisor’s desk.

Completed Behavioral Health carbon copy referrals forms will be routed in the following way: The white and yellow copies will be given to mental health staff in person when available or placed in the mailbox labeled mental health in the break room. The third page will be left in the youth’s file on the living unit. The fourth page of this form will be given to the Building Supervisor who will pass it on to the Director.

Juvenile Hall will maintain a folder with all mental referrals to track Mental Health service delivery statistics.

707.2 SUICIDE PREVENTION COMMUNICATION PROCEDURE
Communication Related to Risk

Communication is important when meeting the needs of youth in crisis. There are essentially three levels of communication necessary for preventing juvenile suicides during detention: 1) between the arresting/transporting officer and sworn institutional staff; 2) between and among facility staff (including but not limited to, sworn institutional staff, medical and mental health personnel); and 3) between facility staff and the juveniles.

Arresting officer and sworn institutional staff (1st level of communication):

- The scene of arrest is often a volatile and emotional time for the youth. Suicide prevention in the juvenile justice system begins at the point of arrest. What juveniles say and how they behave during arrest, transportation to the facility, and intake are important in detection risk of suicidal behavior.
- Admissions JIOs shall strive to maintain open lines of communication with booking agencies, and routinely request arresting/transporting officers brief them on any pertinent information regarding the youth’s well-being.
- Arresting officers may have also had contact with the youth’s family. Any information or concerns from family members, or other significant people in the youth’s life, shall likewise be considered relevant.
- Intake Deputy Probation Officers (DPO’s) and JIOs who have contact with youth’s family or care providers shall gather information regarding the youth’s mental health and potential risk of suicide. It is of utmost importance that these staff members maintain open lines of communication and forward potential concerns to other facility staff and collaborative partners.
Suicide Prevention and Intervention

Communication between and among facility staff (2nd level of communication):

- The second level of communication, which directly influences the effectiveness of suicide prevention in the facility, is among sworn institutional staff members and other professional personnel in the facility.
- All collaborative partners must be able to provide and receive information as to the youth’s current state.
- JIOs shall relay any information received suggesting a youth may pose a potential suicide risk to behavioral health personnel, medical personnel, the Building Supervisor, and other appropriate facility personnel.

Without delay, the JIO is to contact Mental Health, medical, the Building Supervisor, and other appropriate facility personnel and describe the information received or indicators present.

A written referral shall be completed and forwarded to the behavioral health office. If mental health personnel are off duty, a voice mail message shall be left indicating the youth's name, housing unit and summary of the concerns.

In the absence of mental health staff, Probation staff shall contact medical staff for consultation and to determine the next appropriate step.

Because youth can display warning signs at any point during confinement, sworn institutional staff must maintain awareness, share information, and make appropriate referrals to qualified behavioral health and medical staff.

Housing Unit JIOs must thoroughly document youth placed on Close Observation Program due to suicidal behaviors/ideations in the unit log book and adjustment record. They must also complete incident reports as necessary to describe indicator(s) of suicidality and/or the onset of symptoms. These incident reports will be copied and distributed to involved parties/collaborative partners.

At shift change, staff must orally communicate pertinent information to on-coming staff.

On-coming JIO staff must review the unit log and other relevant documentation to ensure that they clearly understand any changes in programs, or youth needs/concerns.

The Lead JIO must verify safety checks are being conducted properly and all necessary documentation has been completed correctly during their shift. Any stressors (peer conflict, emotional phone call etc.) affecting the youth’s emotional stability shall be documented on the youth’s adjustment record. The Lead JIO must also ensure that communication between their unit, the Building Supervisor and other professional staff in the facility is occurring as necessary.

When a youth is transferred from one housing unit to another, the JIO shall orally communicate all pertinent information, including the youth’s mental health status to the receiving housing unit. The Adjustment Record will be updated prior to transfer in order to document critical information for the receiving unit.
Suicide Prevention and Intervention

Unit graveyard staff will update the unit face sheet and discipline sheet on a daily basis in order to reflect Close Observation status and other critical information.

Communication with youth at risk for suicide (3rd level of communication):

- The ability to build meaningful relationships with youth is critical to suicide prevention. It is important to establish and cultivate appropriate relationships with youth in custody.
- Keeping youth engaged in meaningful activities and interactions is one of the most effective ways to prevent suicide. JIO staff members shall provide a variety of stimulating programs to occupy youths' time in a productive manner.

Facility staff must hone skills such as:

- Active listening;
- Staying with the youth if they suspect immediate danger;
- Maintaining contact through conversation, eye contact and body language to show that they care.

Staff must trust their own judgment and observations of risk behavior. Staff must not be misled by others into ignoring signs of suicidal behaviors.

Housing of High Risk Youth:

- Unit staff members shall use special care in housing youth who are at risk for suicide in order to minimize the opportunities for suicide or self-harm.
- The use of room separation often escalates the sense of alienation and further removes the youth from proper staff supervision, and therefore should be avoided if possible.
- Whenever feasible, residents who are on a Close Observation Program will be placed in a room close to the staff station, and which provides full visibility. The proximity promotes increased observation of the youth, but also increased routine engagement with the resident by unit staff, and Institutional Supervisors.

Under no circumstances will a resident on a Close Observation Program be placed on the top tier:

- Youth on Close Observation will have their own clothing and bedding. Bedding and clothing will only be removed with permission from the Building Supervisor. If a youth has used, or threatened to use their bedding and/or clothing in a manner to inflict self-harm (e.g. hang, or choke themselves), staff may, with the Building Supervisor’s approval, remove their standard issued bedding and clothing, and replace the items with a “safety blanket” and “smock” (suicide prevention gown).

Levels of Supervision

Two levels of supervision are to be used when monitoring suicidal youth, CO 2 (close observation) and CO 3 (constant observation):

- CO 2 is primarily used with youth who are not actively suicidal, but express suicidal thoughts without specific intent or plan and/or have a recent prior history of self-destructive behavior.
Suicide Prevention and Intervention

- Youth who deny suicidal thoughts or do not threaten suicide, but demonstrate behaviors that indicated potential for self-harm shall also be placed on CO
- CO 3 is only used with youth who are actively suicidal or placed in the “WRAP.” See Bulletin No. 522 for specific information on Use of the WRAP.

Intervention (Emergency Response):

- A youth may become suicidal at any time during confinement. It is therefore vital that staff members are always prepared to intervene with an emergency response.
- The degree of promptness of intervention, coupled with the efficiency of communication among staff, often plays a key role in whether the youth will survive a suicide attempt.

Any staff member who discovers a youth engaging in a suicide attempt shall immediately survey the scene to assess the severity of the emergency, alert other staff, and call medical personnel as appropriate. A medical code shall be called as follows:

- Medical Code 1: Non-Emergency, but requires immediate medical attention.
- Medical Code 2: Emergency, not immediately life threatening, but urgent.
- Medical Code 3: Life threatening.

During medical codes, the nurse shall make the decision to call for an ambulance if needed. The nurse shall then notify the unit staff or responding staff to call 911. Sierra staff will respond to all medical codes and one Sierra staff will bring the defibulator to the emergency.

All ISI’s with the exception of the ISI acting as building supervisor shall respond to all medical codes. The first ISI on the scene will direct staff and relay information to the Building Supervisor as necessary.

If a Medical Code 2 or 3 is called in the absence of nursing staff, the Building Supervisor or designee will bring the first aid bag.

During a Medical Code 3 response the Building Supervisor will direct staff to meet the ambulance and emergency personnel where needed.

As soon as possible, using the radio, Central Control staff will announce that emergency transportation is in route.

Staff shall use their 911 tool if the situation warrants, i.e., removing a noose from a youth’s neck. The 911 tool shall be used as follows:

- a. The cutting edge shall be placed between the youth and material, entering from the bottom of the material (if possible).
- b. With the cutting edge facing staff, begin with the edge nearest the handle, applying pressure as the tool is pulled in a downward motion to cut the material.

Staff shall never presume that the victim is dead, but rather initiate and continue appropriate life-saving measures (First Aid, C.P.R.) until relieved by arriving medical personnel.
Suicide Prevention and Intervention

Although not all suicide attempts require emergency medical intervention, all suicide attempts or clear displays of intent, result in the need for immediate intervention and assessment by qualified behavioral health staff.

For all youth who make a suicide attempt or display clear signs of intent, behavioral health personnel will work with the youth to develop an individualized treatment plan. Since previous suicidal behavior is a strong predictor of future suicidal behavior, all youth who are removed from a Close Observation Program will receive follow-up by mental health staff as clinically indicated until their release from custody.

707.3 CLOSE OBSERVATION PROCEDURE

Providing a safe environment and ensuring the youths’ well-being is of utmost importance to staff at Juvenile Hall. Direct visual observation levels within Juvenile Hall must vary depending upon the needs of individual youth. Frequency and degree of supervision ranges from a level of constantly observing a youth who is actively suicidal, to routine 15-minute safety checks for general youth who are in their rooms. It is the policy of Juvenile Hall to increase the supervision/observation frequency levels when the youth's mental health, behaviors or medical needs suggest greater supervision is warranted.

DEFINITIONS:

- Close Observation: is reserved for youth who are not actively suicidal but who express suicidal ideations (i.e. expressing a wish to die without a specific threat or plan) and/or have a recent history of self-destructive behavior. In addition, youth who deny suicidal ideation or do not threaten suicide but who demonstrate other concerning behaviors (through actions, current circumstances, or recent history), indicating the potential for self-injury should be placed under Close Observation (CO 2). Staff shall observe such youth at staggered intervals at least every ten minutes.

- Constant Observation: is reserved for youth who are actively suicidal (either forming a plan or engaging in suicidal behaviors), or youth who have been placed in the WRAP. Youth who require constant observation (CO 3) shall be observed on a continuous, uninterrupted basis.

- Medical Observation: is reserved for youth who are experiencing medical issues. Youth who are detoxing, suffering a head injury, or experiencing abdominal cramping are examples of youth likely to be placed on Medical Observation by medical staff. Youth placed on Medical Observation should receive direct visual observation at least every 15 minutes, unless more frequent intervals are specified by medical personnel.

Identifying a Need for Placement on a Close Observation Program:

Upon admission, or at any time during detention, staff may become aware of a situation, or factors that lead them to believe that a youth may need a higher level of direct observation, beyond what is normally provided, to keep the youth safe and from harm.
Suicide Prevention and Intervention

- Information may be received from parents, police, attorneys, teachers, medical staff, behavioral health staff, the court, or others that convey a heightened need for supervision.
- During detention, a youth may come to experience significant emotional instability (depression, mania, psychosis), exhibit bizarre behaviors, or make suicidal gestures or other action that warrants steps taken by staff members to ensure the youth safety.

Sworn Institutional staff members, medical personnel, and behavioral health personnel may place a youth on a Close Observation Program.

Staff placing a youth on a Close Observation program will notify the Building Supervisor of the need. The Building Supervisor may enhance staffing and assist in coordinating services.

A Close Observation Program is not disciplinary in nature, but is intended to provide a youth with additional support, and to alert other staff members that enhanced supervision/direct observation is warranted in order to keep a youth safe, and free from harm. A Close Observation Program may also include any of the below interventions:

- Individual supportive counseling by any staff member.
- Additional time permitted out of their room.
- Granted permission to contact an outside support person (family, or counselor/therapist).
- Provide the youth with a roommate (CO 2/Medical Observation).
- Other intervention deemed appropriate in order to help the youth achieve and maintain stability.

Youth placed on either CO 2/CO 3 will be placed on “No sharps. "Exceptions must be authorized by the Building Supervisor and be documented appropriately, noting the supervisor’s name and specific details of what is permitted.

When a youth is placed on CO 2/CO 3 their room will be carefully searched to ensure that there are no sharps/potentially dangerous objects, such as pencils, utensils, hair extensions, that could be used for self-harm. All such objects will be removed for the protection of the youth.

Upon placement on CO 2/CO 3, and each time the youth returns to their room, the youth will be, at minimum, pat searched. Strip searches may be authorized by the Building Supervisor.

8. Youth on Close Observation will have their own clothing and bedding.

- If a youth has used, or threatened to use their bedding and/or clothing in a manner to inflict self-harm (e.g. hang, or choke themselves), staff may, with the Building Supervisor’s approval, remove their standard issued bedding and clothing, and replace the items with a “safety blanket” and a “smock” (suicide prevention gown).

Youth will be strip searched to ensure that they are not in possession of items that could be used to harm themselves. They will be provided with “smock” following the search.
Suicide Prevention and Intervention

At the time the smock is provided, the room will be cleared of all items that the youth could use to harm themselves, and the bedding will be replaced with a safety blanket.

