CODE OF ETHICS

In recognition of the profound responsibilities inherent in a profession dedicated to the adjustment of social relationships, I acknowledged these to be my guiding precepts:

Serve With Humility

Act Without Prejudice

Uphold The Law With Dignity

Be Objective In The Performance Of My Duties

Respect The Inalienable Rights Of All Persons

Hold Inviolate Those Confidences Reposed In Me

Cooperate With Fellow Workers And Related Agencies

Be Aware of My Responsibilities To The Individual And To The Community

Improve My Professional Standards Through Continuously Seeking Knowledge And Understanding

I accept these principles as my code of ethics and shall build my professional life upon them

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# Table of Contents

**Code of Ethics** ................................. 1

**Chapter 1 - Role and Authority** ........................................... 6

100 - Organizational Structure, Appointment, and Responsibility ............ 7
101 - Custody Manual ......................................................... 14
102 - Annual Facility Inspection ............................................. 28

**Chapter 2 - Organization and Administration** ................................ 32

200 - Financial Practices ..................................................... 33
201 - Supervision of Youths .................................................. 35
202 - Tools and Culinary Equipment Control ................................... 37
203 - Disposition of Evidence ................................................ 39
204 - Records Retention and Release ....................................... 41
205 - Youth Records ............................................................. 42
206 - Report Preparation ....................................................... 44
207 - Key and Electronic Access Device Control ................................ 48
208 - Daily Activity Logs and Shift Reports .................................. 51
209 - Administrative and Supervisory Tours and Inspections ................ 54
210 - Perimeter Security ....................................................... 56
211 - Accessibility - ADA Compliance ....................................... 59
212 - Community Relations and Public Information ............................ 62
213 - Staffing Plan ............................................................... 64
214 - Supervision Staffing Levels ............................................ 67
215 - Records Bureau ............................................................ 68
216 - Confidentiality ............................................................. 69
217 - Employee Access During Non-Working Hours ............................. 70
218 - Gym Usage ................................................................. 71
219 - Damage or Destruction of County Property ................................ 72
220 - Flexible and On-Call Staffing .......................................... 75
221 - Employee Travel Demand ................................................ 77

**Chapter 3 - Training** .......................................................... 79

300 - Staff Orientation ......................................................... 80
301 - Continuing Education and Professional Development .................. 82
302 - Training ................................................................. 83
303 - Chemical Agents Training ............................................... 85
304 - Prison Rape Elimination Act Training ................................... 87
305 - Table of Contents - 2
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Health Care Orientation and Training</td>
<td>89</td>
</tr>
<tr>
<td>306 - Volunteers</td>
<td>92</td>
</tr>
<tr>
<td>307 - Training Plan</td>
<td>94</td>
</tr>
<tr>
<td>308 - Support Personnel Orientation and Training</td>
<td>97</td>
</tr>
<tr>
<td><strong>Chapter 4 - Emergency Planning</strong></td>
<td>98</td>
</tr>
<tr>
<td>400 - Facility Emergencies</td>
<td>99</td>
</tr>
<tr>
<td>Chapter 5 - Youth Management</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>500 - Population Management</td>
<td>118</td>
</tr>
<tr>
<td>501 - Youth Reception</td>
<td>120</td>
</tr>
<tr>
<td>502 - Youth Classification</td>
<td>127</td>
</tr>
<tr>
<td>503 - Youth Orientation</td>
<td>132</td>
</tr>
<tr>
<td>504 - Case Management</td>
<td>135</td>
</tr>
<tr>
<td>505 - Youth Counts</td>
<td>137</td>
</tr>
<tr>
<td>506 - Youth Safety Checks</td>
<td>138</td>
</tr>
<tr>
<td>507 - Immigration</td>
<td>140</td>
</tr>
<tr>
<td>508 - Adult Housing</td>
<td>143</td>
</tr>
<tr>
<td>509 - Status Offenders and Non-Offenders</td>
<td>145</td>
</tr>
<tr>
<td>510 - Staff and Youth Contact</td>
<td>147</td>
</tr>
<tr>
<td>511 - Limited English Proficiency Services</td>
<td>151</td>
</tr>
<tr>
<td>512 - Control of Youth Movement</td>
<td>156</td>
</tr>
<tr>
<td>513 - Management of Weapons and Control Devices</td>
<td>158</td>
</tr>
<tr>
<td>514 - Use of Force</td>
<td>160</td>
</tr>
<tr>
<td>515 - Restraints</td>
<td>167</td>
</tr>
<tr>
<td>516 - Searches</td>
<td>180</td>
</tr>
<tr>
<td>517 - Discharge Plan</td>
<td>187</td>
</tr>
<tr>
<td>518 - Transportation of Youths Outside the Secure Facility</td>
<td>189</td>
</tr>
<tr>
<td>519 - Release</td>
<td>196</td>
</tr>
</tbody>
</table>
Chapter 6 - Youth Due Process  

600 - Youth Discipline  

601 - Room Confinement  

602 - Youth Access to Courts and Counsel  

603 - Youth Rights - Protection from Abuse  

242  

243  

244  

247  

249
604 - Prison Rape Elimination Act ........................................ 251
605 - Grooming .................................................................. 264
606 - Youth Nondiscrimination ............................................. 266
607 - Youth Grievances ....................................................... 268
608 - Youth Voting .............................................................. 272
609 - Line-Up Participation .................................................. 273

Chapter 7 - Medical/Mental Health ........................................ 274
700 - Health Authorities ....................................................... 275
701 - Youth Screening and Evaluations .................................. 279
702 - Availability and Standards of Care ................................. 283
703 - Special Medical Care For Youths ................................... 289
704 - Counseling Services ................................................... 291
705 - Release, Transfers, and Continued Care ......................... 293
707 - Suicide Prevention and Intervention ............................. 295
708 - Medication ................................................................. 302
709 - Health Care Records and Confidentiality ....................... 305
710 - Informed Consent and Refusals .................................... 308
711 - Aids to Impairment ...................................................... 310
712 - Drug and Alcohol Testing ............................................. 312

Chapter 8 - Environmental Health ......................................... 314
800 - Sanitation Inspections .................................................. 315
801 - Hazardous Waste and Sewage Disposal ......................... 318
802 - Housekeeping and Maintenance .................................... 319
803 - Physical Plant Compliance with Codes ......................... 321
804 - Vermin Control ........................................ 323
805 - Water Supply ............................................ 325
806 - Youth Safety ........................................... 326
807 - Youth Hygiene ........................................... 328

**Chapter 9 - Food Services** ........................................ 335
900 - Food Services ............................................. 336
901 - Food Services Training ................................... 341
902 - Dietary Guidelines ..................................... 343
903 - Food Services Workers' Health, Safety, and Supervision 344
904 - Food Preparation Area ................................... 347
905 - Food Budgeting and Accounting ........................ 350
906 - Food Services Facilities Inspection ................... 353
907 - Food Storage ............................................. 357
908 - Prescribed Therapeutic Diets ........................... 359
909 - Meal Count .................................................. 361
910 - Staff, Department Personnel, and Guest Meals ........ 363

**Chapter 10 - Programs, Activities, and Education** ............ 365
1000 - Youth Mail ............................................... 366
1001 - Programs, Exercise, and Recreation ..................... 370
1002 - Youth Educational Services ........................................... 373
1003 - Library Services ....................................................... 377
1004 - Youth Work Program .................................................. 378
1005 - Youth Telephone Access ............................................ 380
1006 - Religious Programs ................................................... 382
1007 - Youth Visitation ....................................................... 387
1008 - Behavior Management System ..................................... 391
1009 - Use of Playfield ...................................................... 394
1010 - Holiday Safety Regulations ....................................... 396
1011 - Juvenile Hall Auxiliary ............................................. 397
1012 - Donations and Contributions ...................................... 399
1013 - Off-Grounds Activities ............................................. 401

Chapter 11 - Facility Design ............................................... 403
1100 - Space and Environmental Requirements .......................... 404

Chapter 12 - Personnel ......................................................... 409
1200 - Performance Evaluations ............................................ 410
1201 - Drug- and Alcohol-Free Workplace ................................ 412
1202 - Sick Leave .................................................................... 415
1204 - Smoking and Tobacco Use ........................................... 418
1205 - Seat Belts ..................................................................... 419
1206 - Employee Commendations ........................................... 421
1207 - Meal Periods and Breaks ............................................. 422
1208 - Lactation Breaks ......................................................... 424
<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1209</td>
<td>Personal Appearance Standards</td>
<td>426</td>
</tr>
<tr>
<td>1210</td>
<td>Badges and Identification</td>
<td>432</td>
</tr>
<tr>
<td>1211</td>
<td>Wellness</td>
<td>435</td>
</tr>
<tr>
<td>1212</td>
<td>Personal Protective Equipment</td>
<td>441</td>
</tr>
<tr>
<td>1213</td>
<td>Cellular Telephone Usage</td>
<td>444</td>
</tr>
<tr>
<td>1214</td>
<td>Duty Belts</td>
<td>445</td>
</tr>
<tr>
<td>1215</td>
<td>Performance Reminders</td>
<td>447</td>
</tr>
<tr>
<td>1216</td>
<td>Personal Electronic Devices</td>
<td>448</td>
</tr>
</tbody>
</table>

**Attachments**
Chapter 1 - Role and Authority
Organizational Structure, Appointment, and Responsibility

100.1 PURPOSE AND SCOPE
This policy identifies the authority and responsibility of John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and all sworn probation institution staff members. All sworn probation institution staff members employed within the State of California are required to meet specific requirements for appointment. The organizational structure of the Facility is designed to create an efficient means to accomplish its mission and goals, and to provide for the best possible care of the youth in our custody, and service to the public (15 CCR 1324).

100.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that the Chief Probation Officer meets the minimum standards for exercising the authority granted by law. This facility recognizes the power of Juvenile Institution Officers to use discretion in the exercise of the authority granted to them. Juvenile Institution Officers are encouraged to use sound discretion in the exercise of their duties. This facility does not tolerate abuse of authority.

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance of the Facility. Procedures related to these roles may be found in the Procedure Manual.

100.2.1 PROCEDURES
100.1 JOHN A. DAVIS JUVENILE HALL LEAD JUVENILE INSTITUTION OFFICER EXPECTATION PROCEDURE
100.2 JOHN A. DAVIS JUVENILE INSTITUTION OFFICER EXPECTATION PROCEDURE
100.3 ORIN ALLEN YOUTH REHABILITATION FACILITY ADMINISTRATOR EXPECTATIONS
100.4 ORIN ALLEN YOUTH REHABILITATION FACILITY CASELOAD MANAGEMENT PROCEDURE
100.5 ORIN ALLEN YOUTH REHABILITATION FACILITY INSTITUTION SUPERVISOR EXPECTATIONS
100.6 ORIN ALLEN YOUTH REHABILITATION JUVENILE INSTITUTION OFFICER DUTY PROCEDURE
100.7 ORIN ALLEN YOUTH REHABILITATION FACILITY JUVENILE INSTITUTION OFFICER GENERAL EXPECTATION PROCEDURE
100.8 ORIN ALLEN YOUTH REHABILITATION FACILITY LEAD JUVENILE INSTITUTION OFFICER EXPECTATION PROCEDURE
Organizational Structure, Appointment, and Responsibility

100.3 APPOINTMENT REQUIREMENTS
The Chief Probation Officer of the Facility who operates the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, as a condition of employment, shall be appointed in accordance with Government Code § 27770 (Welfare and Institutions Code § 270; Welfare and Institutions Code § 271). There are three divisions in the Probation Department:

- Field Services
- John A. Davis Juvenile Hall
- Orin Allen Youth Rehabilitation Facility

100.4 DIRECTOR RESPONSIBILITIES
The Director shall have charge of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (Welfare and Institutions Code § 853). Custody Operations may include Investigations, Medical/Mental Health Services, Educational Services, Programs, and Transportation. Support Services may include the general management direction and control for Food Services, Facility Infrastructure and Maintenance, Laundry Services, Fleet Services, and Procurement/Warehouse Services.

100.5 PROBATION MANAGER RESPONSIBILITIES
The Juvenile Hall Probation Manager shall plan, organize, direct, coordinate and supervise the overall operation at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility; including operations, personnel and payroll. The Probation Manager is responsible for organizing and directing supervisory staff and other personnel in the day-to-day operation of all shifts in the institution. The Probation Manager may also be responsible for Evidenced Based Programming and special projects as assigned.