If it is determined that it is necessary to have the youth changed into a smock, and the youth refuses, the youth will be placed under constant monitoring by sworn institutional staff until such time as the youth cooperates with the clothing change, or it is determined by sworn institutional staff that the smock is not necessary to ensure the youth’s safety. If it is necessary for safety reasons to place a youth in a smock that is refusing, the Building Supervisor must approve the action and the reason must be articulated in an Incident Report.

Youth’s will have their regular clothing returned when it is determined that the high level of risk has passed, and it is safe to do so. The Building Supervisor will be consulted in this matter.

Prior to the youth exiting their room, to enter the open communal area of the unit, or to depart the housing unit for any reason, clothing will be returned. Escalation of symptoms requiring transportation to Psych Emergency via ambulance or placement into the WRAP is exempt from this general directive.

Should a youth cover their window, preventing staff from being able to complete safety checks satisfactorily, staff will talk to the youth in an attempt to gain the youth’s compliance and remove the items blocking the view. If this fails, JIO staff may contact the Building Supervisor to obtain permission to remove items which will hamper direct visual observation of the youth. Once cooperation has been reestablished, after conferring with the Building Supervisor, JIO staff will return items in a timely manner.

Youth on Close Observation shall be housed on the lower level only. Under no circumstances shall any youth on Close Observation be housed on the top tier.

Youth on Close Observation will be escorted any time it is necessary for them to exit the housing unit and move throughout the facility.

Video monitoring may enhance, but may not replace direct visual observations by sworn institutional staff members.

Youth on a Close Observation program shall not be denied normal privileges available at the facility, except when necessary to keep the youth and other youth safe.

The Building Supervisor has the authority to redeploy available Juvenile Institution Officer (JIO) staff to meet the demands of enhanced supervision or may call in additional staff as deemed appropriate.

The Lead JIO shall assign a staff member the specific responsibility of monitoring the youth until the CO 3 status has ended. The Lead JIO will confer with the Building Supervisor if additional staff are needed, and have not yet been provided.
Suicide Prevention and Intervention

The direct observation may take place with the youth in his/her room, in the open communal area of the unit, or other designated area as deemed most appropriate by staff. When the youth is out of their room, staff should remain no more than 12-feet away from the youth, and should strive to keep the youth’s hands in sight.

Direct observation with the youth in his/her room requires one staff sitting outside the door, preferably with the door open, unless security needs prevent such an arrangement.

Staff shall use the WRAP Observation Record to document the youth behaviors (15 minute observations). This form may be used both in the facility, or while providing direct supervision at PES. If stationed at the hospital, staff shall provide hourly updates to the Building Supervisor via phone.

While under constant monitoring, sworn institutional staff will offer on-going counseling in an effort to ensure the youth’s safety and support emotional stability.

CO 2/CO 3 status should only be removed or reduced by behavioral health staff.

When a youth’s CO 2 status is reduced or removed, unit staff and the Building Supervisor will be informed of the change in status. Behavioral health staff will document all CO status changes in the youth’s adjustment log.

If behavioral health staff is not available to make a face-to-face evaluation or if the youth is determined to be at an increased level of risk, staff should contact medical staff for consultation.

JIO staff will consult/coordinate with medical services staff to determine the appropriate course of action. Medical staff has an option to contact the on-call psychiatrist, if needed.

If the youth poses an imminent risk, and safety cannot be ensured, the youth will be transported to Psych Emergency Services (PES). The youth will be under the constant observation of staff until assessment/treatment by a qualified behavioral health professional.

Medical Observation

- Medical Observation is reserved for youth who are experiencing medical issues. Staff should ensure that they review any instructions from medical staff to better understand the youth’s needs.
- Youth placed on Medical Observation should receive direct visual observation at least every 15-minutes, unless more frequent intervals are specified by medical personnel.
- Room checks shall be logged with exact time.
- Should the youth’s discomfort increase or require immediate medical attention, staff is to follow procedures outlined in Bulletin No. 516, Medical Emergency Code Response.

Once staff identifies that a youth requires surveillance beyond what is normally provided, the youth shall be placed on the program that best meets his/her needs.
Suicide Prevention and Intervention

Should a Probation staff member place a youth on a Close Observation Program pending evaluation by Behavioral Health/Medical, the staff member will complete the following notification/documentation:

- Youth placed on CO 2/CO 3 shall be referred to behavioral health personnel for a mental health appraisal.
- Contact behavioral health by phone, leaving a voice mail message if not answered.
- Complete a written behavioral health referral form.
- If behavioral health personnel are not on-duty, notify medical department for follow-up.
- Document the CO 2/CO 3/Medical Observation status and cause/circumstances in the Unit Log, in the youth's Adjustment Record, and note the designation on the Unit Discipline Sheet and Face Sheet.
- Probation staff members who place a youth on a CO 2/CO 3/Medical Observation shall contact the Building Supervisor to determine if an Incident Report outlining the pertinent facts is required.

Medical Services and the Building Supervisor are to be notified of a resident's CO 2/CO 3 status. Likewise, if Probation staff placed a youth on Medical Observation pending medical review, the medical unit must be notified of the need for an evaluation.

- The Lead JIO on each shift shall have the responsibility of ensuring the youths' behavior and adjustment are summarized during that shift and the summary shall be noted in the Unit log and youth's Adjustment Record.

CO 2 Program Considerations:

- Youth on CO 2 may attend school and participate in other activities where appropriate. The school teacher will be notified of the youth's CO 2 status.
- (ii) Youth on CO 2 generally will eat with the group. However, when a youth is in their room during meal time, they will be provided a tray with a 'spork.' Should JIO staff have concerns about having a 'spork' in the room, the Lead JIO shall notify the Building Supervisor to determine if alternative arrangements (i.e. finger food) should be made.
- Youth on CO 2 may be provided with a stable and appropriate roommate, unless they are a danger to other youth.
- While on CO 2, youth shall not participate in work details in the housing unit where sharp objects, potential weapons, cleaning fluids, etc., are used.
- While on CO 2, youth may not be issued items that could pose a safety risk, such as razors, fingernail clippers, curling iron etc., without prior approval from an Institutional Supervisor.
- Youth on CO 2 status shall not take eye glasses into their room without express permission granted by an Institutional Supervisor. Permission specifics will be documented in the Unit Log and adjustment record.

CO 3 Program Considerations:
Suicide Prevention and Intervention

- Youth who are on CO 3 are actively suicidal and require constant staff supervision.
- These youth are severely upset, and require special surveillance and maximum interaction with compassionate staff until the crisis has lessened. Sworn staff shall make attempts to engage the youth in supportive ways.
- Actively suicidal youth are likely to be transported to Psych Emergency for assessment/treatment until the risk has decreased.
- Youth on CO 3 are actively in crisis and shall not have a roommate.
- Youth on CO 3 shall not attend general school programs, but if feasible, may be afforded a one-on-one program teacher who is cognizant of their CO 3 status.
- Youth on CO 3 shall not participate in work details, or be permitted to have any items that could present a safety hazard, including eye glasses.
- Youth on CO 3 shall have a program designed to allow maximum contact with staff to help minimize the possibility of further disorder or bizarre behavior.
- Youth on CO 3 shall have a review of their status once during the AM shift and once on the PM shift by mental health personnel, or in their absence, by a medical staff member.
- Behavioral health staff will provide assessment whenever possible and interact with the suicidal youth. This assessment will focus on current behavior and changes in thought and behaviors since the last assessment.
- Youth on CO 3 shall not be removed from this status without the approval of behavioral health personnel.
- Constant observation shall continue until CO 3 status has been reduced or removed by authorized personnel.
- JIO staff will document the reduction/removal of the CO 3 status in the Unit Log, face sheet, unit discipline log, and the youth's adjustment record, noting the name of the Behavioral Health staff member authorizing the change in status.

Release from custody while on a Close Observation Program:

- Housing Unit staff shall inform Admissions (Sierra) staff members that the youth is actively on a close observation program, and make available pertinent information regarding the youth's status and current behavior.

The youth shall not be sent to Sierra for the pending release until the Close Observation Program status has been reviewed and a decision has been made if the release is still possible.

- Exceptions to this directive are when the facility has no legal authority to hold the youth (e.g. No charges filed by the District Attorney [NCF]/exhaustion of custody time). Under these circumstances, the youth must be released as the Department has no legal authority to continue confinement.

For youth on CO 2/CO 3 programs, Admissions staff will contact Behavioral Health to inform them of the authorized/pending release, and who the youth is scheduled to be released to (parent, County Facility, placement etc.)
Suicide Prevention and Intervention

After notifying Behavioral Health, Admissions staff shall notify the Building Supervisor. For any release involving a youth on a Close Observation program, the Youth’s Probation Officer and/or Management Team member should be brought into the discussion to collaborate on the release outcome/plan.

Behavioral Health personnel will consider all vital factors, including where and who the youth is to be released to. Depending on the existing situation, behavioral health staff may choose to meet with the youth. After evaluating the situation, behavioral health personnel will advise the Building Supervisor of their recommendation. Behavioral Health may:

- Remove the youth from the Close Observation Status;
- May recommend that the release be postponed;
- Support the release after further discussion occurs with the party picking up the youth (e.g. Advise parents of concerns and available resources);
- Other options as deemed appropriate.

After conferring with behavioral health, the Building Supervisor will direct Admissions staff on how to proceed to facilitate the release, or give directions to inform the party picking up the youth that the release has been postponed.

If the pending release involves a youth who is on CO 2/CO 3 and behavioral health staff is not on duty, the Building Supervisor will evaluate the situation and confer with a Management Team member on what actions are to be taken.

If the youth is on a Close Observation program for medical reasons, Admissions staff will notify medical staff that the youth is pending release.

- Medical staff will confer with Admissions staff with regard to any actions that need to occur prior to release (e.g. Nursing may want to meet with parents to discuss medicinal needs).

After review has occurred, and the release is pending forthwith, Admission staff shall advise the party picking up the youth of the Close Observation Status and will document the notice.

- The party picking up the youth will sign the form (see attached) acknowledging that they are aware of the youth’s close observation status.
- The form will be placed into the youth’s Juvenile Hall file.

707.4 ADDRESSING SUICIDAL THREATS PROCEDURE
Youth displaying potential suicidal behavior or suicidal threats:

- Probation staff shall continually assess the behavior and effects of all youth housed at the facility to identify potential problems, issues and risks. Upon identifying such, probation staff will evaluate the youth regarding the nature of the problem being experienced, assessing the severity, intent and possible resolution.
Suicide Prevention and Intervention

- Staff members are encouraged to establish contact the youth’s parents/guardians to gather crucial information regarding the youth’s behavioral health and potential risk of suicide.
- Should probation staff identify a youth as a potential suicide risk, the staff shall immediately inform the On Duty Supervisor of the youth at risk.
- Probation staff shall counsel the youth at risk and seek to develop a verbal and written suicide prevention contract with the youth, using the OAYRF No Harm Contract which establishes a written agreement that suicide threats will not become a suicide attempt. The interaction with the youth at risk shall be documented in an Institutions Incident Report and notated in the Dormitory Log. Probation staff shall also refer the youth to behavioral health personnel.
- Probation staff shall maintain direct supervision of the youth at all times, paying attention to youth’s body language, conversation and general affects. The youth will not be isolated from the general population of the facility at any time. The youth will also be assigned a dormitory bed in closest proximately to the Officer Booth.
- Probation staff shall advise the onsite mental health personnel of the at risk youth and facilitate a meeting. In the absence of behavioral health personnel on site, probation staff shall contact medical staff at the Juvenile hall and advise of the situation.
- If the youth is unwilling to develop a suicide prevention contract, is not receptive to counseling and behavioral health personnel is unable to provide intervention, the youth shall be removed to Juvenile Hall with and referral to Juvenile Hall’s behavioral health shall be made for further assessment/intervention.
- If the youth is unwilling to develop a suicide prevention contract, is not receptive to counseling and behavioral health personnel is unable to provide intervention, and the youth poses an immediate danger to themselves or staff, an involuntary psychiatric hold with the assistance of emergency response personnel will be initiated. The facility administrator, or designee, shall notify the youth’s parent/guardian of the need for an involuntary psychiatric hold.

In the event of a suicide attempt, the following steps shall be taken:

- Staff shall immediately survey the scene to assess the severity of the emergency.
- Staff shall call for immediate assistance, direct staff to call emergency response personnel, 911, only in the event of physical injury.
- Stop the suicidal behavior immediately; utilize a 911 tool if necessary.
- If injury occurs, contact the facility’s medical personnel if available. Render first aid, utilizing universal safety precautions until medical personnel arrive on scene and take responsibility. One probation staff member is to remain with the youth at all times.
- If not transported to a medical facility by responding medical personnel, the youth shall be transported from the OAYRF to the Juvenile Hall for a further medical and mental health assessment. Juvenile Hall Administration will be advised of the suicide attempt and the facility administrator, or designee, shall notify the youth’s parent/guardian of the incident and the youth transport to Juvenile Hall.
Suicide Prevention and Intervention

- Except as necessary to provide emergency medical treatment, the scene of the attempted suicide will not be disturbed until an investigation has been completed.
- After the emergency has been addressed and the population count has been secured, the On Duty Supervisor or the Lead Juvenile Institution Officer (JIO) will contact the Probation Director or the Probation Manager and provide the circumstances of the suicide attempt, the actions taken by staff members and the youth’s physical and mental condition.

The Chief Probation Officer or designee will conduct a review which includes the circumstance surrounding the incident, training received by staff members, relevant procedure followed and behavioral health and medical services received by the youth.

A review shall include an assessment to determine if changes are required in policy, training, physical plan/environment, medical/mental health services or operational procedures.

4. Reporting of suicides and suicide attempts resulting in hospitalization

The On Duty Supervisor shall immediately notify the following:

- Facility Probation Director (The Probation Managers shall be notified in the absence of the Facility Probation Director)
- Local Law Enforcement (if not already on the scene)
- In the case of a death, additionally notify
- Sheriff Department/Corner (Gov. Code 27491) to investigate the circumstances and condition surrounding the death.

The Facility Probation Director, or designee, shall notify the following:

- Chief Probation Officer
- Assistant Chief Probation Officer
- Facility Probation manager, if not on site
- As soon as reasonably practical
- Facility Health Administrator
- Behavioral Health Program Manager
- Mt. McKinley/Byron Campus School Principal
- Youth’s assigned Deputy Probation Officer
- Critical incident support service for staff

In the event of a death, notification of the parents/guardian shall be done by the Chief Probation Officer, or designee. The notification will be done in person with the assistance of the Department Chaplin or behavioral health, if available.
Suicide Prevention and Intervention

In the event of a serious suicide attempt, immediate parental notification is important and should be done by telephone by the on-duty Supervisor.

All involved staff will complete Institutions Incidents reports.

The On Duty Supervisor will gather the dormitory log, youth’s adjustment record, unit face sheet and any other pertinent records/materials that may be required for review at a future date, and secure said items until forwarded to the Facility Probation Director.

The On Duty Supervisor will obtain copies of camera recordings and safety checks logs be preserved and sent to the Facility Probation Director.
Medication

708.1 MEDICATION DISPENSING PROCEDURE
DISPENSING MEDICATION TO YOUTH

Youth not posing a potential security risk, or on a security/behavioral modification program receive medication when out of their room.

- Medication is dispensed by the Juvenile Hall medical staff.
- If possible, the medical staff is positioned at the unit table near the collect call phones.
- Staff stands in close proximity to the medical staff while medication is dispensed.
- If other youth are out of their rooms, they are not allowed in the area where medication is being dispensed.
- Youth awaiting medication are seated at the couches.

Youth on Safety Plans or behavioral modification programs shall have their medication dispensed at his/her room door, unless the youth is out for exercise time.
Health Care Records and Confidentiality

709.1 SECTION TITLE
This section reserved for future procedural content.
Informed Consent and Refusals

710.1 JOHN A. DAVIS JUVENILE HALL CONSENT PROCEDURE
ROUTINE MEDICAL CONSENTS FOR JUVENILES IN CUSTODY – Non Emergency

Obtaining Signed Consent from Parents/Guardians at Time of Intake or First Visit:

- If the Intake Deputy Probation Officer determines that a youth will remain in custody, the Intake Officer shall ask the parent/legal guardian to sign an “Authorization to Third Party to Consent to Treatment of Minor Lacking Capacity to Consent” (J-2), Attachment A (This document will herein be referred to as the “Treatment Consent”).

- If the parent/legal guardian is unavailable during the initial intake process, but it is their intent to visit the youth while he/she is detained, the Intake Officer will request that the parent/legal guardian sign a Treatment Consent at the time of their first visit.

- The unit that facilitates the visit will be responsible to ensure that the youth's parent/legal guardian is provided a copy of the Treatment Consent form and that it is signed prior to the end of their first visit. If this is not viable, staff should have the parent/guardian sign the Treatment Consent at the time of their next visit.

Until a signed consent is on file, staff will attempt daily to obtain authorization from parent/legal guardians for treatment needs.

- The Juvenile Hall Probation Court Clerk will compare the daily court calendar to the computer report titled, “Medical Release Needs.”

- If a youth has a Court Hearing at the Juvenile Hall Superior Court, and a signed medical consent has not yet to be obtained, the Probation Court Clerk shall request the parent/legal guardian to sign the Treatment Consent when they check in for their child’s court hearing.

Record/file Copy of Medical Consent Form:

- In all situations where either the parent/guardian or a Juvenile Court Judge signs a treatment consent form, the staff member receiving the signed consent shall forward the document, with original signatures, to the Juvenile Hall Medical Department.

- Departmental employee(s) who is/are coordinating and supervising any special activity shall ensure these forms are on file prior to activities taking place.

Verifying Treatment Consent on File:

- Admissions and/or Visiting Staff shall check the Juvenile Hall master list titled “Medical Release Needs” to verify a Treatment Consent is needed.

- Probation Court Clerk or Admission Staff, in the clerk’s absence, is responsible to print a new list of “Medical Release Needs” each morning and place the current list in the binder at the public window.

Accessing List of “Medical Release Needs”:

- The master list of “Medical Release Needs” is located on the Juvenile Hall computer network.

Accessing List of “Medical Release Needs”:

- The master list of “Medical Release Needs” is located on the Juvenile Hall computer network.
Informed Consent and Refusals

To access the master list of Medical Release Needs:

- Using the Juvenile Hall Network Computer, locate the J-drive.
- Open the “Sierra” folder, and then open the file titled “New JH Sierra.”
- Click on the “Reports” icon.
- Highlight the reports titled “Medical Release Needs-By Name.”
- Select the desired option to print or view document from the computer.

To view printout only, choose “Screen” in “Output” section.

To print report, choose “Paper” option in “Output” section, then click printer icon.

Required Information on Treatment Consent Form – The consent should state:

- The relationship of the person authorizing consent.
- The name of the youth.
- “Contra Costa County” as agents for the parent/legal guardian (See Document Section-“Name of Person”)
- The date entered should reflect one year from the date signed, unless the parent/legal guardian specifies a different time period (The parent/legal guardian may revoke the consent sooner by submitting a written request to Juvenile Hall or Medical staff).
- The signature of the Parent/Legal Guardian and date signed
- If the authorizing person is someone other than the parent or legal guardian, the relationship of the person consenting to care should be indicated.
- The staff who observed the signature should sign as the witness. If the form was not witnessed, this area may be left blank.

OBTAINING CONSENT DURING EMERGENCY MEDICAL, SURGICAL, PSYCHIATRIC OR DENTAL CARE WHEN SIGNED TREATMENT CONSENT IS NOT AVAILABLE:

- On occasion, an urgent or emergency treatment need will develop and a current consent is not available. In these cases, if time permits, the Intake, Investigating or Supervising Deputy Probation Officer, as appropriate, will intervene to attempt to have a parent or guardian sign a Treatment Consent.
- If it is not possible to obtain a current Treatment Consent from a parent or guardian, without delaying necessary care, a consent authorizing recommended treatment, may be obtained from the Juvenile Court. See Welfare and Institutions Code 739 for more information regarding Health Care for Person in Temporary Custody or Ward of the Court.

OBTAINING CONSENTS FOR SPECIAL ACTIVITIES

On occasion, juveniles are involved in special Probation Department sponsored activities in the community. These activities do not include in-custody transports to appointment, visits to transitional housing programs, or other temporary release where the juvenile remains in a
Informed Consent and Refusals

custody status. These activities include juveniles who are under the supervision of the Probation Department and living at home. However, on occasion, juveniles committed to a county institution may participate:

- In these activities, two different consent forms are required to be signed by the parent or legal guardian. The forms are: "Authorization for Third Party Consent to Treatment of Minor Lacking Capacity to Consent" (J-2), Attachment A; and "Parental Consent for Probation Activities" (J-60), Attachment B.

- These consent forms are to be completed by the parent/legal guardian for juveniles whether committed to a county institution or out of custody. The Parental Consent for Probation Activities form will only be valid for the date of the particular activity.

- In the event that there is no parent/legal guardian available to sign, the Supervising Deputy Probation Officer shall ask a Juvenile Court Judge to sign both form J-2 and form J-60.
Aids to Impairment

711.1 SECTION TITLE
This section reserved for future procedural content.
Drug and Alcohol Testing

712.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 8 - Environmental Health
Sanitation Inspections

800.1 UNIT CLEANING PROCEDURE

Unit Sanitation

Facility staff will:

- Issue cleaning items according to the unit cleaning schedule
- Inspect cleaning equipment for safety, cleanliness and damage before and after issue.
- Document and report needed repairs or replacements.
- Store cleaning implements to provide security, proper ventilation and drying.

Residents will:

- Maintain the cleanliness of his or her room including walls, floors, sink and toilet.
- Properly use and care for the issued cleaning materials and equipment.
- Clear, sweep or mop the floor of the assigned area and deposit trash in the appropriate container.
- Comply with facility housekeeping procedures.

Common Area Sanitation

- Service staff will clean the kitchen, corridors and other facility common areas.
- Service staff will ensure that all floors are maintained clean, dry and free of potentially hazardous obstacles.
- Supervisory staff will inspect all common areas for compliance with sanitation standards.

Facility Maintenance

- The General Services Department will respond to emergency repairs needed with toilets, wash basins, sinks, and other facility equipment.
- Facility will respond to minor repairs and maintenance, as appropriate.

Waste Disposal

- The General Services Department will contract with a private contractor for waste disposal.
- Housing unit and or service staff will deliver all trash, refuse, and garbage to a collection point or compactor on an established schedule.

Vermin Control

The facility will contract with or purchase services from a licensed pest control firm to:

- Readily provide vermin and pest control.
- Conduct monthly inspections to eradicate any insects, rodents or vermin.
Sanitation Inspections

- Provide inspection reports to the facility administrator.

Staff will immediately report any conditions conducive to harboring or breeding pests, or observation of any insects, rodents, or vermin to the appropriate supervisor.
Hazardous Waste and Sewage Disposal

801.1 SECTION TITLE
This section reserved for future procedural content.
Housekeeping and Maintenance

802.1 JOHN A. DAVIS JUVENILE HALL CLEANING PROCEDURE
MAINTENANCE OF YOUTH ROOMS

Youth are to keep their rooms neat and clean:

- Bedding is folded before leaving their room.
- Combs/picks, toothbrush with cap, and soap are placed on the sink before leaving room.
- Youth are not to affix items to inside room walls, except youth of the YOTP and GIM Program.
- No food is allowed in the rooms except for meal trays and the evening snack.
- After the meal trays and/or snacks are consumed, the food and paper service is removed from the youths’ room.

Sweep outs:

- Sweep outs are conducted as needed.
- Only two rooms on each tier are allowed to be swept out at one time.
- After a room is swept out, the youth places the broom outside the next resident’s room door for their use.

Vacating Youth Rooms:

All items are removed by the youth when vacating his/her room due to room change, unit transfer or release:

- County issued items such as bedding, mattress, library books, etc are placed in the designated area or receptacle.
- Youth takes personal items such as glasses, retainer, photographs, etc. with them when leaving the room, unit, or facility.
- Personal items left behind after youth leaves the unit and/or facility, are sent to the Sierra Unit. Staff safeguards items and makes attempts to return personal items to owner.

Cleaning room for next youth:

- If the youth is unable to clean his/her room, staff and/or other youth worker use universal precautions to remove items from the room.
- If blood or other bodily fluids are present in the room, other youth do not participate in cleaning or disinfecting the room.

After Meal Service:

- Dining room area is swept and mopped after every meal.
Housekeeping and Maintenance

• All tables and seats are wiped off and disinfected.

Saturday, Wednesday and as needed- Units are thoroughly cleaned:

Sweep and mop all accessible areas:

• Tier 2 balcony
• Shower rooms
• Tier 1 activity area
• Sweep stairwell, and courtyard as needed.
• Disinfect couches.
• Disinfect the shower nozzles and knobs.
• Common living areas
• Classrooms
• Residents shall clean their individual rooms.
• Courtyard
• Common living areas
• Classrooms
• Residents shall clean their individual rooms.
• Courtyard

Supervision of Youth Work Crews

Youth working with mops, brooms, and other cleaning supplies/equipment are closely monitored by staff:

• Youth shall not be permitted access to the console area or secure portions of the unit for any reason.
• Staff directly supervises youth when accessing janitorial closets and/or supply closet.

Youth misuse of cleaning equipment/supplies will result in the removal from the worker crew, and placed on “No Work” status immediately.