100.6 INSTITUTIONAL SUPERVISOR II (ISII) RESPONSIBILITIES
The Institutional Supervisor II shall plan, organize, and direct, the operations of the John A. Davis Juvenile Hall on an active shift basis. The Institutional Supervisor II makes certain that appropriate staffing levels are met and oversees all emergencies within the facility. The Institutional Supervisor II handles all facility issues and adjusts the location of staff members in alignment with the needs of the facility. Each ISII is assigned additional duties such as responsibilities for the treatment programs, PREA, safety, volunteers, evidenced based programming, training, and shall act as a liaison for the following: Superior Court, County Office of Education, Mental Health, and Medical.

100.7 PROBATION SUPERVISOR RESPONSIBILITIES
The Probation Supervisor shall plan, assign and review the work of the Deputy Probation Officers assigned to John A. Davis Juvenile Hall. The Probation Supervisor provides supervision, consultation and direction to Deputy Probation Officers as well as the Juvenile Institution Officers assigned to the Home Supervision Program and performs other related duties as required.
100.8 INSTITUTIONAL SUPERVISOR I (ISI) RESPONSIBILITIES
Institutional Supervisor I functions as first line supervisors for Juvenile Institution Officers. The Institutional Supervisor I works as a shift supervisor, and in the absence of the Institutional Supervisor II and during the graveyard shift, the Institutional Supervisor I acts as facility supervisor. The Institutional Supervisor I is responsible for daily operation of the facility and supervision of staff. The Institution Supervisor I evaluates and monitors the work of the Juvenile Institution Officers.

100.9 DEPUTY PROBATION OFFICER (DPO) RESPONSIBILITIES
The Deputy Probation Officers at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility are responsible for contacting the youth's parents and completing the duties and responsibilities associated with a youth coming into custody. The Deputy Probation Officer assigned prepares the court reports for the youth and examines their progress, as well as transitional plans when the youth is preparing to return to the community. The Deputy Probation Officer monitors and installs the GPS equipment that is placed on youth in the community, to monitor their whereabouts.

100.10 JUVENILE INSTITUTION OFFICER RESPONSIBILITIES
Juvenile Institution Officers are authorized to supervise youth as provided in this manual, applicable court orders, and state law.

Every Juvenile Institution Officer, Deputy Probation Officer, Institutional Supervisor I, Institutional Supervisor II, Manager, and Director shall have the powers and authority conferred by law upon peace officers listed in Section 830.5 of the Penal Code (Welfare and Institutions Code § 283; Government Code § 1029 et seq.). In addition, all sworn probation staff members will meet the minimum selection standards set forth in 15 CCR 184 and successfully complete the core training requirements for each applicable classification.

100.11 MATERIEL MANAGER RESPONSIBILITIES
The Materiel Manager shall be responsible for managing the receipt, storage, cleaning, distribution and inventory of materials, supplies, parts, equipment and furniture. The Materiel Manager establishes and monitors methods and work performance standards for preparing and handling of equipment, housekeeping and food. The Materiel Manger monitors invoices and submits for payment to the County Auditor’s Office. The Materiel Manager oversees purchases for major capital equipment, service repair contracts and building modifications.

100.12 INSTITUTIONAL SERVICE WORKER (ISW) RESPONSIBILITIES
Institutional Service Workers shall provide service support throughout the Juvenile Hall facilities. Included in these tasks are janitorial duties, laundry, food preparation, accepting, invoicing and storing deliveries and repairing minor equipment. Additionally, the Institutional Service Workers orders and invoices the clothing, food and other essential materials for the staff and youth.
Organizational Structure, Appointment, and Responsibility

100.13 STOREROOM KEEPER
The Storeroom Keeper at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall maintain the daily operations of the storeroom which include but are not limited to the ordering of supplies from vendors, receiving and issuing supplies via requisitions to their respective areas throughout each facility. Supplies include but are not limited to clothing, toiletries, custodial, office supplies and food. The storeroom keeper shall also maintain the equipment to make sure it is in working order for the facility.

100.14 COOK RESPONSIBILITIES
The Cooks at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility prepares all meals and snacks for the youth and ensure nutritional guidelines are being met. The cooks are responsible for ordering food items, following recipes and completing the preparation to make a high volume of meals for the youth and staff. Cooks also maintain the kitchen equipment and ensure the kitchen is clean in working order.

100.15 CLERICAL SUPPORT RESPONSIBILITIES
The clerical support team at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility has a wide array of responsibilities including processing the paperwork for in custody petitions, warrants and probation violations. Additionally, they prepare statistical reports and process all payroll and personnel transactions.

100.16 JUVENILE JUSTICE COMMISSION RESPONSIBILITIES
The Contra Costa County Juvenile Justice Commission ensures that the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility conforms to all applicable laws that govern such operation. The JJC monitors compliance to make certain that the youth under the jurisdiction of the Juvenile Court receive care, treatment and guidance consistent with their best interest and are in compliance with established standards to safeguard the health, education and welfare of the youth. Also, individual meetings and tours of the facility are facilitated by the Probation Director or their designee, as requested by the JJC.

100.16 ANCILLARY STAFF RESPONSIBILITIES
In addition to the above mentioned positions, the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility could not operate without ancillary and support staff members. The Probation Department works closely with the Contra Costa County Office of Education to provide educational services to youth in custody. The Health Services Department and Behavioral Health ensure that health care services are provided to all youth in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. The Contra Costa Library employs a Librarian assigned to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and a Chaplin for pastoral services and mentoring for the youth. Ancillary staff communicate with John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff through the assigned ISII or the Building Supervisor. Communication is also maintained through the Director and the Probation Managers as needed.
Organizational Structure, Appointment, and Responsibility

100.18 ARREST AND OTHER POWERS
All sworn probation staff members authorized by the Chief Probation Officer may exercise peace officer powers at any place in the state while engaged in the performance of official duties. The authority extends only to (Penal Code § 830.5):

- Conditions of any person being supervised by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility who is on probation.
- The escape of any youth from the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
- The transportation of persons on probation.
- Violations of any penal provisions of law discovered while performing the usual or authorized duties of their employment.
- Rendering mutual aid to any other law enforcement agency.

100.19 CHAIN OF COMMAND
To maintain continuity, order, and effectiveness in the Facility, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of discrimination, sexual harassment, gross malfeasance, or a violation of the law (15 CCR 1324).

100.19.1 ORGANIZATIONAL CHART
The Director should ensure the development and update of an organizational chart identifying the chain of command (15 CCR 1324).

100.19.2 ORGANIZATION CHART: JOHN A. DAVIS JUVENILE HALL
100.19.3 ORGANIZATIONAL CHART: ORIN ALLEN YOUTH REHABILITATION FACILITY
Organizational Structure, Appointment, and Responsibility
Custody Manual

101.1 PURPOSE AND SCOPE
The Custody Manual is a statement of the current policies, rules, and guidelines of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

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

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

101.2 POLICY
The manual of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is hereby established and shall be referred to as the Manual. Probation staff working at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility are to conform to the provisions of this manual.

101.2.1 DISCLAIMER
The provisions contained in the Custody Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies in this manual are for the internal use of the Probation Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials, or staff. Violations of any provision of any policy in this manual shall only form the basis for facility administrative action, training, or discipline. The Probation Department reserves the right to revise any policy content, in whole or in part.

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

The Director shall ensure that the Custody Manual is reviewed at least every two years and updated as necessary, and that staff are trained to ensure that the policies in the manual are current and reflect the mission of the Probation Department (15 CCR 1324).
101.3.1 COMMAND STAFF
The command staff should consist of the following:

- Chief Probation Officer
- Assistant Chief Probation Officer
- Director

101.3.2 OTHER PERSONNEL
Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All probation staff suggesting revision of the contents of the Custody Manual should forward their suggestions in writing, through the chain of command, to the Director, who will consider the recommendation.

101.4 DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

ADO - Alternate Defender Office

Adjudication - A juvenile court hearing/trial to determine if the allegations listed in the petition are true. At an adjudication hearing, the court hears the evidence and testimony pertaining to the case and the judge decides whether the youth should be adjudicated (equivalent to "conviction" in adult court).

Adult - Any person 18 years of age or older.

AED - Automated External Defibrillator

Allege - To assert to be true without proving.

AOR - Payroll absence/overtime request card

Arraignment - The court proceed in which the minor is informed of the charges(s) in the petition, enters a plea to admitted to or deny the charge(s) against them, be appointed counsel, and to set a date for the next hearing. The court may also address the minor’s custody status depending upon the petitioned charge(s) and any arguments raised by the District Attorney and/or the Court DPO.

A.R.T. - Aggression Replacement Therapy

Assault - An unlawful attempt that is coupled by the present ability to commit a violent injury on the person of another (PC 240).

Assaultive/Combative Behavior - Verbally or physically aggressive behavior or outbursts and/or intended or actual attack on residents, auxiliary staff or probation staff.

ATD - Aerosol Transmissible Diseases
Custody Manual

Battery - Any willful and unlawful use of force or violence upon the person of another (PC 242).

BBP - Blood borne Pathogens

Biohazard/Bio hazardous Material - A harmful agent or substance that poses a risk to human beings or their environment especially a toxic or infectious agent.

Blood borne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HPV), and human immunodeficiency virus (HIV).

BMS - Behavior Management System

Body Cavity - Body Cavity is defined by Penal Code 4030 as the stomach or rectal cavity of a person and vagina of a female person.

Booking - The process of fingerprinting, photographing, and recording identifying data of a person following an arrest.

CASA - A Court Appointed Special Advocate. A CASA volunteer is a citizen who a judge appoints to advocate for the safety and well-being of a child/children who has been removed from his/her home(s) due to parental abuse and neglect.

CCCRMC - Contra Costa County Regional Medical Center

CDCR - California Department of Corrections and Rehabilitation (governs CSA)

Chemical Agent or OC Spray - The department approved chemical agent known as Oleoresin Capsicum (OC) spray. This chemical agent may be deployed during the intervention and neutralization of emergency situations.

Child Supervision Staff - A juvenile facility employee whose duty is primarily the supervision of residents. Administrative, supervisory, food service, janitorial or other auxiliary staff is not considered child supervision staff.

Close Observation - A term used to identify those residents that display or verbalize suicidal ideations or gestures, exhibit bizarre behavior, have situational depression or residents with specific mental health issues. When a resident is identified as a “Close Observation”, they will be monitored more closely and with more frequent safety checks. The youth’s personal items will also be minimized based on their level of threat. Residents are also placed on Close Observation upon intake due to the depression and difficulties that may arise when adjusting to a locked setting.

Code - A code is an auditory announcement made to notify staff that there is an incident that requires immediate staff attention. Staff are expected to respond to code(s) as outlined in the Bulletin No. 515, Emergency Code Policy.

Command Presence - The use of physical presence and official authority to attempt to gain compliance. This image is not intended to create an atmosphere of fear, but of respect and acquiescence.
Compliance - Behavior exhibited by a resident, either voluntary or in response to staff directives that demonstrates adherence to rules, guidelines and standards regarding resident behavior within the juvenile facility.

Contaminated Laundry - Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Contest - Juvenile trial stage of the court process.

Contraband - Refers to any object, writing or substance that would pose a threat to the security of Juvenile Hall. This would include the possession of any item that would constitute a crime under the laws of the State of California, any item that would pose a danger to others within a juvenile facility, that would be a violation of terms dictated by the court or juvenile hall policies, or that would interfere with the orderly day-to-day operation of the facility.

CORI - Confidential Offender Record Information. Records and data compiled by criminal justice agencies for purposes of identifying criminal offenders and maintaining records related to arrests, court proceedings, rehabilitation etc. All CORI and other documents containing identify information shall be restricted and treated as confidential documents. Should the need arise to dispose of CORI/confidential documents they will be disposed of in an appropriate manner and in compliance with Department policies and procedures.

Couches - Refers to the common seating area on a housing unit where the residents can watch television or where the group can be seated for orientations.

Counsel - A verbal dialog between staff and a resident. A Successful Counsel occurs when the resident no longer continues the inappropriate behavior that was addressed at the time of the counsel and as a result, it was not necessary to use any type of force or restraints on the resident.

CRN - Conflict Resolution

CSA - Corrections Standards Authority (formerly the State Board of Corrections)


CVC - California Vehicle Code

DA - District Attorney

Deadly Force - Any use of force that would reasonably tend to result in death or serious bodily injury. Deadly force is only permitted when necessary to protect oneself or others from death or great bodily injury.

Department - Refers to the Contra Costa County Probation Department

Destruction of Property (Damage to County Property) - The act of ruining, defacing, breaking, tearing down, disabling or rendering property unusable.

Detention - The temporary care of minor(s) for whom secure custody in physically restricting facilities is required either for their own protection or for that of the community, pending court
disposition or transfer to another jurisdiction or agency.
**Detention Hearing** - A juvenile court hearing when a minor is in custody and is brought before the court to determine if he/she shall remain detained. The first hearing in the juvenile court process.

**Dialogue/Counseling** - An option available to staff to gain control of a situation through the use of communication, counseling and/or negotiation.

**Direct Visual Observation** - The act of staff actually seeing the minor’s movement and/or skin. Audio/Video monitoring may supplement but not substitute for direct visual observation.

**Direct Visual Supervision** - Refers to the act in which staff is constantly in the presence of the minor. Audio/Video monitoring may supplement by not substitute for direct visual supervision.

**Disposition** - Juvenile sentencing phase.

**Disposition Hearing** - The sentencing stage of the juvenile proceedings, for which its purpose is to provide a program of treatment, training, and rehabilitation. The hearing is held to determine the most appropriate form of custody or treatment for a juvenile who has been found at an adjudicatory hearing.

**DJJ** - California Division of Juvenile Justice (formerly the California Youth Authority or CYA)

**DPO** - Deputy Probation Officer

**DWC** - Division of Workers’ Compensation

**Emergency Situation** - A situation in which a reasonable person would conclude from the available information that immediate action and/or use of force may be necessary and that failure to act or delay action would likely result in injury to staff or other persons, an escape, significant self-inflicted injuries or suicide or substantial destruction of property.

**Employee** - Any person employed by the Probation Department.

**Escort Status** - Requires a resident to be under the direct supervision of a Probation Counselor whenever the resident leaves or returns to the housing unit.

**Excessive Force** - The use of more force than a Peace Officer with similar training and experience faced with similar facts and circumstances would use to subdue an attacker, overcome resistance, effect custody, or gain compliance with a lawful order.

**Extraction** - The tactical method used by Peace Officers to remove a hostile, violent/aggressive, threatening, actively suicidal, barricaded and/or physically noncompliant resident(s) from a cell or room.

**Facility** - The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

**Felony** - A crime which is punishable with death or by imprisonment in the state prison.

**Finding** - Court decision.
Fire Panel - The panels present on the housing units that are located on the wall to the rear of the console. Additional fire panels are located throughout the facility. The panels will show the location where a smoke detector indicates there is “trouble”.

Fitness Hearing - Process to determine whether a serious offender is fit for trial in juvenile court or for remand to adult court.

Gassing - Intentionally placing or throwing, or causing to be placed or thrown, upon the person of another, any mixture of human excrement or other bodily fluids or substances that result in actual contact with the person’s skin or membranes (PC 243.9).

General Consent (Medical) - A voluntary written agreement to receive medical, surgical and/or dental treatment (e.g. Third Party Consent to Treatment of Minor).

GIM - Girls In Motion Treatment Program

Great Bodily Injury - A significant or substantial physical injury. (PC 12022.7(f))

Group Punishment - Refers to an entire group of minors that are denied programming or privileges because of the negative actions of only one or more minors. Juvenile Hall policy prohibits group punishment.

Guiding Touch - Physical contact with a resident that involves a level of contact less than a firm grip. Examples include but are not limited to: open hand on shoulder, and/or loose grip on a resident’s arm for purposes of movement with or without the application of a mechanical restraint.

HS - Home Supervision

H&S - Health and Safety Code

Hearing - A court proceeding where a judge or referee listens to testimony, arguments, and legally examines evidence and charges to make a finding in the petition.

Hog-Tying - A procedure whereby mechanically restrained hands and mechanically restrained feet are drawn together and secured behind the back. This type of restraint technique is prohibited by the Probation Department.

Housing Unit - A self-contained unit having locked sleeping rooms (single or double occupancy), day room space, toilets, wash basins, drinking fountains, and showers.

IEP - Individual Education Program. A written statement determined in a meeting of the individualized education program team pursuant to Education Code Section 56345.

IIPP - Illness and Injury Prevention Program

Imminent Risk - Defined as a situation in which a reasonable staff member would conclude from the available information that immediate action and/or use of force may be necessary, and failure to act or delay action is likely to result in injury to staff or other persons, an escape, a riotous situation, significant self-inflicted injuries, suicide or substantial destruction of property.
Custody Manual

Implied Consent (Medical) - Type of consent in which a patient who is unable to give consent is given treatment under the legal assumption that he/she would want treatment.

Informed Consent (Medical) - A voluntary agreement, oral or written, following presentation of all facts necessary to form the basis of an intelligent consent by the person or guardian prior to providing the specified procedure or treatment.

Incentive Program - The Incentive Program provides incremental rewards and incentives based upon a resident’s positive behavior. By following rules, attending school and getting along with staff and peers, residents will be able to earn, through an incentive program, extra privileges in the form of extra time out, work assignments, and purchasable commodities.

Intake - A minor that is being booked into Juvenile Hall on suspected new criminal offense(s), a violation of probation, or due to a court remanding them into custody for a further hearing on their petition.

IS I - Institutional Supervisor I

IS II - Institutional Supervisor II, and commonly referred to as Building Supervisor

JAI Number - Juvenile Automated Index number; the statewide computer index number assigned to a juvenile when they first enter the justice system, similar to CII for adults; data input includes arrests, pending cases, convictions, etc.

JEM - Juvenile Electronic Monitoring Program

Juvenile Institution Officer - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law.

LJIO - Lead Juvenile Institution Officer

Lawful Order - Any order in keeping with the performance of any duty prescribed by law, the county’s rules and regulations, or for the preservation of good order, efficiency and proper discipline, which is not in conflict with said rules and regulations.

Living Unit - Same as Housing Unit (See Definition of Housing Unit)

MAB - Management of Assaultive Behavior

Major disturbance - A disturbance that threatens the safety and security of the facility and poses an imminent risk to staff and/or the resident in the Department’s care. The disturbance requires a significant amount of staff intervention and use of physical force and/or the deployment of chemical agents to gain control of the incident. (i.e. Code 3/Code 3 Lockdown)

Maximum Security (Building Status) - Juvenile Hall goes on Maximum Security status from 10:00 p.m. to 7:00 a.m. During this time period, three (3) peace officer staff must be present and in the immediate area whenever a resident’s door is opened, a resident is out of his/her room, or a minor is being admitted into Juvenile Hall.
Maximum Security - (Individual): Maximum Security is a security program. It is the most restrictive program at Juvenile Hall and is meant for the resident who is displaying dangerous or severe behaviors such as committing bodily injury, acts of violence, deliberate and unsafe destruction of property, or escape/attempted escape from a locked facility.

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

Mechanical Restraint - A device that restricts the normal movement and function of the body or portion of the body.

Medical Emergency Situation - a resident requires immediate treatment for the alleviation of severe pain or an immediate diagnosis and treatment of an unforeseeable medical, surgical, dental or other remedial condition or contagious disease which if not immediately diagnosed and treated, would lead to serious disability or death.

Minor - A person under 18 years of age including those persons whose cases are under the jurisdiction of the adult criminal court.

Minor disturbance - A disturbance that requires verbal diffusion and/or a minimal level of force to effectively control the resident(s) and to ensure the safety and security of the facility.

Miranda Warning - The requirement that a peace officer must advise a suspect in their custody of his/her constitutional rights before being questioned. The Miranda Warning was so named and established as a result of the Miranda vs. Arizona ruling.

Misdemeanor - Criminal offenses considered less serious than felonies. Misdemeanors generally are punishable by a fine or a limited local jail term, but not by imprisonment in a state penitentiary.

Movement - Refers to the moving of residents through the institution’s hallways to a prearranged designation. The residents are monitored during the movement by either a PC escort, or are observed via camera by Central Control staff.

MOU - Memorandum of Understanding is a contract agreement(s) made between the employees and their employer regarding wages, hours, and other terms and conditions of employment.

Movement Log - Refer to the “Count Book”, which can be located on every housing unit. The Count Book logs the on-going physical count of the residents on a housing unit. It indicates when a resident leaves and returns to the unit from court or visiting, when a resident has been permanently released from Juvenile Hall, transferred to another unit, etc.

N95 - Particulate filter (Respirator). Respirator helps protect against certain contaminants.

NCW - No contact with

No Playfield Status - Residents placed on No Playfield are not allowed access to the field/outdoor area. Youth on No Playfield have access to the unit courtyard, gym, library, and overflow classroom.

Non-Deadly Force - A use of force option, which is greater than verbal persuasion but less than force that is likely to result in death.
Custody Manual

Non-Compliant Situation - A situation which a reasonable person would conclude from the available information that immediate use of force is not necessary and the failure to physically intercede would not result in harm to staff or others, an escape, significant self-inflicted injuries or substantial destruction of property.

OAYRF - Orin Allen Youth Rehabilitation Facility

OC - Oleoresin Capsicum (type of chemical agent)

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

OPIM - Other Potentially Infectious Material

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

Orientation (Group) - A time when the group is seated and staff can describe the planned events for the shift, reinforce the unit rules and expectations, and provide positive feedback to the residents.

Orientation (Individual) - Explanation of the facility procedures, rules, behavior expectations, services, and activities. Youth shall be provided the information both verbally and in a written format (e.g. Resident Handbook & posted rules).

PC - Penal Code or Probation Counselor (depending on context)

PC DEC - Probable Cause Declaration is a report that is submitted by the arresting officer or agency that includes sufficient legal reasons for an arrest.

PD - Public Defender Office or Police Department (depending on context)

Pat Search - A tactile, visual, and/or hand held metal detector inspection of a minor’s clothing including hats, wigs, coats, pockets, socks and footwear.

Petition - Legal document submitted to juvenile court containing the allegation(s).

Physical Body Cavity Search - The physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.

Physical Force - Any authorized form of physical contact equal to or above the level of a firm grip exerted upon a resident in an emergency or non-compliant situation.

Physical MAB - Physical force exerted upon a resident to compel or restrict a resident’s bodily movement. A firm grip is the minimum level of physical contact which is considered to be use of physical force upon a resident.

Physical Restraint - The physical use of force that restricts the normal movement and function of the body or portion of the body.

POST - Peace Officer Standards and Training
Custody Manual

Post-Detention - Any minor who is held in custody pursuant to a Juvenile Court Order from a detention hearing.

PPE - Personal Protective Equipment

Pre-Detention - The time prior to the minor appearing before a juvenile court judge after the minor has been taken into custody. At the detention hearing, the judge will then determine whether the minor shall be further detained or released.

Probation - An alternative to imprisonment by allowing a person that was found guilty of an offense to stay in the community while under conditions set forth by the court and under the supervision of a probation officer.

PTC - Pre-trial Conference is a hearing when the judge and the attorneys meet to discuss and narrow the issues in the case, and make final efforts to settle the case without going to contest (trial).

Rank - The job classification title held by an officer/deputy.

Red Line - On the housing units and satellite units, red lines have been placed on the floors. The red lines indicate areas the residents are not allowed to cross due to building safety and security.

Reasonable Use of Force - Force used that is necessary and objectively reasonable given the facts and circumstances of the particular incident or event as judged from the perspective of a reasonable Peace Officer with similar training and experience.

Resident - A minor that has been detained in Juvenile Hall.

Riot - Any use of force or violence or any threat to use force or violence, if accompanied by an immediate power of execution, by two or more persons acting together to incite or engage in the overtaking and/or attack of a specific set of residents or staff.

Room Restriction - A consequence give to a resident when the youth’s behavior is not congruent to the Juvenile Hall policies and procedures, is disruptive or detrimental to the group, or is noncompliant/contrary to directives given by unit staff. The resident will be informed of the room restriction and the consequence is the resident being confined to their room for a reasonable determinate period of time.

Room Search - A methodical and thorough search of a resident’s room and property in an attempt to locate contraband. This search includes a visual scan for damage in addition to a physical search of the room and property.