All brooms, mops, buckets and cleaning supplies are secured when the workers have completed their assignments.
Physical Plant and Compliance with Codes

803.1 SECTION TITLE
This section reserved for future procedural content.
Vermin Control

804.1 ORIN ALLEN YOUTH REHABILITATION FACILITY VERMIN PROCEDURE
To avoid the spread of vermin amongst items stored in the property room, staff shall take reasonable steps to ensure youths’ clothing is free of vermin prior to storage. Infested clothing shall be cleaned as to eradicate or stop the spread of the vermin.

All youth of the OAYRF who show indications of having contracted body lice, scabies, or crabs will be referred to the facility or county hospital immediately. Furthermore, the youth’s clothing and bedding will be collected and appropriately bagged to prevent contamination.

The facility medical personnel will be notified if a youth is suspected of contracting body lice, scabies, or crabs. If the facility medical personnel is not available, the youth will be transported to Juvenile Hall to receive medical attention.

Staff members will implement medical instructions and assure that the afflicted youth follows the prescribed medical procedures (prescription usage, clothing/bedding exchange, and decontamination procedures).

Contamination Prevention:

- No sharing of bedding, clothing, brushes, or towels
- Clothing, linen, and towels must be washed in very hot water or dry cleaned or with an application of dry heat at 120 degrees F for 20 minutes.
- Disinfect combs and brushes.
- Spray contaminated objects (mattresses, carpets, furniture) that cannot be washed with disinfectant.

Note: Lice can live without host for 5 to 10 days.

The contaminated youth will remove all items that have potentially been contaminated. The youth will place his clothing and bedding in doubled vinegar bags and transport the items to the washing machine for immediate decontamination.

Youth instructions:
Staff members will monitor the usage of all prescriptions.

Decontamination/clothing and bedding exchange

- The youth will place all clothing and bedding in doubled vinegar bags that were procured from the facility medical personnel.
- The youth will transport the infected clothing, in vinegar bags, directly to the washing machine. These items will be washed immediately. (Items will be washed in at least 120 degree F water for a minimum of 20 minutes).
Vermin Control

- The infected youth will be instructed to follow medical treatment procedures. After medical treatment is followed and completed, new clothing and bedding will be dispensed.
Water Supply

805.1 SECTION TITLE
This section reserved for future procedural content.
Youth Safety

806.1 JOHN A. DAVIS JUVENILE HALL HOSPITAL ADMISSION PROCEDURE
The Building Supervisor will be notified of the youth’s admission to the hospital by transporting staff or Juvenile Hall medical staff.

The on-duty Building Supervisor will notify the parents or legal guardian, or leave a message for the parents or legal guardian to contact the Juvenile Hall. The Building Supervisor will also notify the youth’s Probation Officer by telephone. During off duty hours, the Probation Officer will be notified by voice mail.

All medical questions and/or inquiries will be referred by the Building Supervisor to the Juvenile Hall Medical unit.

806.2 JOHN A. DAVIS JUVENILE HALL NOTIFICATION PROCEDURE
The Medical Department will notify the Institutional Supervisor/Lead Juvenile Institution Officer (JIO) of the youth’s condition.

The Institutional Supervisor/Lead JIO will notify the youth’s parents/guardians and assigned Deputy Probation Officer.

When the OAYRF medical personnel is not available, the Institutional Supervisor/Lead JIO will consult with the medical staff at Juvenile Hall or County Hospital before notification of parents.

806.3 ORIN ALLEN YOUTH REHABILITATION FACILITY NOTIFICATION PROCEDURE
If a medical personnel is available and receives the information that an OAYRF youth is admitted to a hospital, the medical personnel will notify the Supervisor of the youth’s admission to the hospital.

The Supervisor will notify the parents/legal guardian and the assigned DPO of the youth’s admission to the hospital.

If the Supervisor is unable to reach the parent/legal guardian, the Supervisor will notify the facility’s administration and forward a correspondence to the youth’s last address of record, noting the youth was admitted to the hospital. The correspondence will be addressed to the youth’s parent/guardian and be mailed no later than the following date. The Supervisor will continue efforts to contact the parent/guardian even after correspondence has been mailed.
Youth Hygiene

807.1 JOHN A. DAVIS JUVENILE HALL MATTRESS PROCEDURE

Youth Mattresses

Initial Mattress Assignment:

- Upon initial intake, the youth is issued/assigned a mattress.
- In staff’s presence, the youth is instructed to thoroughly inspect their mattress for preexisting damage. Youth is informed that they are responsible for their mattress if vandalized or damaged during their stay.
- Any mattress with minor preexisting damage is circled with a permanent marker, initialed by staff and logged on the youth’s mattress contract. If the damage is too great where contraband can be concealed in the defective area, the mattress is sent to the Laundry Room for repair or disposal.
- The mattress number assigned to the youth shall be documented on the youths’ Admission’s Adjustment and Classification form, on the unit’s Face Sheet, and on the Mattress Contract.
- When youth change rooms within the unit, they take their mattresses with them.

New Mattress Assignment:

- When youth change housing units, they are assigned another mattress on the new unit and sign a new mattress contract.
- Youth are only issued new mattresses when their existing mattress is substantially worn.

Vandalized/Damaged Mattress:

- Vandalized/damaged mattresses are documented in the resident’s Adjustment Record and on the Room Security Checklist.
- An Incident Report shall be written, photographs are taken, and the mattress is sent to the Laundry Room for repair or disposal.
- Youth are issued a replacement mattress, which is provided from a store of mattresses specifically reserved for replacement purposes.

Unit Transfer/Release or Re-admission to Facility:

- When a youth is released from custody or changes units, their mattress shall be removed from their room, checked for damage and stored under the unit stairwell.
- If a youth that had previously damaged a mattress is readmitted into Juvenile Hall, the youth is issued a replacement mattress. The youth must show, to the satisfaction of an IS I, that they are fit to receive a new mattress.
Youth Hygiene

- When the youth is no longer assigned the mattress, the condition of the mattress is documented on the Mattress Contract

Youth are issued Personal Hygiene and Toiletry Items:
- Toothbrush, toothbrush cap and bar soap
- Comb or hair pick
- Shower shoes
- Toilet paper and seat covers

807.2 JOHN A. DAVIS JUVENILE HALL SHOWER PROCEDURE
UNIT SHOWERING

Youth shower from their rooms:
- A worker places a shower roll at the front of each youth’s door.
- Youth are allowed five minutes to shower, and an additional five minutes to address personnel hygiene needs.

Showering Procedure:
Youth on Tier 2:
- Only one youth may shower in the Tier 2 shower at any given time.
- Tier 2 youth can shower on either tier as space permits.

Youth on Tier 1:
- Three youth can shower at a time in the Tier 1 showers, one per shower stall.
- Tier 1 youth may shower on either tier, unless the youth has been placed on “No Top Tier.”

807.3 JOHN A. DAVIS JUVENILE HALL SHIRT DESIGNATION PROCEDURE
SPECIAL COLOR-CODED SHIRTS FOR MEDICAL/SPECIAL NEEDS IDENTIFICATION:

The special designated color of the youth’s shirt will inform Probation staff how to respond to the minor in an emergency situation for the safety and/or wellbeing of the youth.

Medical staff and/or the Building Supervisor can authorize a colored shirt based on information from the intake process, housing unit staff or Shift Supervisors.

Color Designations
- White shirt - staff should avoid physical restraint spray.
- Yellow shirt - staff should avoid the use of OC spray
- Orange shirt - staff should avoid both physical restraint and use of OC
Youth Hygiene

807.4 JOHN A. DAVIS JUVENILE HALL HYGIENE/SHAVING PROCEDURE
Female Hygiene

- Female youth shall be assigned to a housing unit that has female staff familiar with
developmental needs available at all times.
- Sanitary napkins and tampons shall be available.

Shaving

- All youth shall have the opportunity to shave on a daily basis, unless their appearance
must be maintained for identification in court.
- An electric razor is available on each housing unit.
- Electric razors shall be disinfected between individual uses by the method prescribed
by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9,
Title 16 California Code of Regulations.

807.5 JOHN A. DAVIS JUVENILE HALL LAUNDRY PROCEDURE
PM Housing Staff

The soiled laundry cart will be delivered to the laundry area by the PM Staff at the end of the
PM shift.

Preparing orders for additional/replacement clothing needed for the daily exchange of socks and
undergarments, or the weekly exchange of pants, will be done by the PM housing unit staff. Orders
shall be delivered to the laundry area with the soiled laundry.

The PM Housing unit staff is responsible for the daily laundry exchange:

- All laundry exchanges shall be supervised. The name of the staff supervising the
laundry exchange will be documented in the unit log.
- Each youth will be provided with a mesh bag to place their soiled undergarments in.
The youth’s undergarment shall be washed in the meshed bag and returned to the
youth after laundry.
- The linen exchange shall be item for item (one sheet for one sheet, one blanket for
one blanket etc.).
- Damaged items- While supervising the laundry exchange, if a JIO becomes aware
of clothing or bedding article(s) in the clean laundry cart that is damaged, tattered
or stained that it is deemed unusable, the item(s) will be bagged and marked as
“Unusable.”, and then placed in the soiled laundry cart. The unusable item must be
sent to laundry for proper disposal.
- NOTE: Under no circumstances should any clothing or bedding item(s) be disposed of
in the unit trash.
- Deliberate damage or loss of any laundry items will be documented in an Incident
Report (e.g. flushing of sheet etc.).
Youth Hygiene

- After the PM Staff completes the bedding exchange, the unused clean bedding will be returned in the “clean” cart to the laundry area.
- At no time are soiled linens or clothing to be placed in the “clean” linen cart.
- The housing unit should only retain a small supply of extra bedding/linen on the housing unit to be used for transfers, intakes and other situations requiring replacement of an individual’s bedding/linen.

The ISW assigned to laundry will wash and replenish the housing unit laundry supply:

- The ISW will wash the housing unit laundry and supplement the laundered clothing with any additional items per the order submitted by the PM housing staff.
- The laundry will be delivered in a clean laundry cart during the AM shift.
- The clean laundry cart will be fully loaded with items for the PM shift, as per “Juvenile Hall Housing Unit Laundry Schedule.”
- Any worn out or damaged items returned to the laundry shall be inspected by the ISW, who will inventory and properly dispose of unusable items.

Laundering Contaminated Clothing, Bedding and Linen.

- Definition: “Contaminated laundry” is defined as laundry that has been soiled with blood or other potentially infectious materials (OPIM) or may contain Sharps.
- Under no circumstances should contaminated articles be disposed of by housing unit staff in the regular trash. All hazardous materials must be disposed of in accordance with approved methods of medical waste disposal.
- Laundry shall be handled using universal precautions.

Laundry on the Housing Unit identified as contaminated with blood or OPIM should be handled as little as possible and with a minimum of agitation.

- Staff shall not direct workers or other residents to handle or bag contaminated laundry. The only exception to this rule is that a resident may handle laundry that was contaminated by his/her own blood or OPIM.
- Contaminated clothing, bedding and linen shall be placed in a clear water-soluble bag. The bag shall be labeled with the type of contaminant(s).
- The water-soluble bag shall then be placed in a red biohazard bag.

Before the end of the shift, double-bagged contaminated articles shall be marked and delivered to the laundry area.

- If the contaminated bag contains Sharps, and the laundry room is inaccessible (i.e., locked), in order to prevent access by a youth, contact a supervisor to secure the contaminated laundry in the laundry room.
- For the protection of the laundry worker, if non-washable debris (i.e. glass) is contained in the contaminated laundry, “the notation "SHARPS" shall be written on the outside of the red biohazard bag.
Youth Hygiene

Laundry Washing Procedures

Universal precautions will be used when handling/laundering contaminated articles:

- Contaminated items shall be washed separately from all other laundry.
- Laundry worker must wear gloves and eyeglasses/safety glasses while handling contaminated laundry.
- Without touching the contents, laundry workers should open the red biohazard bag and place the soluble bagged items into the washer.

Soiled laundry should be washed using appropriate detergent at a temperature that neutralizes potentially infectious materials.

Disposing Hazardous Items

- Laundry contaminated with potentially infection materials and contains debris such as glass or Sharps should be disposed of in the medical waste container located in the Generator Enclosure.
- All used red biohazard bags should be disposed of as “Medical Red-Bag Waste.”

Laundry Items Schedule and Storage:

- Refer to Attachment “Juvenile Hall Housing Unit Laundry Schedule.”
- All undergarments and socks from the housing units shall be washed daily and returned. Only those articles sent to the laundry area will be returned unless additional or replacement articles are requested by the PM housing unit staff.
- A supply of bras will be maintained on the Shasta Housing Unit for the female residents. Should additional sizes or quantities be needed, staff may requisition the required size(s).
- Housing unit linens and pants shall be washed accordance to the “Juvenile Hall Housing Unit Laundry Schedule.”

807.6 MISC PROCEDURE

A few other suggestions/cautions are offered:

- Shoes will be worn when the bathroom is entered.
- Personal Items will not be left in the bathroom.
- The bathroom will be cleaned during the AM and PM shifts daily.
- Toilet stalls will be used for bowel movements only and sanitary seat covers will be provided.
Chapter 9 - Food Services
Food Services

900.1 JOHN A. DAVIS JUVENILE HALL MEAL PROCEDURE

MEAL SERVICE

Breakfast and Lunch Meal Procedure:

- Breakfast and lunch is served to youth at 7:30 am and 12:00 pm, respectively.

Youth Hygiene:

- Youth are required to practice good hygiene prior to eating.
- Youth outside of their rooms at the time meal carts are delivered are directed to return to their room to address personal hygiene prior to meal service.

Food Carts and Meal Trays:

- Meal trays are prepared and delivered by staff.
- Youth shall not dispense food from the meal cart at any time.
- The food carts and garbage cans are pushed outside the entrance to the housing unit and left against the wall for collection. Unit staff will then return meal carts to the kitchen area.

Movement/Positioning:

- One staff is positioned at the control panel to release youth from their rooms to go to the couches.
- One or more staff is positioned to supervise the youth on the couches.
- From the couches, staff calls two youth at a time to go through the food line.
- One staff serves the food.
- One staff supervises the tables and couch area.
- Any extra food is served as “seconds.” Staff calls the youth's' room numbers to line up again to receive seconds.
- No more than four (4) youth are allowed to stand at any given time during the meal service.

End of Meal and Clean up

- Youth are permitted a minimum of 20 minutes to eat each meal.
- Youth raise their hand indicating that they have completed their meal and are ready to be dismissed.
- Staff dismisses residents, one or two at a time, to clear their area, throw away their garbage, return their trays, and go to their room.
- Youth are given toothpaste after each meal and are encouraged to practice good oral hygiene.
Food Services

- After all youth are in their rooms, workers are brought out for cleanup duties.

Dinner Procedure:

Dinner to be served at:

- Meal Service- 5:00 pm

Youth’ hygiene is completed no more than ten minutes before the 4:45 pm dinner service time.

Staffing for Meal Service

First Meal Service:

- After staff is in place for the meal service, meal trays are served to the youth on those units

900.2 JOHN A. DAVIS JUVENILE HALL MEAL COUNT PROCEDURE

To accomplish accurate counts, the following steps will be followed

The kitchen staff completes the Juvenile Hall Food and Meal Report. This report indicates:

- Unit and meal served.
- Estimated meals to be served (unit count).
- Each component of the meal and the amount of food served to each resident.

The Food and Meal Report is attached to the food cart and transported to the unit.

At the point of service the unit staff will use the back of the Food and Meal report to take a tally as each youth takes an eligible meal. The final number marked will be the actual meals served. Seconds are not counted. This final number marked will be written on the front of the Food and Meal Report in the designated area.

All youth will be served an eligible meal. An eligible meal consists of a meal in which the youth is served at least three components. Certain meals such as hamburgers may count as more than one component. Multi-component items will be indicted on the meal sheet.

5. The Juvenile Hall Food and Meal Report will be returned to the kitchen via the food cart. The Lead Cook will transcribe the totals to the Daily Meal Count Survey.

6. All eligible meals will be totaled on a monthly basis. These numbers will be forwarded to the California Department of Education.

900.3 ORIN ALLEN YOUTH REHABILITATION FOOD SERVING PROCEDURE

Food Serving:
Food Services

- Food is served by the cook and JIO personnel in a safe and sanitary manner in accordance with applicable sections of the California Retail Food Code. Meals will be served at the following times, breakfast 7:30 am, lunch 11:45 am, and dinner at 4:30 pm. Any youth missing a regularly scheduled meal will be provided with a substitute meal and beverage.

Transporting Food

Food for regularly scheduled meals is served in the OAYRF dining hall. Regular evening snacks are delivered to the housing unit.
Food Services Training

901.1 SECTION TITLE
This section reserved for future procedural content.
Dietary Guidelines

902.1 SECTION TITLE
This section reserved for future procedural content.
Food Services Workers' Health, Safety, and Supervision

903.1 SECTION TITLE
This section reserved for future procedural content.
Food Preparation Area

904.1 SECTION TITLE
This section reserved for future procedural content.
Food Budgeting and Accounting

905.1 SECTION TITLE
This section reserved for future procedural content.
Food Services Facilities Inspection

906.1 SECTION TITLE
This section reserved for future procedural content.
Food Storage

907.1 SECTION TITLE
This section reserved for future procedural content.
Prescribed Therapeutic Diets

908.1 SECTION TITLE
This section reserved for future procedural content.
Meal Count

909.1 SECTION TITLE
This section reserved for future procedural content.
Staff, Department Personnel, and Guest Meals

910.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 10 - Program, Activities, and Education
Youth Mail

1000.1  JOHN A. DAVIS JUVENILE HALL YOUTH MAIL PROCEDURE
Youth mail is to be placed in the youth’s mailbox for the clerk to verify if youth is at Juvenile Hall and on which unit. Mail will then be distributed to the living unit, as appropriate, by the graveyard staff. Living unit graveyard staff will record all incoming and outgoing mail using the Mail Sheet. This Mail Sheet will be kept in the Mail Sheet binder.
Programs, Exercise, and Recreation

JOHN A. DAVIS JUVENILE HALL MOVIE PROCEDURE
The Department has a contract with Swank Motion Pictures Inc. allowing for the public showing of copyrighted material. Only departmentally purchased motion pictures conforming to the contract requirements will be allowed to be shown at least once a week.

Staff members wanting to bring in a movie to be shown, must seek prior approval from the on-duty building supervisor. The movie shown needs to be indicated in the Supervisor II log, along with the time and location the movie was viewed.

Two new movies per month will be issued to Juvenile Hall. It is the unit supervisor’s responsibility to ensure the new movies being issued are shown on their unit during the month the movie is issued.

JOHN A. DAVIS JUVENILE HALL DAILY SCHEDULE/PROGRAM PROCEDURE
Daily Activities Schedule (Specific schedule posted on each unit)

Saturday Schedule - Youth will be released from their rooms as follows:
7:15 AM WAKE-UP
7:30 AM – 8:00 AM BREAKFAST
8:45 AM – 10:00 AM UNIT DEEP CLEANING
10:30 AM – 12:00 PM RECREATION TIME/PROGRAM
12:00 PM – 12:30 PM LUNCH
1:00 PM – 2:00 PM FREE PLAY
3:30 PM – 5:00 PM RECREATION TIME/PROGRAM
5:00 PM – 6:00 PM DINNER
7:00 PM – 9:30 PM RECREATION TIME/PROGRAM
(May include showers and snacks)

• Level 1 or Gold 9:30 PM
• Level 2 or Silver 9:00 PM
• Level 3 or Bronze 8:30 PM

Sunday/Non-School Days Schedule - Youth will be released from their rooms as follows:
7:15 AM WAKE-UP
7:30 AM – 8:00 AM BREAKFAST
9:30 AM – 10:30 AM COUNSELING/CASEWORK TIME
10:30 AM – 12:00 PM RECREATION TIME/PROGRAM
12:00 PM – 12:30 PM LUNCH
1:00 PM – 2:00 PM RECREATION TIME/CHURCH SERVICES
3:30 PM – 5:00 PM RECREATION TIME
5:00 PM – 6:00 PM DINNER
7:00 PM – 9:30 PM RECREATION TIME/PROGRAM
Programs, Exercise, and Recreation

(May include showers and snacks)
- Level 1 or Gold 9:30 PM
- Level 2 or Silver 9:00 PM
- Level 3 or Bronze 8:30 PM

*Voluntary Religious Service Available on Sunday from 1:00 PM to 2:00 PM

Weekday Schedule (with school in session):
7:15 AM WAKE-UP
7:30 AM – 8:00 AM BREAKFAST
8:30 AM–10:00 AM 1ST BLOCK OF SCHOOL
10:30 AM – 12:00 PM 2ND BLOCK OF SCHOOL
12:00 PM – 12:30 PM LUNCH
1:00 PM–2:40 PM 3RD BLOCK OF SCHOOL
(On minimum days, 1:30 PM – 2:30 PM Program/Unit Clean-Up)
3:30 PM – 5:00 PM RECREATION TIME/PROGRAM
5:00 PM – 6:00 PM DINNER
7:00 PM – 9:30 PM SUPERVISED RECREATION TIME/ PROGRAM
  (Includes showers and snacks)
  - Level 1 or Gold 9:30 PM
  - Level 2 or Silver 9:00 PM
  - Level 3 or Bronze 8:30 PM

* These timelines are subject to change as needed by the Building Supervisor, time spent out of the rooms may be extended when appropriate.

Documentation: Each day on the AM and PM shift the Lead JIO shall document the specific activity that the youth on the unit received that day on the Recreation and Exercise Log (attached). The log shall address the following:
- The start and stop times that the youth received large muscle exercise, as well as the specific type of large muscle exercise that was provided.
- The start and stop times that one hour of outdoor activity was provided. (Outdoor activity and large muscle exercise can be combined.)
- The start and stop times of unstructured recreation.
- The social awareness programming provided that day.
- Any youth refusing or unable to participate in any of the above and note such in the youth’s adjustment record.

At the end of each week the Graveyard shift shall place the Recreation and Exercise Log for their unit in the Unit Supervisor’s box. After the Supervisor signs off on the log it will be placed back into the unit binder.
Suspension of Recreation, Program and Exercise

- The Administrator/Manager may suspend access to recreation and programs, not to exceed 24 hours.
- All youth will be provided with the opportunity for at least one hour of large muscle activity each day. This hour may only be suspended upon written finding by the Building Supervisor (if on the weekend), the Manager or Director that the youth represents a threat to the safety and security of the facility. All suspended access to recreation and programs must be documented on the Room Separation Checklist.

ORIN ALLEN YOUTH REHABILITATION FACILITY AUDIO/VIDEO PROCEDURE

Television and DVD viewing, recreation, radio and CD listening or any other audiovisual devices are provided for youth to augment and enrich their program. All audiovisual programming shown and/or listened to by youth shall be age and emotion appropriate and of a positive, prosocial nature.

Television viewing on the dormitories shall be confined to periods when the youth are free to participate in unit activities. The program to be watched, as long as it is deemed appropriate by the Juvenile Institution Officer, will be decided by the JIO. Staff members are to have complete control of audiovisual devices at all times.

When television viewing is scheduled as a portion of the free time activity program, staff are to be stationed in strategic areas of the unit to insure maximum supervision.

The television is to be turned off when no youth is viewing television and during the time period when youth are limited to the dormitory, when school is in session and during the graveyard period.

The subject matter on the television, radio, CDs, DVDs, and all audiovisual devices shall not glorify violence, illegal activities, inappropriate sexual activity, or degrading of any people. Only movies with a rating of “G”, “PG”, or “PG-13” may be shown. “X” rated, “R” rates, “Unrated” and/or “NC “explicit lyrics” labels are not permitted.

DVDs and CDs to be used at the facility should be commercially produced.
Youth Educational Services

ORIN ALLEN YOUTH REHABILITATION FACILITY SCHOOL ADMITTANCE PROCEDURE

All youth detained at the OAYRF are received at OAYRF after being transferred from the John A. Davis Juvenile Hall. All youth received/transferred to the OAYRF must receive medical and behavioral health clearances before being transferred. Upon arrival at the OAYRF a youth goes through the facility admission process. The youth goes through an orientation regarding facility rules and expectations with staff and the necessary facility admission paperwork is immediately forwarded to the Office of Education’s Mt. McKinley Byron Campus for enrollment.

The youth will have had a full educational assessment by the Office of Education staff at the Mt. McKinley School campus located at the John A. Davis Juvenile Hall prior to transfer to the OAYRF. This includes a review of the youth’s school records/transcripts, and educational assessments to determine the appropriate grade level, Home Language Survey California English Language Development Test and a review, if appropriate, of the youth’s Individual Education Plan (IEP).

The Mt. McKinley Byron Campus staff will develop an educational plan within 5 days of arrival at the facility. Within 21 days of arrival at the OAYRF in accordance with Section 4, Policy Bulletin #1, the Assessment Review Team (ART) will convene to develop the youth’s institutional treatment plan, determine release date and develop the programming that the youth will need to complete while at the OAYRF.