SARB - School Attendance Review Board

Safety Checks - A direct visual observation made when minors are asleep or when minors are in their room. Whenever a minor(s) is confined to a room, and not under constant direct visual supervisor, a safety check shall be conducted and documented by staff a minimum of every 15 minutes. The staff must see each minor to assure that he/she is alive and not experiencing any observable trauma.
Security and Behavior Modification Programs - These programs minimize the time that residents are allowed out of their rooms. Programs are created for those that have exhibited behavior that is detrimental to the safety and security of other residents, staff, the group, or that of the building. The program limits the amount of time the resident is allowed out of their room, thus minimizing their involvement with the group. A resident remains on program until he/she exhibits behavior that is consistent with the behavior expectations outlined in the Resident Handbook.

Security Risk - Security Risk is a security program which is a less restrictive program status than Maximum Security. It is meant for the resident who presents a safety or security risk to staff, residents and/or the facility.

Security Suspect - Security Suspect is a Security Program. This status is used when it is believed that a minor could be a serious threat to the community such as a 707(b) offender, or exhibit bizarre or suspicious behaviors which would lead one to believe that he/she may be a danger to themselves or others.

SED - Seriously Emotionally Disturbed

Self-Defense - Claim that an act otherwise criminal was legally justifiable because it was necessary to protect one’s self, another person, or property from the threat or action of another.

Self-Inflicted Injury - A behavior or act by which a resident injures or attempts self-injury by head banging, cutting, self-mutilation or any other form of self-injury.

Separation - limiting a youth’s participation in regular programming for a specific purpose.

Shall or will - Indicates a mandatory action.

Sharps - Any object that can be reasonably anticipated to penetrate the skin or any other part of the body. Including, but not limited to, needles, broken glass, knives, and shanks.

Shield - A tactical containment shield that is carried to protect person(s) from injury from moving parts or items during an extraction or emergency situation.

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

Show of Force - The utilization of staff presence to get the desired behavior without the use of physical force.

SIPP - Specialized Individualized Programming Plan

SIR - Special Incident Report

Staff - Any person or member employed or appointed by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility including: Full- and part-time employees.

STC - Standards and Training for Corrections
Custody Manual

Strip Search - A search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.

Terrorist Threat - Any person who threatens to commit a crime that will result in death or great bodily injury. Whether the threat was made verbally, in writing, or by electronic device is to be taken as a threat, even if there is no intent of actually carrying out the threat. Threats to include specificity in how and to whom the threat is intended for, the gravity of purpose, and an immediate prospect of execution of the threat for one to reasonably be in sustained fear for his/her own safety or the safety of their immediate family (PC 422).

Tier 1 - The first floor of residents’ rooms on a housing unit.

Tier 2 - The residents’ rooms, stairs and walkway in front of the rooms on the second floor of a housing unit.

Title 15 Regulations - Regulations adopted by CSA governing the minimum standards for local detention facilities. Title 15 Regulations are found in California Code of Regulations, Title 15-Crime Prevention and Corrections, Division 1, Chapter 1, Subchapter 5.

Trays - Refers to the meals that are given to residents on paper service. Youth receive “trays” when their behavior has been inconsistent with the rules and expectations defined in the Resident Handbook and, due to their behavior; the resident is confined to their room during meal service.

Unit Log - A log book labeled “Scoop.” “A “Scoop” log can be found on every housing unit. The log book indicate which staff worked on any given date/shift, accounts for the gear/equipment at the beginning of each shift, includes any information that needed to be passed on to the next shift, any incidents that occurred, etc.

Universal Precautions - Is the approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other blood borne pathogens. Given this approach, personal protective equipment shall be worn and used when dealing with blood and/or bodily fluids.

Unreasonable Use of Force - Force used that is unnecessary and objectively unreasonable given the facts and circumstances of the particular incident or event as judged from the perspective of a reasonable Peace Officer with similar training and experience.

Use of Force - An immediate means to overcome resistance to control the threat of imminent harm to self or others, or to bring an incident under control for the safety of staff, residents and others. Use of Force may also be used where there is not an immediate means to overcome resistance to control the threat of imminent harm to self or others, or to bring an incident under control for the safety of staff, residents and others.

Vacate - To cancel or to set aside a petition or court hearing.

Verbal Commands- Direct instructions to perform an action or to stop performing an action. To minimize the risk of injury and to make sure a minor fully understands the expected behavior, a
Custody Manual

Verbal command should precede any physical intervention unless the situation is imminently life threatening. A verbal command should be clear and concise and delivered respectfully but with authority. The command(s) shall be given in a language the intended recipient would understand. If there is a language barrier, staff should use clear non-verbal physical cues/directives until an interpreter can arrive on scene.

**Visual Body Cavity Search** - The visual inspection of a body cavity.

**W&I Welfare and Institutions Code** - is the portion of state law dealing with juvenile law.

**Ward of the Court** - Minor under the legal guardianship of the state.

**WRAP** - A restraining device that restricts a person’s torso while immobilizing their lower body.

**YOTP** - Youthful Offender Treatment Program

**Youth** - Any person who is in the custody of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. This person may be a minor under the age of 18 whose cases are under the jurisdiction of either juvenile or adult court or a person over 18 years of age whose case is under the jurisdiction of the juvenile court (15 CCR 1302).

**5150** - A Welfare and Institutions code that is used to take individuals into custody and force a psychological assessment be completed to determine if the individual is a danger to him/her self, a danger to others or is gravely disabled.

**504 Plan** - A written educational plan that addresses the needs of a disabled student, developed by a group of educations, administrators, parents and other relevant participants pursuant to Section 504 of the Federal Rehabilitation Act.

**601’s** - Status offenders. A minor alleged or adjudged to be a person described in Section 601 or the Welfare and Institutions Code.

**602’s** - Criminal Offenders

**654’s** - Informal probationers, diverted for minor offense includes a written, contractual agreement with minor.

**707(b)** - Term derived from the W&I Code 707(b) which indicates the 30 felony criminal charges deemed most serious/severe in nature.

**911 Tool** - A rescue tool that safely cuts seat belts, clothing, or other fibrous material adjacent to persons’ skin.

101.5 DISTRIBUTION OF MANUAL
A Copy of the Custody Manual shall be made available to all probation staff. An electronic version of the Custody Manual will be made available to all probation staff on the Facility network (15 CCR 1324).

No changes shall be made to the electronic version without authorization from the Director.
101.6 MANUAL ACCEPTANCE
As a condition of employment, all probation staff are required to read and obtain necessary clarification of the Department’s policies. All probation staff must sign off acknowledging that they have read and understand the policies and that they have received a copy or have been provided access to the Custody Manual (15 CCR 1324).

101.7 REVISIONS TO POLICIES
All probation staff are responsible for keeping abreast of all Custody Manual revisions (15 CCR 1324). All changes to the Custody Manual will be posted on the network for review prior to implementation. The Probation Manager will forward revisions to the Custody Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions, and seek clarification as needed.

Supervisors will ensure that probation staff under their command are familiar with and understand all revisions.
Annual Facility Inspection

102.1 PURPOSE AND SCOPE
Annual facility inspections are the collections of data designed to assist administrators, managers, and supervisors in the management of the facility by establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the annual facility inspection (15 CCR 1324; 15 CCR 1326).

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

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

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

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

102.3.2 STATE REQUIREMENTS
Annually, the Director shall obtain a documented inspection and evaluation from (15 CCR 1313):

(a) The county building inspector or a person designated by the Board of Supervisors to approve building safety.

(b) The fire authority having jurisdiction, including a fire clearance as required by the Health and Safety Code § 13146.1 (a) and (b) (see the Fire Safety Policy).

(c) The local health officer’s inspection in accordance with Health and Safety Code § 101045.

(d) The county superintendent of schools on the adequacy of educational services and facilities as required in 15 CCR 1370.
Annual Facility Inspection

(e) The juvenile court as required by Welfare and Institutions Code § 209.

(f) The Juvenile Justice Commission as required in Welfare and Institutions Code § 229 or the Probation Commission as required by Welfare and Institutions Code § 240.

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

(a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Director, key program staff, and service providers. The individual conducting the assessment will need to advise key personnel what areas the individual will be inspecting so the appropriate materials can be brought up to date and provided to the assessment team.

(b) **Policy review** - A review of all John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility operation.

(c) **Record review** - A review of the records that support John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility activities, medical records, food services, and the facility’s financial records should be conducted to ensure that contractual benchmarks are being met and any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.

(d) **Benchmark review** - A review of the Facility-stated goals and objectives should be discussed with the Director, program managers, and other key providers of programs. This will provide the opportunity to identify any areas that require correction or additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.

(e) **On-site inspections** - The assessment team should inspect the facility to verify that activities in the facility align with goals and objectives and comply with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and members, should be reported to the Director of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

(f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records, and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.

(g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility system. The completed report and any analysis and documentation required to justify costs, policy revisions, or any other administrative requirements should be submitted to the Chief Probation Officer.
Annual Facility Inspection

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

**102.5 FOCAL POINTS FOR INSPECTIONS**

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

- Member training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- Critical incidents (e.g., major injuries, deaths)
- Documented suicide attempts
- In-custody deaths
- Classification plan
- Admissions
- Communicable disease prevention plan
- Youths with mental disorders
- Developmentally disabled youth
- Use of force and restraint devices
- Contraband control
- Perimeter security (15 CCR 1326)
- Searches
- Access to telephones
- Access to courts and counsel
- Youth visiting
- Youth mail
- Religious access
- Health care services
- Intake medical screening
- Pest control
Annual Facility Inspection

- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food services plan
- Food serving and supervision
- Facility sanitation, safety, and maintenance
- Tools, key, and lock control (15 CCR 1326)
- Use of safety and camera rooms and medical isolation areas
- Plan for youth discipline, including rules and disciplinary penalties, forms of discipline, limitations on discipline, and disciplinary records
- Standard bedding and linen use
- Mattresses
- Programming (e.g., education, vocational)
- Clothing and laundry
Chapter 2 - Organization and Administration
Financial Practices

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

200.2 RESPONSIBILITIES
The Chief Financial Officer shall prepare and present an annual budget request identifying the resources and costs associated with the judicious operation of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. Budget requests shall be prepared in the manner and detail prescribed by the facility.

The Chief Financial Officer’s responsibilities include developing a budget plan, submitting the plan to the County Administrator, and monitoring the facility’s progress toward meeting its budget objectives throughout the fiscal year.

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

200.3 STAFFING PLAN
The Director should maintain a current staffing plan for the purpose of exercising position control. The staffing plan should include a comprehensive list of all positions in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. Each position has a descriptive job title that is associated with a description of the position’s duties and responsibilities. Each position will have a written job description for all position classifications and post assignments that define responsibilities, duties, and qualifications (15 CCR 1324).

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

(a) Ensure the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is staffed with the appropriate number and type of staff. The proper allocation and deployment of staff across shifts and functional units is essential. In addition, the availability of the right classification of staff (e.g., custody staff supervising youth, maintenance staff performing maintenance, food services staff preparing meals) with the appropriate job skills and training enhances efficiency.

(b) Strategically time the filling of newly authorized positions or vacancies in current positions. Strategic timing is important throughout the budget year to create vacancy savings that can be used to address current budget year shortfalls.

(c) Manage the use of overtime carefully.

(d) Manage the use of retired annuitant/part-time staff. The number of hours worked by retired annuitant/part-time staff should be monitored to ensure they are not working in excess of what has been authorized.
Financial Practices

(e) Establish and maintain procedures to ensure the accuracy and integrity of payroll documentation. Time cards, time sheets, and related documentation should reflect actual hours worked.

(f) Consider the impact of position upgrades on the entire job classification. An upgrade for one position may set the stage for upgrades of similar positions within the same job classification.
Supervision of Youths

201.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure the safety and security of the facility through appropriate supervision activities.

201.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide for the safety and security of citizens, staff, and youth through supervision sufficient to safely and securely operate the facility and its programs.

201.3 SUPERVISION OF YOUTHS
When youth are not in their rooms, they shall be directly supervised. On occasion, youth may be unescorted in the facility.

At all times, there shall be sufficient wide-awake staff in the facility for the supervision and welfare of youth, to ensure the implementation and operation of all programs and activities as required by the Minimum Standards for Juvenile Facilities in Title 15 of the California Code of Regulations, and to respond to emergencies when needed. Staff on duty must not leave the the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility while youth are present and should not be assigned duties that could conflict with supervising youth (15 CCR 1321). Staff ratios within the John A. Davis Juvenile Hall shall be one staff member for every 10 youth during resident waking hours and one staff member for every 30 youth during youth sleeping hours, except during exigent circumstances, which shall be fully documented. For the Orin Allen Youth Rehabilitation Facility, staff ratios shall be one staff member for every 15 youth during youth waking hours and one staff member for every 30 youth when asleep (15 CCR 1321). Staff performing the duties of a Juvenile Institution Officer shall be included in these ratios (28 CFR 115.313).

At least one staff member who is the same gender as the youth housed in the facility shall be on duty (15 CCR 1321). When both male and female youth are held at a facility, at least one male and one female Juvenile Institution Officer should be on-duty in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility at all times. At least two wide-awake youth supervision staff members shall be on duty at all times, regardless of the number of youth in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1321).

Probation staff members should not be placed in positions of responsibility for the supervision and welfare of youth of the opposite sex in circumstances that could be described as an invasion of privacy or that may be degrading or humiliating to the youth.

To the extent reasonably practicable, youth bathrooms will contain modesty screens that preserve privacy without creating areas that cannot be properly supervised (24 CCR 1230.2.2; 24 CCR 1230.2.4).
Supervision of Youths

The Director or the authorized designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules.

201.3.1 OTHER STAFF POSITIONS
Staff members whose primary responsibilities do not involve youth supervision (e.g., administration, supervision of personnel, academic or trade instruction, clerical, kitchen, maintenance) shall not be classified as youth supervision staff (15 CCR 1321).

201.4 STAFF POSITIONING
At least one probation staff member shall be present on each living unit whenever there is a youth in the housing unit (15 CCR 1321). Members should be aware of the physical location of the youth who are out of their rooms and should conduct frequent population counts of the youth (see the Youth Population Counts Policy). Safety checks shall be conducted on youth who remain in their rooms or on their assigned beds, under the Youth Safety Checks Policy.

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

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

201.5 SEPARATION OF DUTIES
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security, and other support staff for the efficient management of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, and to ensure that youth supervision staff shall not be diverted from supervising youth. Maintenance personnel are employed to perform preventive, routine, and emergency maintenance functions. Juvenile Institution Officers will not be given physical plant maintenance or other duties that distract from their primary responsibility of supervising youth (15 CCR 1321).
Tools and Culinary Equipment Control

202.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment in order to reduce the risk of such items becoming weapons for the youth population. While sometimes specific youth workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by staff (15 CCR 1326; 15 CCR 1467).

202.2 POLICY
It is the policy of this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to securely store, inventory, control, and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items.

202.2.1 PROCEDURES

202.1 SUPPLIES PROCEDURE

202.3 TOOLS
Tools include all implements maintained within the secure perimeter of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to complete specific tasks. These tools include but are not limited to mops, brooms, dustpans, and floor polishers.

Any tool used within the secure perimeter of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility must be closely monitored and controlled by the staff supervising the area so it cannot be used as a weapon (15 CCR 1326). Youth who are assigned tasks that require these tools shall be closely supervised.

The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

(a) Detaining and searching any youth who had access to the tool.
(b) Conducting a thorough search of the immediate area for the missing item.
(c) Initiating a facility-wide search.

202.4 KITCHEN EQUIPMENT
Culinary tools are stored in the kitchen and include common tools used in the preparation, service, and delivery of meals.

Staff will supervise youth at all times when the youth are using tools (15 CCR 1467).

Youth workers shall not be permitted to pass tools between each other except under the direct supervision of Juvenile Institution Officer.

In the event that a kitchen tool is missing, the Juvenile Institution Officer shall immediately notify the on-duty supervisor, who shall initiate immediate action to locate or account for the missing
Tools and Culinary Equipment Control

tool. A thorough search for the tool will be undertaken and an incident report shall be completed by the Juvenile Institution Officer responsible for the supervision of the use of the tool. The incident report with all relevant information shall be forwarded to the Director.
Disposition of Evidence

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

203.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to seize evidence and contraband in accordance with current constitutional and search-and-seizure law. Staff of the facility shall properly handle all contraband and evidence in order to maintain its admissibility. All contraband and evidence shall be handled in a safe manner and in a way that will maintain the chain of custody and protect the integrity of the evidence.

203.3 EVIDENCE TRACKING PROCEDURES ORIN ALLEN YOUTH REHABILITATION FACILITY
All evidence shall be logged prior to the employee going off-duty unless otherwise approved by a supervisor. Staff logging evidence shall observe the following guidelines:

- All Orin Allen Youth Rehabilitation Facility contraband will be entered in the Contraband/Evidence Log located in the Supervisors’ Office.

- Evidence will be placed in an evidence bag which will be sealed and signed by the staff that located it. Staff will document on the bag the date, time, and location found, as well as the name and date of birth of the youth from whom the evidence was taken. Should the evidence be required in court, the person who confiscated it may be required to testify that the evidence was in fact the evidence confiscated. In addition, this person may be required to substantiate that there has been no substitution of the evidence.

- The information regarding the evidence will be entered in the Contraband/Evidence Log located in the Supervisors’ office.

- At times it is important to memorialize evidence by taking a photograph of it. This would be necessary when significant property destruction has occurred (i.e. fire damage, broken window, furniture/mattress damage, etc.) and repair/replacement is necessary or the property destroyed is too large to be transported to court. Photographs must also be taken of serious injuries sustained by youth in custody or by a staff member. Each photograph shall be labeled to identify who took the photo, the name and date of birth of the subject of the photo, and the date and time the photo was taken. The photo shall be attached to a completed incident report describing the circumstances relative to the destruction or injury.

- If the evidence must be turned over to someone else, that person must also sign his or her name in the designated area of the evidence bag. That person must also be able to show in court that there was no substitution of evidence. When evidence is removed from the evidence box, the person removing the evidence is to sign and note
Disposition of Evidence

the disposition of the evidence in the Contraband/Evidence Log with reference to the date it was originally logged in.

203.4 EVIDENCE TRACKING PROCEDURES JOHN A. DAVIS JUVENILE HALL
All evidence shall be logged prior to the employee going off-duty unless otherwise approved by a supervisor. Staff logging evidence shall observe the following guidelines:

• All John A. Davis Juvenile Hall contraband will be entered in the Contraband/Evidence Log located in the Institution Supervisor’s II office.

• The information regarding the evidence will be entered in the Contraband/Evidence Log located in the Institution Supervisor’s II office.

• The evidence envelope will be deposited into the evidence box located in the Institution Supervisor’s II office. The Probation Managers and the Director will maintain keys to the evidence box.

• At times it is important to memorialize evidence by taking a photograph of it. This would be necessary when significant property destruction has occurred (i.e. fire damage, broken window, furniture/mattress damage, etc.) and repair/replacement is necessary, or the property destroyed is too large to be transported to court. Photographs must also be taken of serious injuries sustained by youth in custody or by staff. Each photograph shall be labeled to identify who took the photo, the name and date of birth of the subject of the photo, and the date and time photo was taken. The photo shall be attached to a completed incident report describing the circumstances relative to the destruction or injury.

• If the evidence must be turned over to someone else, that person must also sign his or her name in the designated area of the evidence bag. That person must also be able to show in court that there was no substitution of evidence. When evidence is removed from the evidence box, the person removing the evidence is to sign and note the disposition of the evidence in the Contraband/Evidence Log with reference to the date it was originally logged in. If drugs are removed from the evidence box for analysis prior to court and then returned to the evidence box after analysis, the procedure outlined above will be followed.
Records Retention and Release

204.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance and release of facility records. Staff members working in the Institutions operated by the Contra Costa County Probation Department become privy to a wide range of information about the youth who are detained in or committed to those facilities. Much of this information is of a very personal nature and covers many aspects of a youth’s life. Staff members are exposed to this information through written reports, discussions with other staff members, discussions with the youth, discussions with personnel from other agencies (i.e., police, schools, etc.) and contacts with parents/relatives of the youth. The purpose of obtaining and sharing such mental health/social/legal information is to enable institutional personnel to understand the dynamics of a youth’s behavior for purposes of management and/or treatment.

204.2 POLICY
Any information obtained, from whatever source, about youth under the jurisdiction of the Contra Costa County Probation Department, including but not limited to those residing in County Institutions, is to be considered confidential. This information can and should be shared with other Probation Department personnel and personnel from other agencies who have a right and need to know it for case planning purposes. Divulging any information about youth under our jurisdiction to friends, neighbors, acquaintances or any other unauthorized personnel is expressly prohibited by this policy.

If a staff member has any questions about what kind of information can be released to whom, clearance should be obtained from his/her immediate supervisor.

204.2.1 PROCEDURES
204.1 JUVENILE COURT REPORT PROCEDURE
Youth Records

205.1 PURPOSE AND SCOPE
This policy establishes the procedures required to create and maintain accurate records of all youth admitted to and confined in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

205.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that all records shall be complete and comprehensive, resulting in reliable data that provides information about each youth’s period of detention, as well as histories of previous detentions in the facility. All youth records are official facility documents and should be used for official business only. Youth records are a vital component of the criminal justice system and should only be released to authorized persons.

205.3 RECORD MAINTENANCE
It shall be the responsibility of the Director or designee of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to maintain the following records on all youth who have been committed or assigned to this facility, including but not limited to (15 CCR 1324):

- Information gathered during the admission process as provided in the Youth Reception Policy.
- Photographs and fingerprints cross-referenced with the admission number.
- Duration of detention.
- Cash and property inventory and receipts.
- Classification records, including youth classification levels and housing restrictions.
- Housing history records.
- Reports of disciplinary events and dispositions.
- Grievances and dispositions.
- Reports of incidents or crimes committed during detention.
- Request forms.
- Special visit forms.
- Court appearances, documents, and the disposition of hearings.
- Work documentation.
- Documentation related to compliance with education requirements.
- Program documentation.
- Visitation records.
Youth Records

- Telephone records.
- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, and medications.

205.4 RELEASE OF YOUTH RECORDS
Youth records are confidential and shall be used for official business only. Any release of youth records shall be made only in compliance with a lawful court order, as authorized by state and federal law, or as provided in the Records Retention and Release Policy (15 CCR 1324).
Report Preparation

206.1 PURPOSE AND SCOPE
Report preparation is a major part of each Juvenile Institution Officer’s job. The purpose of these reports is to document incidents at the facility, refresh the Juvenile Institution Officer’s memory, and provide sufficient information for a follow-up investigation and successful prosecution or a disciplinary proceeding.

206.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that staff shall act with promptness and efficiency in the preparation and processing of all reports.

206.2.1 PROCEDURES
206.1 JOHN A. DAVIS JUVENILE HALL INCIDENT REPORT PROCEDURE
206.2 ORIN ALLEN YOUTH REHABILITATION FACILITY INCIDENT REPORT PROCEDURE
206.3 ORIN ALLEN YOUTH REHABILITATION FACILITY DOCUMENTATION PROCEDURE
206.4 MISCONDUCT DOCUMENTATION PROCEDURE

206.3 REPORT PREPARATION
Written reports shall be prepared by Juvenile Hall/Orin Allen Youth Rehabilitation staff on an “Incident Report” form and shall be submitted to the ISI/ISII Supervisor before the end of the shift.

Employees should ensure that reports are sufficiently detailed and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor, and submitted to the Director or the authorized designee in a timely manner. Reports relating to any incident resulting in death, serious injury, or endangerment to staff, youth, or a visitor; an escape; a major disturbance; a facility emergency; or an unsafe condition at the facility shall be submitted to the Director as soon as practicable, but no later than the end of the shift (15 CCR 1324; 15 CCR 1362). It is the responsibility of the assigned employee to ensure that all the above-listed reports meet this requirement or that supervisory approval has been obtained to delay the report. The supervisor must determine whether the report will be available in time for appropriate action to be taken, such as administrative notifications or resolution, investigative leads, or a youth disciplinary proceeding.

Handwritten reports must be prepared legibly. If the report is not legible, the employee shall be required by the reviewing supervisor to promptly correct it. Employees who generate reports on computers are subject to all requirements of this policy.