In accordance with the MOU between the Office of Education and the Probation Department the Office of Education is responsible for compliance with all educational requirements of CCR section 1370. The Probation Department is responsible with maintaining safety and security of the facility and classrooms as well as ensuring youth are available to attend school. The Probation Department is responsible for advising the Office of Education if a youth will be unavailable for school because of illness, court appearance or removal from the facility. The Office of Education will be advised as soon as it is practical when a youth’s behavior results in removal from the facility and return to Juvenile Hall. The Probation Department will also advise the Office of Education within 14 days of a youth’s scheduled release so that preparations can be made to return the youth to the local school district. The youth’s assigned Deputy Probation Officer at the OAYRF will assist the youth and his family with school enrollment.

In any instance where Probation Department staff feels that a youth is having academic difficulty they will confer with the matter with their supervisor and the information will then be forwarded to the Office of Education staff. This may result in additional staffing and collaborative meetings between Office of Education staff and Probation Staff.

Facility security plan includes providing school staff with radios for communication with Probation staff in the event of an emergency. Office of Education staff is to call for Probation staff assistance.
Youth Educational Services

in all incidents occurring between youth and Office of Education staff. Office of Education staff is not to intervene in instances of disruptive or violent behavior between youth.

The Office of Education staff at the Mt. McKinley Byron Campus may request Probation staff remove a minor from class for behavior issues. Any removal from class requested by Mt. McKinley Byron Campus staff will require the staff to complete either a Behavioral Progress Report (BPR) or an Incident Report (IR) depending on the gravity of the incident. Mt. McKinley Byron Campus staff is not allowed to give youth negative points for negative behavior. Any youth receiving negative points from Probation staff as a result of a school incident have the right to file a grievance and go through the grievance process.

JOHN A. DAVIS JUVENILE HALL SCHOOL ATTENDANCE PROCEDURE

School Classes:

- The Lead Juvenile Institution Officer (JIO) of the unit shall coordinate with school staff to ensure youth attendance the proper classroom.
- Juvenile Hall staff shall be responsible for escorting school groups to and from the classrooms.
- When a youth is required to be excused from class it is the responsibility of Juvenile Hall staff to escort the youth from the classroom.
- Youth returning from the admissions (Sierra) area, or elsewhere in the Juvenile Hall Facility shall return to the living unit and returned to class.
- All school classes shall be dismissed by the classroom teacher or Juvenile Hall principal. Juvenile Hall staff is not authorized to dismiss classes except in emergency situations.

Physical Education and Use of Gymnasium and Playfield:

- JIOs assigned to the gym or to the playfield for supervision shall assume positions that will allow for maximum supervision of the group. On the playfield, JIOs shall position themselves between the youth and the fence, and in the gym shall assume positions that provide maximum supervision.
- It is the responsibility of Probation staff to check all exterior and appropriate interior doors, prior to the start of all classes. Interior doors to be locked include the School Office door, the door to the toilets, the door to the supply room, the door to the weight room, and the door to the equipment room.
- JIOs assigned to the P.E. classes shall supervise youth and are not to participate in P.E. activities.
- Minimum staffing levels must be maintained. A Juvenile Hall JIO shall not leave outdoor play areas or the gym while supervising a P.E. class. This includes the use, by staff, of the gymnasium bathrooms.
Library Services

JOHN A. DAVIS JUVENILE HALL LIBRARY PROCEDURE

GUIDELINES FOR SELECTION OF MATERIALS:

- The librarian will exercise his or her critical and professional judgment in selecting the best materials for the library and will use standard review media such as Library Journal, VOYA, Booklist, etc. to aid in the selection process.
- Materials will be judged individually according to their intrinsic value as well as the needs of the organized collection.
- All materials, regardless of the format, will be considered as a whole and will not be excluded because of specific or individual sections that may be deemed offensive or regarded as controversial.
- Requests and recommendations from staff and youth will be encouraged.
- The Probation Department acts in loco parentis and may restrict an individual youth from receiving certain materials.

- The following types of materials are prohibited from the collection:
  - Hate literature
  - Materials that promote or glorify gang activity,
  - Materials that promote or glorify violence
  - Materials that promote or glorify drug and alcohol abuse or use
  - Materials that promote or glorify irresponsible sexual behavior
  - Materials that are predominantly sexually graphic in nature
  - Telephone books
  - Newspapers
  - Movies rated higher than PG-13

PROCEDURE FOR THE RECONSIDERATION OF LIBRARY MATERIALS:

- Anyone who wishes to enter a concern about material in the library collection must complete and sign a copy of the “Request for Reconsideration of Library Materials” form and give it to the librarian. Forms will be kept at the Sup. II’s desk and in the library.
- A staff committee consisting of the Librarian, County Probation Officer, or designee (s) and the Mt. McKinley principal, or designee(s), will objectively evaluate the specific item under reconsideration and decide whether or not it meets the guidelines for selection of materials.
- All available printed reviews as well as the original reason for purchase will be considered
Library Services

- The staff committee is expected to review the item in its entirety.
- The committee will decide whether or not an item stays in the collection based on a quorum vote.
- The librarian will prepare a written response and communicate the committee's decision to the individual who made the initial request for reconsideration.
- No material will be removed from the collection unless this process has been followed.

4. PROCEDURE FOR RESIDENT ACCESS TO UNIT COLLECTION:
- A binder for book check out will be kept at the Juvenile Institution Officer’s desk.
- Each youth will be issued a page in the binder. Probation staff or a trained volunteer will record the title, check out and check in date of each book a resident borrows.
- Probation staff or the trained volunteer will also note whether or not there is any damage to the book upon check out or check in.
- Youth are allowed 2 books in their room at a time. Books are due back in 2 weeks.
- Youth will have access to the unit collection 2 days per week.
- There will be a maximum of two rooms at a time out on the unit selecting their books.
- Before a youth checks out a book from the unit collection, a Probation staff member or a trained volunteer will check the book for existing damage. If any existing damage is found the book will be removed from the collection and returned to the librarian.
- When the youth returns the book, the staff member or volunteer will recheck the book for damage and note the date it was returned. If the book is damaged, tagged, marked, written in, defaced or misused while the youth is in possession of it, the youth will be placed on book restriction, may be charged with destruction of county property and an incident report will be written. Book restriction is defined as a minimum period of one week in which the youth will be prohibited from checking out any books, will receive room time and get a zero for both rules and peers.
- The date the book restriction starts and ends will be marked on the resident’s page in the library binder.
- Normal wear and tear of books is to be expected and will be determined by the staff member or volunteer.
- Youth may not borrow books from other residents or loan books to other youth. Youth who do will be placed on book restriction.
- If a youth changes units, he or she will not be able to take books with them. Probation staff will be responsible for making sure all library materials are returned and that they are crossed off of the youth’s page before the youth is transferred to a new unit.
- When a youth is released from Juvenile Hall, he or she will not be allowed to leave with a library book. Staff are to check the youth for books prior to the resident leaving the housing unit for release.
Library Services

5. CHECKING OUT DVDs:

- Only teachers and Probation staff are allowed to check out DVDs directly from the librarian or a trained library volunteer during library hours.
- Teachers and Probation staff can only check out DVDs for use on the unit or in the classroom. DVDs may not be removed from the Juvenile Hall facility.
- DVDs will be returned to the Sup. II’s desk when the library is not open.
- Teachers and Probation staff will not have more than 2 DVDs at a time.
- If a DVD is lost, damaged or destroyed, the borrower will be responsible for its replacement cost.

6. PROCEDURE FOR RESIDENT ACCESS TO LIBRARY:

- Each unit will visit the library one day per week.
- No more than 15 youth will be allowed in the library at one time.
- A box will be kept on the unit to return books that belong in the library.
- Inappropriate behavior during library times may result in a library restriction. Library restriction is defined as a minimum period of one week in which the youth will be prohibited from participating in library times, will receive room time and get a zero for both rules and peers. The date the library restriction starts and ends will be marked on the youth’s page in the library binder.
Youth Work Program

1004.1 JOHN A. DAVIS JUVENILE HALL POWER TOOL PROCEDURE
Juvenile Institution Officers (JIO’s) will provide training to the Work Experience Program (WEP) youth in the proper handling and use of each individual power tool through instructional guidance and demonstration.

JIO staff will ensure that all youth are provided with, and wear, Personal Protection Equipment (PPE) that is appropriate for the task at hand. PPE include, but is not limited to, protective eyewear, masks, and gloves.

All youth will be provided with one-on-one direct supervision when using any power cutting tool such as band-saws, chop-saws, and table-saws.

All power tools are to be accounted for and properly secured after every session.

The power tools are for the exclusive use of YOTP Work Experience Program staff and youth only.

Any youth that misuse or abuse the WEP tools will be suspended from the YOTP Work Experience Program pending review by the Director.
Youth Telephone Access

TELEPHONE ACCESS PROCEDURE
Collect-only Telephones

Collect-only telephones may be used only during time periods listed below unless authorized by a supervisor. The following times allotted for youth to use the telephone are as follows:

- Each evening from 7 p.m. to 8:30 p.m. (OAYRF phones each recreation time during the week.)
- Sundays during open recreation times.
- Holidays and Saturdays during open recreation times.
- On unit movie nights from 4 p.m. to 5 p.m.

Eligible youth will have daily access to the collect-only telephones. Depending on the number of users, callers will be allowed a minimum of five (5) minutes to a maximum of ten (10) minutes to use the phone. Youth may make more than one call during their allotted time.

Phones will not be used during unit scheduled operations (i.e., meals, school, work, bedtime, showers, treatment classes, etc.).

Staff will monitor the telephone conversations of youth for appropriateness. If a youth becomes loud, verbally profane, visibly upset, disruptive, or the content of their conversation involves criminal activity, staff can terminate the call and restrict the youth from telephone use temporarily.

Youth who are separated from all group activities due to safety plans will be allowed access to collect telephone calls during their recreation time, except during court hours.

If a youth has Loss Of Privilege (LOP) for phone use or Loss Of All Privilege (LOAP) during periods of group telephone access, staff are not obligated to make special provisions for the youth's individual access to the telephone.

All telephone calls may be monitored and recorded.

Any misuse or abuse of collect-only telephone privileges may result in restriction or loss of telephone privileges. A supervisor may suspend or terminate telephone privileges to enforce Court Orders or to maintain the safety and security of youth, staff or members of the public.

The Juvenile Hall Director or Manager will review all incidents involving the suspension of termination of telephone privileges.

When a youth is placed on a court ordered telephone restriction requiring staff to monitor phone calls, the youth will be placed on “No Collect Telephone Calls.” This information will be documented in the youth’s case notes, unit log and face/discipline sheets.

Youth on “No Collect Telephone Calls” will be granted a weekly monitored telephone call to their parent/guardian, unless otherwise stipulated by court order or Building Supervisor.
Youth Telephone Access

Granted Telephone Calls

Granted telephone calls are calls that are free of cost to the youth provided on county telephone lines.

Every youth will be granted a weekly telephone call to their parent/guardian based on behavior, by their assigned Juvenile Institution Officer (JIO)

The procedure for granted telephone calls is as follows:

• To parent/guardian only unless otherwise authorized by a supervisor or court order.
• The JIO must dial the number and verify that contact is made with the parent/guardian prior to handing the telephone to the youth.
• The JIO is responsible for remaining present during the call, monitoring the telephone call for appropriateness and to ensure that the youth remains speaking to the parent/guardian only.
• The duration of a granted telephone call is a minimum of 5 minutes to a maximum of 10 minutes.
• All granted telephone calls will be documented in the youth's case notes.
• Should a telephone conversation become inappropriate or disruptive, the JIO has the authority to terminate the telephone call.
Religious Programs

1006.1 SECTION TITLE
This section reserved for future procedural content.
Youth Visitation

1007.1 INSPECTION OF YOUTH FILES
The above listed experts will be directed to contact Visiting staff to schedule a visit during the times that have been designated for professional visiting. If court-related time constraints require they see a youth other than during professional visiting hours, the visit will take place on the Sierra Unit. Prior to visiting, experts must present a letter of request/introduction on the official letterhead stationery of the attorney for whom the expert is working (PD, ADO, private). In addition, they must present personal photo identification. Visiting or Sierra staff should make an effort to obtain the expert’s business card and staple it to the completed visiting slip.

A youth’s Juvenile Hall file, to include the Adjustment Record and any incident reports pertaining to the youth, will be made available for review upon request of the attorney of record. All reviews of Juvenile Hall files will take place in Sierra under the direct observation of a Juvenile Institution Officer or Supervisor I. The attorney shall utilize a Sierra interview room when inspecting these documents and the Court has determined that they can take notes on the file contents. Any copying of a youth’s Juvenile Hall file documents will require a Court Order. Any time copies are provided, a note shall be placed in the youth’s Juvenile Hall file indicating the date and to whom the documents were given. This note shall be signed by the staff person providing the documents.

Attorneys requesting to review Juvenile Hall youth files have been advised to call the Building Supervisor in advance so that there will be sufficient time to redact information as required from any documents being reviewed. Any questions regarding these issues shall be directed to the Building Supervisor.
Behavior Management Program

JOHN A. DAVIS JUVENILE HALL POINTS PROCEDURE
Youth can earn incentive points on the AM shift, PM shift and Graveyard shift every day of the week.

On the AM shift residents will be graded in the following areas:
  • School Behavior (Teaching staff)
  • Rules
  • Staff Interaction
  • Peer Interaction
  • Hygiene/Grooming
  • Work Crew

On the PM shift residents will be graded in the following areas:
  • Rules
  • Staff Interaction
  • Peer Interaction
  • Hygiene/Grooming
  • Room Appearance
  • Work Crew

On the Graveyard shift residents will be graded in the following area:
  • Satisfactory behavior during the graveyard shift.

Points will be earned using the following Grading Key. All 0 and 2 grades are to be documented in the youth’s adjustment record and to be initialed by staff on the grading sheet:
  • 2 points - Extra Effort
  • 1 point – Satisfactory (Graveyard Pass)
  • 0 point – Unsatisfactory (Graveyard Fail)

Points are totaled from Monday Graveyard through Sunday PM shift. A youth will earn one of three levels based on their total points. The breakdown of points varies based on the number of school days in a given week. See Weekly Incentive Points Breakdown Sheet in the CCP electronic binder on the J-Drive.
Behavior Management Program

1008.3 ORIN ALLEN YOUTH REHABILITATION POINTS PROCEDURE

Policy

Youth receive points for complying with the OAYRF program and progressively earn extra privileges based on their continued compliance. The purpose of the point system is to assess how each youth is progressing in the program and to determine areas which the youth and his Juvenile Institution Officer (JIO) should emphasize during his commitment.

I. Privileges:

- There are three levels of increased privileges and youth can advance through the levels by accumulating points based on meeting the expectations of the Program. Youth will not earn points for misbehavior resulting in, but not limited to any number or type of sanctions as noted in the OAYRF Sanction Grid (e.g. loss of daily privileges and/or reduction in level). Youth who are deemed a safety and security risk or unwilling to comply with the program within the guidelines of the three levels are placed on a special program, Behavior Modification.

Levels:

Bronze: (0-114 Points) - Bronze is the weekly status of youth who amassed 114 points or less out of a possible 142 point for the week.

Privileges are limited to:

- Commissary. (No food products)
- No off-facility activities.
- No access to weights during open recreational periods.
- Released last for open recreational periods.

Silver: (115-136 Points) - Silver status is the weekly status of youth who amassed 115-136 points out of a possible 142 point for the week.

Privileges include all the Bronze privileges and:

- Commissary. (Two items).
- Allowed to participate in off-facility activities.
- Eligible to use weights (Second open recreation).
- Temporary passes and home visits, if other criteria is met, as noted in OAYRF Policy and Procedure and Behavioral Management System Handbook.
- Released after Gold level status for open recreational periods.

Gold: (137-142 points) - Gold status is the weekly status of youth who amassed 137 or more points. Privileges include all the Bronze and Silver Privileges and:

- Commissary. (Three items)
- Eligible for “late-ups.”
Behavior Management Program

- “Incentive party.”
- Can use weights during all open recreation periods.
- Released first for open recreational periods.

b. 6- Month commitment:
- Eligible for temporary releases (Up to six hours) from OAYRF- beginning at a minimum of 1,826 points earned (50 %) or served 108 (60%) commitment days.
- Eligible for a weekend release (Up to 48 hours) 2,558 points earned (70%) or completed 144 (80%) commitment days.
- Points earned (70%) or completed 144 (80%) commitment days.
- Eligible for Graduation- 3,103 points earned, served 153 commitment days (85%) and completed treatment goals.

c. 9- Month commitment:
Eligible for temporary releases (Up to six hours) from OAYRF- beginning at a minimum of 2,739 points earned (50%) or served 162 (60%) commitment days.

Eligible for a weekend release (Up to 48 hours) 3,834 points earned (70%) or served 216 (80%) commitment days.

Points earned (70%) or served 216 (80%) commitment days.

Eligible for Graduation - 4,655 points earned and served 230 commitment days (85%) and completed treatment goals.

served 230 commitment days (85%) and completed treatment goals.

d. 12-Month commitment:
- Eligible for temporary releases (Up to six hours) from OAYRF- beginning at a minimum of 3,652 points (50%) or served 216 (60%) commitment days.
- Eligible for a weekend release (up to 48 hours) 5,112 points earned and completed 288 commitment days.
- Eligible for Graduation- 6,208 points and completed 306 commitment days (85%) and treatment goals.

Behavior Modification Program: This program is utilized for youth who are unwilling to comply with the program rules and have been involved in a serious incident and one has been determined to be a safety and security risk. An Institution Incident Report must be written to place a youth on the special Behavior Modification Program. A Lead Juvenile Institution Officer may impose
Behavior Management Program

the Modification Program, but the first available Supervisor must approve the program and may modify the program, if needed.

Must wear green pants and/or green shorts during open recreation periods.

Loss of daily privileges.

May not use weights.

Temporary loss of all personal items.

First open recreation period can use the blacktop and watch TV (1 hour minimum)

Sit at designated staff table during meals.

Goes last for second servings during meals.

During second open recreation (youth are expected to be seated and participated in an individual constructive activity (e.g. read, write draw, CCP- intervention)

Youth are allowed to sit next to a staff member and benefit from mentoring/counseling.

Released last for open recreational periods.

II. EARNING POINTS:

A youth receives points for compliant behavior, personal appearance, and interaction with others, including staff, and participating in the various components of the OAYRF program. Criteria evaluated are as follows:

- Bedtime/Dormitory lights dimmed: (Time between lights out and the arrival of Graveyard staff at 11:00 P.M.) Settle down, prepare for sleep, and remains quiet.
- Follows direction on Graveyard shift.
- Personal appearance – Hair clean and neatly combed or styled, shirt tucked in, no sagging pants, good personal and dental hygiene.
- Lockers neat, clean, and organized.
- Beds made and area around bed kept clean.
- Tone/Language: Uses appropriate language and addresses others in an appropriate tone of voice.
- Relates to staff appropriately, respectfully, and responds appropriately towards authority figures.
- Relates to peers appropriately and respectfully.
- Cooperates and participates in School program. Not disruptive and follows direction of school personnel.
- Participates and cooperates in assigned/mandated treatment programs.
- Cooperates and participates on OAYRF work crews. Youth is productive and follows directions.
Behavior Management Program

- Free Time- Uses free time appropriately, interacts well with peers.
- Quiet Periods- Responded to Staff’s expectation during quiet periods.
- Follows directions of staff, is cooperative, non-argumentative.
- Out of Area- remains in approved areas during approved times.
- Talking- refrains from talking as directed by staff during designated times such as meals, school movement, etc.

III. Weekly Point Sheet

A youth can earn up to 23 points Monday, Tuesday, Thursday, Friday per day, (15) points for the A.M. shift and school, (7) points for the P.M. shift, and (1) points for the Graveyard shift. Youth can earn up to 20 points on Wednesday (modified school schedule) – (12) points for the A.M shift and school, (7) points and for the P.M. shift and (1) point for the Graveyard shift. On weekends a youth can earn up to 15 points. (7) points for the A.M. shift, (7) points for the P.M. shift and (1) for the Graveyard shift. A youth’s points are recorded on the OAYRF Youth’s Weekly Adjustment Record sheet and weekly point sheet. Graveyard staff will prepare the weekly point sheets for each youth every Monday. A day begins at “lights out.”

- (Facility is on Maximum Security) and ends at “lights out” the following evening. The P.M. shift will grade “Ready for Bed” criteria but the point will be counted as part of the Graveyard shift.
- If a youth fails to comply with any of the listed criterion, staff places his/her initials, location of violation, and time/date on the line provided. The line is left blank if the youth has complied with the listed criterion.
- Each initialed criteria designates point ineligibility up to the maximum allowed per shift. A description of each infraction, including: location of violation, and time/date on the line provided is notated on the opposite side of the youth’s point sheet.
- Each shift is responsible for totaling the number of points for their shift, and/or school points, and notating points earned during the course of their shift before their shift ends. Graveyard staff will total the daily points.
- A youth earning 18 points or less on Monday, Tuesday, Thursday, and Friday, 16 points or less on Wednesday, and 12 points or less on the Weekends will lose his loses his daily privileges the following day regardless of Privilege Level.
- Positive Comments can also be recorded on the backside of a youth’s OAYRF Resident Adjustment Record.

IV. Weekly Point Totals

- Graveyard staff will transfer the daily points to the Weekly Point Total sheet daily and post/distribute copies. Privileges should be rewarded or withdrawn as soon as possible after the posting of the point total.
- The Adjustment Point Binder represents points returned to a youth who prevails in the grievance procedure, or is a prior removal or Juvenile Hall points. The
Behavior Management Program

- Adjustment Point Binder is checked daily by graveyard staff and records points returned.

V. Incentive Based Programs:

A youth may be ineligible to earn points for receiving Behavioral Progress Reports and Institutions Incident Reports. Points are recorded daily on the Weekly Point Sheet. A youth will begin the day with 0 points and may earn the day’s respective points based on their behavior. It is not possible for the youth to earn a minus score for the day, and his total program points should never be less than zero. The inability to earn the minimum standard of points may result in the reduction of privilege level.

- Behavior Progress Report/Institutions Incident Reports
- May recommend in shift for a Behavior Progress Report but doesn’t preclude the recommendation for other types of sanctions.
- An Institutions Incident Report is required for a recommendation of the Behavioral Modification Program, as well as any other sanction deemed appropriate listed on Sanction Grid by a Supervisor or Lead Juvenile Institution Officer.
- An explanation for ineligibility to earn point(s) for receiving an Institutions Incident Report or a Behavioral Progress Report should be recorded on the reverse side of the Weekly Point Sheet.

VI. Disciplinary Removals

- Upon return to the OAYRF, the youth will be on the Bronze level status. The points accumulated prior to removal will be returned to the youth’s current total.

BEHAVIOR MODIFICATION PROGRAM PROCEDURE

Behavior Modification Program: This program is utilized for youth who are unwilling to comply with the program rules and have been involved in a serious incident and one has been determined to be a safety and security risk. An Institution Incident Report must be written to place a youth on the special Behavior Modification Program. A Lead Juvenile Institution Officer may impose the Modification Program, but the first available Supervisor must approve the program and may modify the program, if needed.

- Must wear green pants and/or green shorts during open recreation periods.
- Loss of daily privileges.
- May not use weights.
- Temporary loss of all personal items.
- First open recreation period can use the blacktop and watch TV (1 hour minimum)
- Sit at designated staff table during meals.
- Goes last for second servings during meals.
Behavior Management Program

- During second open recreation (youth are expected to be seated and participated in an individual constructive activity (e.g. read, write draw, CCP- intervention)
- Youth are allowed to sit next to a staff member and benefit from mentoring/counseling.
- Released last for open recreational periods.
Use of Playfield

1009.1 SECTION TITLE
This section reserved for future procedural content.
Holiday Safety Regulations

1010.1 SECTION TITLE
This section reserved for future procedural content.
Juvenile Hall Auxiliary

1011.1 SECTION TITLE
This section reserved for future procedural content.
Donations and Contributions

1012.1 SECTION TITLE
This section reserved for future procedural content.
Off-Grounds Activities

1013.1 SECTION TITLE
This section reserved for future procedural content.
Chapter 11 - Facility Design
Space and Environmental Requirements

JOHN A. DAVIS JUVENILE HALL UNIT LIGHTING PROCEDURE

Housing Units

Lights will remain on between 10:30 PM to 7:00 AM daily in the following areas:

- Officer Station/Console Areas
- Center Offices
- Tier 1 and Tier 2 Showers
- All Classroom Lights

Lights will remain on between 7:00 AM to 10:30 PM daily in the following areas:

- Dining Areas
- Activity Areas
- Tier 1 and Tier 2 Residents’ Rooms
- Tier 1 and Tier 2 Showers
- Officer Station/Console areas
- Classrooms (During school hours)
- Courtyards, when in use during dusk and nighttime hours.

Exceptions

Movie Night:

- While showing the movie, staff may turn off the Day Room lights only. All other lighting is to remain on.
- After the movie, the Day Room lights must be turned back on before movement commences and residents return to their rooms.

After 10:30 PM, if any youth are out of their room or if a youth's door needs to be opened, staff shall observe the following:

- All unit lighting, except youths’ room lights, shall be turned on until the youth(s) are secured in their room.
- When an emergency arises that prevents turning on the lights before opening the resident’s door, the lights shall be turned on as soon as possible.