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

206.4 REQUIRED REPORTING
Written reports are required in all of the following situations on the appropriate facility-approved form unless otherwise approved by a supervisor (15 CCR 1362).

206.4.1 INCIDENT REPORT OR AFFIDAVIT (IF APPLICABLE)
When an employee responds to an incident, or as a result of self-initiated activity, and becomes aware of any activity where a crime has occurred, the employee is required to document the activity in a crime report. The fact that a victim does not desire prosecution is not an exception to documentation.

206.4.2 INCIDENT REPORTING
Incident Reports generally serve as an in-house documentation of occurrences in the Facility and to initiate, document, and support the youth disciplinary process.

Incidents that shall be documented using the appropriate approved report include:

- Completely fill in all applicable sections of the Incident Report Form (Attachment A)
- Type or write legibly using blue or black ink
- Use proper grammar. Refrain from using Juvenile Hall jargon such as “bussing trays”, “head call” etc.
- Provide a full explanation of facts, avoiding opinions or judgments
- Be clear, factual and thorough in reporting events
- Information/details should be provided in chronological order
- Incident Reports are legal documents, and must be accurate as they may be used in criminal proceedings or in internal investigations (Refer to Policy involving Criminal Investigations)
- If a youth is suspected of a crime, a supervisor shall admonish the youth of her/her rights prior to questioning

If a chemical agent was deployed, in addition the completing the Incident Report, the deploying staff member must complete the form entitled Use of Chemical Agent Report, for more information, see policy on The use and Deployment of Chemical Restraints-Oleoresin Capsicum (OC)

If there is property damage, photos should be taken and attached to the Incident Report (A digital camera is available at the IS II desk)

- Notify the Building Supervisor of damage
- Complete a work order and submit to the Building Supervisor

Juvenile Institution Officers are required to complete an Incident Report at any time that place a resident in his/her room for disciplinary periods for three (3) or more hours. Reports must include:
Report Preparation

- What occurred, where it occurred, and when it occurred
- What corrective steps were taken
- The length of time the Juvenile Institution Officer is recommending that the youth be separated from the group because of his/her poor behavior or infraction. (This length of time is subject to review by the Unit or Building Supervisor and may be adjusted if appropriate).

Injuries to residents, visitors or staff members must be documented on a Incident Report Form.

- Staff must report injuries to the Unit/Building Supervisor, as the supervisor is required to submit an Occupational Injury and Illness Report within 24 hours of notice.
- Supervisors will provide injured employees with a Workers' Compensation Claim Form.

All staff members involved in an incident are required to complete a separate Incident Report and submit as soon as possible, but before the end of his/her shift.

- If this is not possible, the Building Supervisor will be notified. The Building Supervisor will either authorize overtime compensation for the time required to complete the Incident Report, or will document the reasons needed to authorize/grant permission for the Incident Report to be completed on the employee’s next shift.

206.4.3 DEATHS
All deaths shall be investigated and a report completed by a qualified to determine the manner of death and to gather information, including statements of and staff who were in the area when the death occurred.

Reporting of deaths will be handled in accordance with the Reporting In-Custody Deaths Policy.

206.4.4 INJURY OR DAMAGE BY FACILITY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of an employee. Reports shall be taken involving damage to property or equipment.

206.4.5 USE OF FORCE AND PHYSICAL RESTRAINTS
Reports related to the use of force or physical restraint shall be made in accordance with the Use of Force and Restraints policies.

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

206.5.1 ADDITIONAL STATE REQUIREMENTS
Staff shall report incidents which result in physical harm to, serious threat of physical harm to, or the death of an employee, a youth, or any other person or persons. Reports should be made by
Report Preparation

the end of the shift unless additional time is approved by the Director or the authorized designee (15 CCR 1362).

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

207.1 PURPOSE AND SCOPE
This policy outlines the methods that the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will use in maintaining strict security of its keys and electronic access devices (15 CCR 1326). For ease of reference, the term “key” as used in this policy includes all physical means of access to or exit from the secure areas of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

207.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that all keys used to access or exit secure areas of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. All key control activities shall be accurately documented daily.

207.3 KEY IDENTIFICATION
All keys that open any doors within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall be marked with unique identification codes that will allow for quick inventory.

A separate secure document identifying all keys will be maintained by the Director or authorized designee.

207.4 KEY CONTROL
All John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility keys shall be maintained in a locked key box and shall be signed out by staff. At the end of a shift, employees shall return any signed out keys.

Under no circumstances shall an employee pass a key or key set to another employee. All keys must be checked out.. Employees shall not possess any key for which they have not been authorized.

Employees shall not duplicate, mark, alter, or manufacture any key without written authorization from the Director or the authorized designee.

The Institution Supervisor shall, at the beginning and end of their respective shifts, inventory the key box and its contents. All keys must be accounted for before the end of shift.

Employees’ assigned key sets are responsible for the custody and use of the keys during the period of their employment. It is mandatory that the assigned key sets be relinquished to the Probation Director or authorized designee on duty when employment at the facility is terminated for any reason including transfer or promotion within the Probation Department.

Temporary Juvenile Institution Officers, service staff, and other authorized staff members are required to sign out/in key sets for daily use.
Key and Electronic Access Device Control

The School Department and Medical Department are assigned specific keys as designated by the needs of the program and as authorized by the Probation Director.

Under no circumstances will security keys be made available to youth regardless of their status.

207.5 LOCK POLICY
At the John A. Davis Juvenile Hall, all security perimeter entrances, Central Control doors, and housing unit doors shall be kept locked, except when used for admission or exit of employees, youth, or visitors, and in an emergency. Sally port operators should ensure that only one door is opened at a time for entry or exit purposes, except when the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit.

207.6 EXTERIOR DOOR KEYS
Keys for exterior doors to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility should be kept in a locked cabinet in a secure location outside the facility’s secure perimeter. Supervisors shall, at the beginning and end of their shifts, inventory and account for these keys.

207.7 EMERGENCY KEY SET
At least one key set containing every key for the facility shall be kept separate from all other key sets in a secure location and made accessible only to the Director, the Institutional Supervisor, the supervisor, or the authorized designee in the event of an emergency.

207.8 MISSING KEYS
Any staff who discovers that a key or key set is missing shall immediately make a verbal report to a supervisor and shall prepare a written incident report as directed by the supervisor. The supervisor shall immediately initiate a search for the missing key. If a reasonable effort to locate the key fails, the supervisor should order a lockdown of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. All youth should be locked in their housing units or held in place and a headcount conducted. Youths shall not be allowed to pass into or out of the facility without being thoroughly searched for the missing key. The supervisor shall, as soon as practicable, notify the Director regarding the loss of the key, when it was discovered, and the circumstances involved.

A methodical and thorough search of the entire facility will be made by the on-duty staff. Additional staff may be called to assist with the search. If, after a thorough search, the key or key set is not located, the Director will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Chief Probation Officer or the authorized designee will initiate an investigation into the disappearance of the keys to re-examine the procedures for key control. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.
Key and Electronic Access Device Control

207.9  DAMAGED KEYS OR LOCKS
Damaged keys or locks shall be promptly reported to a supervisor. If able to be retrieved from the lock, no part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Institutional Supervisor, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures should be taken until the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No youth should be secured in a sleeping room, detention room, or area that has inoperable locks.

207.10  KEY CONTROL RECORDS
A shift roster will be maintained for the accounting and security of all key sets. Each shift is responsible for reporting any key malfunctions or missing key sets. Key control measures shall be documented by the Central Control staff on logs and forms, and the records retained in accordance with established records retention schedules.

207.11  ELECTRONIC ACCESS DEVICES
Proximity cards, fobs, or other devices may be issued to staff to allow access to restricted or controlled areas of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. In the event of a lost or stolen device, employees shall notify their supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.
Daily Activity Logs and Shift Reports

208.1 PURPOSE AND SCOPE
Accurate and legible records are vital to the management of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

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

208.2.1 PROCEDURES
208.1 DOCUMENTATION PROCEDURE

208.3 PROCEDURES
All staff assigned to housing units and other designated facility areas (e.g., dining areas, educational and vocation class rooms, medical facilities) shall prepare an accurate daily activity log. The daily activity log and the shift report are a permanent record of daily activities and should reflect an accurate account of activities (15 CCR 1324). Staff who fail to complete or who falsify any official document may be subject to disciplinary action, up to and including termination.

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

(a) Entries shall be in pen unless entries are logged into an electronic record.
(b) Entries should be legible and provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.
(c) Entries shall include the first initial and last name of the individual making the entry.
(d) Entries shall reflect the date and time of the event logged.
(e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.
(f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made with the author's initials, noting that it is a correction.

208.4 SHIFT ACTIVITY LOG
All pertinent activities should be documented in the daily activity log. At a minimum this includes:

- Personnel on-duty.
- Admissions and discharges.
Daily Activity Logs and Shift Reports

- Temporary releases.
- Formal counts.
- Safety checks, security checks and inspections, and routine activities.
- All searches/shakedowns.
- Youth movement within the facility and youth received at a housing assignment.
- Meal service.
- Professional visits to the housing units, including maintenance work and tours.
- Alarms and security equipment tests.
- Medication delivery, sick call, or youth complaint of illness or injury, and the action taken.
- Disciplinary actions.
- Supervisor rounds to the housing area and/or to specific youth.
- Unusual youth behavior.
- Discovered contraband.
- Activities and programs offered and the attendees.
- Unusual occurrences.
- Use of emergency equipment.
- Any use of force.
- Sanitation inspections.
- Key counts.
- School attendance or absence.
- Exercise.
- Visitation.
- Special incidents.
- Snacks.

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

208.5 SUPERVISOR RESPONSIBILITIES
Supervisors shall review the daily activity log during each shift. Supervisors shall sign and include the date and time of review on each log. When appropriate, supervisors should include comments in the logbook regarding an incident or unusual occurrence in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
Daily Activity Logs and Shift Reports
Administrative and Supervisory Tours and Inspections

209.1 PURPOSE AND SCOPE
The purpose of this policy is to establish both regularly scheduled and unannounced tours and inspections of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility living and activity areas. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

209.2 POLICY
Tours and inspections shall be conducted by administrative and supervisory staff throughout the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility when approved by the facility Director.

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

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

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

- Youth housing areas
- Reception, intake, and receiving areas, including detention areas
- Exercise yard and recreation areas
- Visiting areas
- Medical and dental service areas
- Work areas (e.g., the kitchen, janitorial closets)
Administrative and Supervisory Tours and Inspections

- Sally ports and transportation staging areas
- Classrooms, school, and other program areas

209.4 INSPECTIONS OF SECURITY EQUIPMENT
The Director shall ensure that periodic inspections of all security devices are conducted and all actions taken to correct identified deficiencies are documented, including maintenance records, and shall retain those records in accordance with established records retention schedules.

209.5 DOCUMENTATION AND REPORTING
Staff conducting the inspection or tour shall document the activity on the appropriate form or facility log. The log should include any significant findings that indicate remedial action or training may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions that should be replicated elsewhere in the facility should also be noted in the log.

The Institutional Supervisor shall review the logs periodically and ensure that any deficiencies noted are addressed or forwarded through the chain of command, as appropriate, and that commendable actions are also appropriately addressed (15 CCR 1324).
Perimeter Security

210.1 PURPOSE AND SCOPE
The purpose of this policy is to create guidelines for ensuring the outer portions of secure detention areas are adequate to confine detained youth and prevent the entry of unauthorized persons and contraband (15 CCR 1326).

210.1.1 DEFINITIONS
Definitions related to this policy include:

Perimeter -The outer portion of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that provides for the secure confinement of detained youth and prevents the entry of unauthorized persons and contraband.

Perimeter security check – An inspection of the outside and inside perimeter of the facility to discover or prevent a security breach. This may include inspecting adjacent containment fences or additional areas as designated by the Director.

210.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to maintain, inspect, monitor, and continuously assess the effectiveness of facility perimeters to ensure their integrity and prevent unauthorized entry and youth escapes, and to keep contraband from entering the facility.

210.2.1 PROCEDURES
210.1 SECURITY CHECK PROCEDURE

210.3 PERIMETER ASSESSMENT AND MAINTENANCE
The Director or the authorized designee shall assess the perimeter, including security systems/devices, and review related procedures on an ongoing basis to address:

(a) Preventing escape.

(b) Preventing perimeter access without proper authorization.

(c) Maintaining adequate video monitoring and audio monitoring systems that provide two-way communication between Central Control and the perimeter, subject to facility resources.

(d) Securing and storing tools and toxic, corrosive, and flammable substances and other potentially dangerous supplies and equipment.

(e) Providing a perimeter design that does not unnecessarily reflect a punitive environment.

(f) Maintaining adequate warning signs and direction posted for the public.

(g) Providing adequate security-grade walls, doors, locks, gates, fences, and windows (glazing/grills), subject to facility resources.
Perimeter Security

1. Exterior windows should be translucent or located to prevent persons outside the secure perimeter from observing youth within the facility.

2. Doors/gates for entry into the perimeter should include a vision panel or other means of observation to permit identifying individuals before they enter.

3. Sally ports, exterior doors, and lock procedures should be consistent with the Key and Electronic Access Device Control Policy. Electric locks on the perimeter should allow for manual operation and timed locking of the security perimeter.

(h) Entering and inspecting vehicles, including vehicles of vendors making deliveries into the secure area of the facility, and inspecting materials delivered to or transported from the facility’s secure perimeter by vehicle.

(i) Managing and storing weapons before permitting an individual to enter the facility.

(j) Providing adequate lighting to allow visual inspection by video or electronic monitoring or perimeter patrols.

(k) Ensuring an adequate staffing plan is in place to monitor the secure perimeter of the facility, including areas of the facility that require personal observance and areas that may be monitored by electronic surveillance.

(l) Communicating with law enforcement during a breach or potential breach of the secure perimeter.

(m) All visitors shall be required to provide satisfactory identification, such as a valid driver’s license, valid passport, or military identification. Visitors shall be required to sign in on the visitor log and state the reason for the visit. Visitors shall be provided visitor badges at the John A. Davis Juvenile Hall and are required to wear them at all times. Probation staff should escort visitors at all times within the perimeter.

210.3.1 <STRONG>PERIMETER SECURITY CHECKS</STRONG>

The on-duty Institutional Supervisor or authorized designee is responsible to ensure routine security checks are conducted and documented in the daily log.

Staff should equip themselves with a functioning two-way radio when assigned to conduct a perimeter security check. Structural items that may require repair (e.g., locks, screens, windows, floors) and equipment malfunctions or failures shall be documented and reported to the on-duty supervisor as soon as practicable. Suspicious activity at or near the perimeter shall immediately be reported to the Institutional Supervisor and Central Control and documented.

Probation staff should not obtain keys to perimeter doors and gates without supervisor authorization. Staff should take reasonable steps to ensure the physical integrity and security of the perimeter, including:

Closing and securing all perimeter doors as described in the Key and Electronic Access Device Control Policy.

Not propping open perimeter doors unless approved by the supervisor. Staff doing so should document permission to have a door propped open in the log.
Perimeter Security

Reporting suspicious activity near the perimeter as soon as practicable and taking appropriate steps to ensure that suspicious persons at the perimeter are contacted and questioned.
Confirming perimeter surveillance equipment under their control is in good working order and immediately reporting malfunctions or failures to the on-duty supervisor.
Using sally ports and secure garages for the transport of youth as directed.
Accessibility - ADA Compliance

211.1 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will maintain an ADA Coordinator to ensure no youth with a disability will, by reason of such disability, be excluded from participation in, or be denied the benefits of programming, activities or services of the facility. The ADA coordinator will work collaboratively with the other agencies at the facility to ensure youth with a disability have accommodations in order to effectively access programming, activities and services.

211.1.1 PROCEDE E SELECTION:
• The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility ADA Coordinator shall be designated by the facility Director to address the ADA needs of the facility’s youth. The ADA Coordinator will appoint a designee to address ADA issues at the facility in their absence.

TRAINING:
• The ADA coordinator will attend annual training regarding ADA issues. Required content area includes, but is not limited to, knowledge of ADA regulations/guidelines, identifying/utilizing appropriate resources and effective use of resources.

DUTIES:
The duties of the ADA Coordinator will include, but are not limited to the following:

Identification
The ADA Coordinator will work collaboratively with youth, youth’s family, Probation Department staff members, Contra Costa County Office (CCCOE) of Education, Medical and Mental Health staff to identify youth at the facility that require an accommodation due to ADA issues.

• Any positive responses regarding a disability that a youth gives in response to the Intake Questionnaire upon admission to the facility will be forwarded to the ADA Coordinator.

• Any information a parent or guardian provides for the Intake Worksheet regarding a youth with a disability will be forwarded to the ADA Coordinator.

• The ADA Coordinator will utilize Probation documents/reports, police reports and any other available documentation to assist in identifying a youth with a disability that requires an ADA accommodation.

Clinic Screening: Screening information from the facility’s collaborative partners (i.e. CCCOE, Mental Health and Medical) which indicates a youth may have mental and/or physical impairment
Accessibility - ADA Compliance

which call for accommodations and/or programming modifications will be shared with the ADA Coordinator.

Referrals: The ADA Coordinator will review a staff member or youth generated ADA Referral form requesting an ADA accommodations and/or an assessment for ADA services.

- The ADA coordinator or their designee shall refer any youth suspected or confirmed to have a developmental disability to the East Bay Regional Center for the Developmentally Disabled for the purposes of diagnosis and/or treatment. The referral shall be made within 24 hours of identification, excluding holidays and weekends. The ADA coordinator or their designee shall inform the youth’s parent, guardian or caregiver of the referral made to the East Bay Regional Center.

Maintain/Update Listing of ADA Youth

- The ADA Coordinator or their designee will ensure a list of youth with disabilities is maintained at the facility and update the list weekly, or sooner, if needed. The ADA Coordinator will ensure the list is disseminated to all facility staff members.

Ensure Accommodations for ADA Youth

- The ADA Coordinator will work collaboratively to ensure accommodations are provided for ADA youth.

Accommodation will include, but are not limited to the following:

- Ensure ADA youth are provided assistive devices
- Ensure ADA youth are provided service accommodations
- Modify or removal of programmatic barriers for ADA youth
- Ensure equally effective communication for ADA youth

Chair Multi-Disciplinary Team Meetings

- The ADA Coordinator, or their designee, will chair Multi-Disciplinary Team meetings, which consist of representatives from Mental Health, Medical, the Office of Education and the Probation Department, to address behavioral issues, individual needs, and ADA issues among the facility’s youth.

Attend Individual Educational Plan (IEP)/504 Meetings

- The ADA Coordinator, or their designee, will coordinate with the Office of Education to attend IEP and 504 meetings for all ADA youth.

Review all grievances written by ADA youth, in addition to the facility Director’s review

Provide training and awareness to facility staff regarding ADA issues

Consult with the facility’s Director to make reasonable modifications, where applicable, in policies, practices, procedures to accommodate ADA youth

Ensure ADA accommodations are available and functional for visitors to the facility
Community Relations and Public Information

212.1 PURPOSE AND SCOPE
This policy provides guidelines to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility Director when dealing with the public or interested groups when requests are received to share information about the operations and policies of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1324).

212.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to protect the privacy rights of youth while releasing non-confidential information to interested groups when requests are received. Information that has the potential to affect the safety and security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility or an investigation will not be released.

212.3 RESPONSIBILITIES
The Director is responsible for ensuring that the following information is public and available to all who inquire about it:

(a) The Board of State and Community Corrections Minimum Standards for Juvenile Facilities

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

This information is to be provided at the facility’s front desk and assembled into a binder or clearly posted for public viewing. A copy also should be made available in this facility’s library or provided by other means for use by youth. At the discretion of the Chief Probation Officer, the information may also be provided electronically.

212.4 PROHIBITED MATERIALS
Policies, procedures, and other information and materials related to the safety and security of youth, detention personnel, the facility, or the maintenance of order should not be provided as a part of the public information material unless directed by the Director.
212.5 TOURS OF THE JOHN A. DAVIS JUVENILE HALL/ORIN ALLEN YOUTH REHABILITATION FACILITY

It is the policy of the Probation Department that tours of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility are not allowed without prior approval of the Facility Director for reasons other than inspections required by the Board of State and Community Corrections.

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility must provide safety and security for youth, staff and the community. The identity of the youth is confidential and escorting members of the public beyond the secure side of the John A. Davis Juvenile Hall would jeopardize building security. Escorting members of the public beyond the visitation area of the Orin Allen Youth Rehabilitation Facility would jeopardize building security.
Staffing Plan

213.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff, visitors, youth, and the public and meet the programming requirements of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

213.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to ensure the safety, security, and efficient operation of this facility by assigning custody personnel according to a detailed staffing plan.

213.2.1 PROCEDURES

213.3 STAFFING PLAN REQUIREMENTS
The Director or their designee shall ensure that a staffing plan conforming to the type and size of this facility is prepared and maintained as described in the following section. The plan should detail all custody personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules, military leave, sick time, and other atypical situations (15 CCR 1321).

At a minimum, the staffing plan will include:

- Facility administration and supervision.
- All facility programs, including programming, exercise, and recreation.
- Post positions and assignment descriptions.
- Staff break relief.
- Staff-to-youth ratios.
- Youth supervision.
- A plan for shift relief.
- Support services, including medical, food services, maintenance, and clerical.
- Other facility-related functions such as escort and transportation of youth.

213.3.1 RESPONSIBILITIES
The Director is responsible for seeing that the facility has (15 CCR 1321):
**Staffing Plan**

(a) An adequate number of personnel sufficient to carry out overall operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations. No services should be denied because of insufficient numbers of staff on duty.

(b) Enough supervisory-level staff to ensure adequate supervision of all members.

(c) A clearly identified person on duty at all times who is responsible for all operations and activities who has completed the Juvenile Corrections Officer Core Course and other training as required by Penal Code § 832.

(d) At least one JIO on duty who is the same gender as youth housed in the facility.

(e) At least one JIO present on each living unit whenever there are youth present.

(f) Sufficient custody staff to provide continuous wide-awake supervision of youth.

(g) Sufficient staff to meet the staff-to-youth ratio.

(h) For the Orin Allen Youth Rehabilitation Facility, in addition to the minimum staff-to-youth ratio required, consideration shall be given to the size, design, and location of the facility; types of youth committed to the facility; and the function of the facility, in determining the level of supervision necessary to maintain the safety and welfare of youth and staff.

(i) Units at the John A. Davis Juvenile Hall are designed to operate with a minimum of two staff and can house a maximum of 30 residents. The Institutional Supervisor II or authorized designee shall determine when additional staff is needed based on the building and/or unit population, Title 15 and PREA standards.

(j) The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall retain a sufficient number of qualified extra staff to fill post positions in the absence of permanently employed staff in order to meet operational standards and ensure adequate care and custody of the youth population.

(k) Extra staff are referred to as Temporary Staff. Temporary staff are subject to performance evaluations.

### 213.4 STAFFING ANALYSIS

The Chief Probation Officer or the authorized designee shall complete an annual comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans (15 CCR 1324).

The Director, in conjunction with the Prison Rape Elimination Act (PREA) coordinator, should ensure that staffing levels are sufficient to consistently and adequately fill essential positions, as determined by the staffing plan (28 CFR 115.313; 15 CCR 1321). Relief factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, youth, and the public.

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

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

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

213.5 REPORTING
The Chief Probation Officer will cause a report of the findings of the staff analysis to be submitted to the officials responsible for funding the institution operation (15 CCR 1324).
Supervision Staffing Levels

214.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and staff throughout all Divisions (15 CCR 1321).

214.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will ensure that proper supervision is available to meet the needs and achieve the goals of its staff. The needs of its staff should be balanced with the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s desire for flexibility and discretion in assigning probation staff to meet supervisory requirements and to carry out the overall facility operation and its programming while providing for the safety and security of youth and staff. While balance is desirable, the paramount concern is to meet the demands of the Facility.

214.3 MINIMUM SUPERVISION STAFFING LEVELS
Minimum staffing levels should be established by Title 15. The supervision staffing levels should support proper supervision, span of control, compliance with any memorandum of understanding or collective bargaining agreement, and activity levels to meet the needs of staff and the goals of the Facility (15 CCR 1321).
Records Bureau

215.1 PURPOSE AND SCOPE
This policy establishes the guidelines for the operational functions of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility Records Section. The policy addresses facility file access and internal requests for youth records (15 CCR 1324).

215.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to maintain facility records securely, professionally, and efficiently.