Natural Lighting

When there is ample natural lighting to illuminate areas without artificial lighting the following lights may be turned off:

- Officer Station/Console Area
**Space and Environmental Requirements**

- As natural lighting diminishes, or circumstances dictate, all lighting shall be restored.

Admissions Unit – All lights to remain on during active and graveyard shifts:

- Main Office/Processing Area (maybe set in the medium setting)
- Shower lights
- Police Slider Entrance
- Visiting/Court Window
- Side Interview Rooms and Holding Rooms/Cells, when in use.
- Vehicle Sally Port
- Property Room Lights

**Supplemental Lighting**

Flashlights - Department flashlights are provided for all Probation Staff to use when needed:

- Conducting the required safety checks as lighting conditions dictate (e.g. Graveyard).
- During power or lighting outages if visibility is compromised.

**Power Outages**

- Emergency lighting will be automatically initiated in the event of a power outage.
- Flashlights are to be used to supplement areas with insufficient lighting.
Crowding

1101.1 SECTION TITLE
This section reserved for future procedural content.
Control Center

JOHN A. DAVIS JUVENILE HALL RADIO ASSIGNMENT PROCEDURE
All living units will have radios assigned according to their needs. The unit battery chargers will be maintained in the shared secure office between each two companion housing units. All radios will be numbered. Each unit will be responsible for maintaining a supply of charged batteries. Additional radios will be maintained in the Building Supervisor’s area. In addition to the assigned charger, each pair of companion housing units will be assigned seven batteries.

Radios are equipped with a battery charge level indicator. When the battery is low it will make a “BIP” sound and observes that battery icon has lost color the battery is to be replaced by exchanging it with a charged battery from the unit charger. A battery in a charge slot with a green light indicated a fully charged battery.

The School Department will be assigned one stack charger and four additional batteries in addition to their assigned radios. Additional single chargers will be assigned if it becomes necessary.

The Medical unit will be assigned a single charger and three batteries in addition to their assigned radios.

The Sierra and Visiting units will share a stack charger and additional batteries.

Any damage to a radio or battery is to be immediately reported to the Building Supervisor and an incident report completed explaining how the employee damaged or discovered the damage to the unit.

Radios are to be used on the facility grounds and are not to be taken home. The only exception will be transportation staff assigned to courtrooms in the downtown area of Walnut Creek.

The Central Control unit will conduct radio checks at the beginning of each shift. Each staff member will check in by radioing the Central Control unit and identifying themselves making sure in each instance that the battery is charged and the radio is functioning properly. An example of a conversation would be “Central Control-Tahoe 3, radio check”. An example of a Central Control unit response would be “Tahoe 3-Central Control, radio check clear.” Staff will know when the other party has signed off, as the send key release will result in a momentary squelch transmission. There is no need to say, “Over” or “Rodger” or “10/4”. Additionally, the Department is using a plain language system, not a code system. Therefore, use of “10/4” or any other “code” is inappropriate. The appropriate response is “Copy” or “acknowledge”. Subsequent communication with the Central Control unit should always begin with “Central Control” followed by the assigned radio call sign such as “Donner 1”, as an example. The Department will conduct periodic training to keep staff up to date, and to continue to reinforce the use of appropriate protocols.

JOHN A. DAVIS JUVENILE HALL RADIO COMMUNICATION PROCEDURE
COMMUNICATION/RADIO SYSTEMS
Central Control staff are responsible for ensuring that the Communication/ Radio systems are operating properly at all times. If Communication/ Radio systems are not operating properly, the on duty Building Supervisor shall be notified immediately.

Radio checks will be conducted at the beginning of each shift, between the hours of 7:05 am and 7:15 am, 3:05 pm and 3:15 pm, and 11:05 pm and 11:15 pm daily.

- Radio checks will be completed on Housing Units before youth are allowed to exit their rooms for any unit function.
- After the radio check, staff will radio announce that radio checks are complete. Any unit that did not complete their radio checks will be announced as well.

Radio checks shall be completed in a classroom before youth are allowed to enter that classroom:

- On school days, radio checks for school staff will occur between 8:15 am and 8:25 am.
- Central Control will announce over the “All Call” paging system that radio checks for the classrooms are going to take place.
- School staff should be given a minimum of a two-minute warning before school radio checks occur.
- When school radio checks are completed, Central Control will announce over the “All Call” paging system twice stating, “School radio checks are now complete.” Any classroom radio checks that have not been completed shall be announced as well.

Staff reporting to duty at times other than listed above are responsible to conduct a radio check upon reporting to their work station.

Radio communication is to take place as outlined in Bulletin No. 206, Use of Juvenile Hall Radio Communication System.

When Central Control needs to contact staff that are not carrying radios, Central Control will call over the “All Call” paging system. The paging system will be used to make announcements as directed by a Supervisor.

Central Control Graveyard staff shall conduct daily testing of radio duress buttons for all unit radios. The testing of the radio duress buttons is to occur on Mondays.

VIDEO SURVEILLANCE SYSTEM

- Central Control shall ensure that the video surveillance system is operating properly and that cameras are in correct locations at all times.
- Staff will not unlock any door within the facility unless the individual (s) requesting to enter/exit the door can clearly be seen on camera by Central Control staff.
- Anytime a youth(s) is entering or exiting through a unit door, Central Control is to be contacted via radio, intercom, or phone by a Juvenile Institution Officer or Supervisor authorizing the movement, prior to movement taking place.

Prior to opening any door(s) leading outside or into secure areas of the facility:
Central Control shall move the appropriate camera(s) so that the individual entering/exiting the doorway can be visually identified.

Authorization by a Juvenile Institution Officer or a Supervisor is required to allow the individual through, unless the individual is Juvenile Hall service staff or General Service Department personnel with a County issued identification badge.

Residents will be allowed into the visiting hallway.

Central Control may be directed by a Juvenile Institution Officer or Supervisor to move cameras to gain better surveillance of youth(s) that present safety and security issues. Cameras will not be used to focus on any individual(s) or object(s), unless directed to do so by a Supervisor or during an emergency situation.

In the event the video surveillance system encounters problems Central Control shall halt all movement in the facility and contact the Building Supervisor for direction. Any youth(s) in the hallways will be allowed to complete their movement to a secure location.

Bizarre circumstance, or suspected staff misconduct observed by Central Control staff shall be reported to the on duty Building Supervisor immediately by staff observing the occurrence.

Video feed from camera #28 is to be present on monitor #33, and video feed from camera #44 is to be present on monitor #34 at all times. Central Control staff shall not change camera feeds to monitor #33 or #34, unless it is an automatic function of the Main Control Panel.

EMERGENCY RESPONSES

Central Control is responsible for activating emergency responses when initiated by staff.

Emergency responses will be announced and activated in the following manner:

- The announcement will be made via the radio two times. Central Control will state the unit and type of response that is being activated.
- The announcement will be made over the “All Call” paging system in the same manner as the radio announcement.
- Central Control shall unlock the “emergency doors” using the control panel, including the Sierra Unit Slider door.
- Central Control shall position the Unit or Building camera to capture the incident on video as soon as possible.
- Central Control shall notate in the Central Control Log the time the incident occurred and the time the incident was cleared. Central Control shall notate when incidents change from one code status to another.
- Staff shall not contact Central Control staff via the telephone during an emergency, unless the communication is directly related to the emergency situation and pertinent information cannot be communicated over the radio communication system effectively and appropriately.
Control Center

- At the conclusion of an incident, and as soon as reasonable, Central Control will make an announcement over the “All Call” paging system stating the approximate times the incident occurred, when the code status changed, and when it was cleared.

Central Control will keep doors locked during emergencies:
- Central Control will not open any non-emergency doors unless directed by a Supervisor.
- During an emergency, staff will be required to use their keys to open locked doors.
- If staff is unable to open a door using their key such as if a lock is malfunctioning, key has broken, or other unusual circumstance occurs, staff are to use the Radio Communication System to contact Central Control to request that the door is opened.

CENTRAL CONTROL STAFFING

The employee whose shift is assigned to the Central Control Unit, is the primary staff that should be present in the control booth during the shift, unless on a scheduled break.

At no time shall the Main Central Control panel be left unattended.

No more than two Juvenile Institution Officers are to be present in the Central Control Booth at any time.
  - Juvenile Institution Officers are not allowed in Central Control for training purposes, unless authorized by a Supervisor.
  - Juvenile Institution Officers not assigned to work Central Control, or the Sierra Unit should not be present in the Central Control Booth without Supervisor’s approval.

Breaks will be scheduled with Central Control staff and the Sierra Lead.
  - If the Sierra Lead is unable to schedule a break time with Central Control, the Building Supervisor shall be contacted for guidance.
  - If Central Control Staff chose to take their break in the control booth, their break is complete at the end of the time allotted.

The Sierra Unit will give breaks to Central Control as needed.

If the Sierra Unit is unavailable to assist Central Control during the above hours, or for breaks the Sierra Lead will immediately contact the Building Supervisor for direction.
  - The Control Booth access is restricted to Central Control staff working the unit, and staff designated to provide breaks.

Non-Central Control assigned staff should not enter the control booth at any time unless expressly authorized by the on duty Building Supervisor. This rule does not apply to Supervisors, Administrators and custodial staff, which may enter as required in the performance of their duties. Temporary Juvenile Institution Officers are not allowed in the Central Control Booth or in absolute control of the Central Control panel without prior approval of the Building Supervisor.
Control Center

- Any Juvenile Institution Officer assigned to work in Central Control who is not fully trained and authorized to work Central Control by a Building Supervisor is to report the circumstances immediately to the Building Supervisor, prior to taking control of the Main Control Panel.

**ORIN ALLEN YOUTH REHABILITATION FACILITY RADIO ASSIGNMENT PROCEDURE**

All dormitories will have radios assigned according to their needs. The radio unit battery chargers will be maintained in the dormitory Officer Booth. Each dormitory will be responsible for maintaining a supply of charged batteries. Additional radios will be maintained in the Administration building.

Mt. McKinley Byron Campus High School will be assigned one stack charger and additional batteries in addition to their assigned radios. Additional single chargers will be assigned if it becomes necessary.

The Medical Department will be assigned a single charger and additional batteries in addition to their assigned radio.

The Mental Health Department will share a stack charger and additional batteries.

Any damage to a radio or battery is to be immediately reported to the on-duty Supervisor and an Institutions Incident Report completed explaining how the employee damaged or discovered the damage to the unit.

Radios are to be used on the facility grounds and are not to be taken home.
Chapter 12 - Personnel
Performance Evaluations

1200.1 SECTION TITLE
This section reserved for future procedural content.
Drug - and Alcohol-Free Workplace

1201.1 SECTION TITLE
This section reserved for future procedural content.
Sick Leave

1202.1 SECTION TITLE
This section reserved for future procedural content.
Communicable Diseases - Staff

1203.1 SECTION TITLE
This section reserved for future procedural content.
Smoking and Tobacco Use

TOBACCO USE PROCEDURE
Admissions (Sierra) Unit, Intake, Release:

Visiting:

- Adult visitors may smoke only in designated, posted area outside the Juvenile Hall building.
- Juvenile Hall staff are not responsible for the use of tobacco products by youth not under Juvenile Hall staff supervision outside of the Juvenile Hall building.
- There is to be no smoking during visits.
- Visitors who give cigarettes, smoking material or tobacco products to a youth during a visit will be required to confer with the Building Supervisor on duty prior to being authorized subsequent visiting privileges.
- Any contraband, including tobacco products, will be confiscated and destroyed or held for evidence.
- Juvenile Hall staff may not accept cigarettes or other tobacco products from visitors during regular visiting for placement in a youth's property.
- Sierra staff shall not accept tobacco products and/or smoking materials form Probation Department employees or make cigarettes available to youth released on authorized temporary releases.
Seat Belts

1205.1 SECTION TITLE
This section reserved for future procedural content.
Employee Commendations

1206.1 SECTION TITLE
This section reserved for future procedural content.
Meal Period and Breaks

1207.1 SECTION TITLE
This section reserved for future procedural content.
Lactation Breaks

1208.1 SECTION TITLE
This section reserved for future procedural content.
Personal Appearance Standards

1209.1 SECTION TITLE
This section reserved for future procedural content.
Badges, Patches, and Identification

1210.1 SECTION TITLE
This section reserved for future procedural content.
Wellness

1211.1 SECTION TITLE
This section reserved for future procedural content.
Personal Protective Equipment

1212.1 SECTION TITLE
This section reserved for future procedural content.
Cellular Telephone Usage

1213.1 SECTION TITLE
This section reserved for future procedural content.
Duty Belts

1214.1 SECTION TITLE
This section reserved for future procedural content.
Performance Reminders

1215.1 SECTION TITLE
This section reserved for future procedural content.
Personal Electronic Devices

1216.1 SECTION TITLE
This section reserved for future procedural content.