215.3 FILE ACCESS AND SECURITY
The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports, including criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized staff.

The Records Section will also maintain a secure file for case reports deemed by the Chief Probation Officer as sensitive or otherwise requiring extraordinary access restrictions.
Confidentiality

216.1 PURPOSE AND SCOPE
Staff members working in the Institutions operated by the Contra Costa County Probation Department become privy to a wide range of information about the youth who are detained in or committed to those facilities. Much of this information is of a very personal nature and covers many aspects of a youth’s life. Staff members are exposed to this information through written reports, discussions with other staff members, discussions with the youth, discussions with personnel from other agencies (i.e., police, schools, etc.) and contacts with parents/relatives of the youth. The purpose of obtaining and sharing such mental health/social/legal information is to enable institutional personnel to understand the dynamics of a youth’s behavior for purposes of management and/or treatment.

216.2 POLICY
Any information obtained, from whatever source, about youth under the jurisdiction of the Contra Costa County Probation Department, including but not limited to those residing in County Institutions, is to be considered confidential. This information can and should be shared with other Probation Department personnel and personnel from other agencies who have a right and need to know it for case planning purposes. Divulging any information about youth under our jurisdiction to friends, neighbors, acquaintances or any other unauthorized personnel is expressly prohibited by this policy.

If a staff member has any questions about what kind of information can be released to whom, clearance should be obtained from his/her immediate supervisor.

216.2.1 CRIMINAL OFFENDER RECORD INFORMATION
This policy does not deal with Criminal Offender Record Information (CORI). The security and release of CORI is dealt with in the Access to Records policy.
Employee Access During Non-Working Hours

217.1 PURPOSE AND SCOPE
The Probation Department recognizes the occasional need for an employee to enter the Juvenile Hall during non-work hours. It is also recognized that, in order to insure the security and orderly operation of the facility, the Building Supervisor needs to know who is in the building and for what purpose.

217.2 POLICY
Employees may enter the Administration wing of the building during off-duty hours to pick up their checks, confer with front office staff, or other valid reason, without gaining approval of the Building Supervisor.

Employees entering the building during off-duty hours with the intent to enter the secure section of the building shall immediately report to the Building Supervisor and request authorization to do so. The nature of their business and estimated duration of their visit need to be communicated to the Building Supervisor.

Social visits will not be constructed as adequate reason to enter the secure section of the building.

An employee who enters the secure section of the building during off-duty hours shall not engage in work or become involved in the physical restraint of a resident or residents.

This policy applies to Probation Staff assigned the ancillary programs such as Home Supervision.
Gym Usage

218.1 PURPOSE AND SCOPE
The use of recreational facilities on the Juvenile Hall complex grounds (gymnasium) shall be limited to employees of the Probation Department. Other Contra Costa County Peace Officer employees may utilize the facility upon approval of the Director.

218.2 POLICY
An employee who plans to participate in sports, exercise or wellness/fitness programs, knowing participation involves physical activity, is required to sign a Contra Costa County Probation Department Release From Liability Form (No. JH-53) prior to use of any recreational facility.

Participation shall in no way be required or expected as a condition of employment. Participation is available to an employee only as a voluntary recreational, social, athletic, or fitness activity and does not constitute a part of work-related duties.

Neither Contra Costa County nor the Probation Department will assume responsibility for injuries or damages that may be sustained while participating in voluntary recreation, social, athletic, or fitness activities on the Juvenile Hall complex premises, except those arising through the sole negligence or willful misconduct of the County.

Labor Code 3600 (a)(8) indicates that any injury incurred on County property, or elsewhere, during voluntary participation in non-work-related recreational activities, will not be covered by the County’s workers’ compensation coverage.

Voluntary participation in social, athletic, or wellness/fitness programs is not authorized during an employee’s assigned work hours.

Smoking is prohibited in the gym.

Food, beverage and gum are not permitted in the gym.

Use of the gym by Department personnel shall be on their off-duty hours only, and shall be at times when the gym is not being utilized for normal school activities, or preplanned unit activities. Use of the gym by residents in the facility takes precedence over employees wishing to use the facility for voluntary recreational activities.
Damage or Destruction of County Property

219.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall will seek the appropriate venue to attempt to recover loss as a result of damage or destruction of county property.

219.2 POLICY
When John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility youth destroy or cause damage to county property in the facility the Juvenile Hall Director or Probation Manager will determine if the youth is currently on probation. If the youth is currently on probation the incident will be investigated and evidence will be developed in support submission for a petition for filing charges of violation 594 PC or in support of a petition for a violation of 777 W&I.

If a petition supplemental petition is filed alleging a violation of section 594 PC the Probation Supervisor of the Intake Unit will compile the information from the investigation and submit the petition.

If the determination is made to request that a violation of probation, 777 W&I, be filed the or Probation Manager will contact the Director of Field Services and advise them of the request. The Director of Field Services will then be provided with the documentation and evidence of the violation to be forwarded to the Probation Supervisor assigned to supervise the Deputy Probation Officer assigned to the resident.

If the youth causing the destruction or damage to county property is not currently on active probation but is detained on pending juvenile or adult charges the Director or Probation Manager will conduct an investigation into the alleged violation and prepare a report with the necessary documentary evidence in support of the violation and submit it to the Probation Supervisor assigned to the Juvenile Hall Intake Unit. The Probation Supervisor will, in consultation with the District Attorney, file a supplemental petition alleging the violation of section 594 PC.

Restitution amount will be based on estimated replacement cost or the item damaged, staff time involved in cleaning or removing graffiti or the cost of repair of damage charged to the Department by the Public Works Department in returning the county equipment or property to serviceable working order.

If the charge involves damage to county property and additional charges such as a battery against staff at multiple count petition may be filed alleging the appropriate violations.

The Building Supervisors, Unit Supervisors and Juvenile Institution Officers will gather the information and evidence needed to substantiate the facts including:

Evidence that the accused did indeed do the damage or destruction- which includes but is not limited to:

- Witnesses or witness-preferably staff.
Damage or Destruction of County Property

- Pictures of the damaged item or area (digital camera available from Building Supervisor)
- The damaged item(s) or parts removed, properly tagged and stored as evidence.

A clear, concise, comprehensive Incident Report from each staff witness or a witness statement from a resident witness which includes:

- WHAT- Identify precisely the damaged or destroyed area or item(s).
- HOW- did the damage or injury occur? Describe the series of events leading to the incident, what instrument(s) used and how.
- WHERE- exact area, exact description of position of items in relation to the damage.
- WHEN- time of incident; under what circumstance access or availability of area or items is expected; circumstance which led to malicious misuse or abuse to involve damage or destruction.
- WHO- List of all persons who witnessed the damaging or destructive act; who was involved in doing the damage or destruction; under what circumstances was it discovered.
- WHY- if known, why did the act or destruction occur.

Admonishment:

- Building Supervisor, Intake Supervisor or Institution Supervisor is to admonish the youth accused of the damage of his/her rights.
- Make certain the youth understands the admonishment.
- Record that the youth has been properly admonished of his/her rights and understands them.
- Indicate on the Special Incident Report that the youth was admonished of rights.
- Discuss situation with youth after admonishment and, when possible, tape-record the discussion, if the discussion is not tape-recorded have the youth write a statement admitting or denying his version of what happened and why. The Supervisor’s Incident Report is to record the discussion and whether the youth admits or denies doing the damage.

In order to request a petition, the evidence, photographs, Special Incident Reports, witness statements, admonishment and questioning have to be complete and properly identified.

The original Incident Reports, along with the photographs, and/or tape recordings are to be placed in an initialed, dated, sealed envelope directed to the Director or designated Probation Manager. The Supervisor’s Incident Report is to indicate the exact location of the damage or the exact location of the tagged damaged item(s) of evidence so the Director, Manager or Supervisor of Distribution and Supply can obtain a cost statement for repair or replacement.

The petition should be requested as soon as possible in order to expedite the process. Therefore, the Juvenile Institution Officer must notify the Building or Institution Supervisor immediately of any
Damage or Destruction of County Property

property damage in order for the Supervisor to assess the situation and arrange for the necessary reports and photographs. The Building Supervisor/Probation Manager will be responsible for assembling the information and placing it in the Director’s file for follow-up action.

If the damage is very extensive, involves fire, and/or staff assault or battery, the Building Supervisor/Probation Manager is to be immediately contacted and will advise Unit staff of appropriate procedure.

Damaged or destroyed county property includes walls, windows, doors, furnishings, mattresses, clothing, shoes, blankets, shoes or any other item that has a replacement cost. All damaged or destroyed items are to be reported on an Incident Report even when there are no suspects or witnesses known to the reporter. The decision to file the requested petition is the responsibility of the appropriate Probation Department personnel and the Deputy District Attorney.
Flexible and On-Call Staffing

220.1 PURPOSE AND SCOPE

Certain positions have been designated by the County Human Resources Director as flexibly staffed positions. These positions are generally allocated at the first level of the job series when a position is vacated and the position is subsequently filled. When an incumbent of one of these positions meets the minimum qualifications for the next higher level and has met appropriate requirements, he/she may be promoted to the next higher classification within the job series, upon the approval of his/her Supervisor and Administration.

220.2 POLICY

Positions at Orin Allen Youth Rehabilitation Facility that are designated as flexibly staffed are

- Juvenile Institution Officer I, II, and III
- Deputy Probation Officer I, II, and III

Employee Responsibility

- The employee must complete a County Employment Application each time he/she flexes up. The County application can be obtained from the Orin Allen Youth Rehabilitation Facility Personnel Clerk or printed from the County website. The application must be turned in to the Orin Allen Youth Rehabilitation Facility Personnel Clerk.

Eligibility Requirements

Juvenile Institution Officer

- To flex from a Juvenile Institution Officer I to II, the employee must have one year (probationary period) experience as a Juvenile Institution Officer I.
- To flex from a Juvenile Institution Officer II to III, the employee must have one year of experience as a Juvenile Institution Officer II or two years’ experience as a Juvenile Institution Officer I.

Deputy Probation Officer

- To flex from a Deputy Probation Officer I to II (DPO), the employee must have one year experience (probationary period) as a DPO I.
- To flex from a DPO II to III, the employee must have one year experience as a DPO II.
Flexible and On-Call Staffing

220.2.1 ON-CALL STAFF
The Orin Allen Youth Rehabilitation Facility shall retain a sufficient number of qualified On Call staff to fill post positions in the absence of permanently employed staff in order to meet operational standards of the facility and insure adequate care and custody of the youth population.

Extra staff are referred to as temporary staff.

Temporary staff are subject to performance evaluations as per Contra Costa County Policy.

Assignments of Temporary Staff

Vacations and Other Approved Absences

- It is the responsibility of the Supervisor I, or Lead Juvenile Institution Officer (JIO) in the absence of the Supervisor, to replace permanent JIOs for approved vacation requests, training classes, extended medical/injury absences, and scheduled medical and dental appointment requests.

Emergency Absences

- It is the responsibility of the Supervisor I or Lead JIO in the absence of the IS I on duty to replace JIOs and Cooks in post positions with qualified temporary staff to cover emergency absences.

Staff Deployment

- At any time that temporary staff or permanent staff willing to work overtime are not obtainable or available to complete the authorized staff ratio at the facility, the on-duty Supervisor will contact the Juvenile Institution Officers and the least senior permanent staff person will be directed to remain at the facility until replacement staff can be secured. At no time is a staff person to work more than 16 consecutive hours.

Temporary Staff Because of Problem Situations

- The Institutional Supervisor I on duty is authorized to schedule Temporary Staff for emergency facility operations if, in his/her opinion, extra staff is warranted to ensure the care, custody and/or safety of youth or staff.

- When the facility is having problems that could affect the custody and/or safety of youth or staff, the Supervisor will assign temporary JIOs based on need.

- If the Institutional Supervisor I on duty has any question concerning the authorization of temporary staff or the situation involves imminent danger or security, the Probation Director should be contacted.
Employee Travel Demand

221.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility Policy is specified by Contra Costa County Administrative Bulletin 204.13 which specifies County Policy concerning authorized expenses and expense reimbursement for the conditions under which reimbursement may be claimed on the Employee Travel Demand Form M8154.

221.2 POLICY
Staff must include the following information when completing the Employee Travel Demand:

- Employee number: Enter your employee number. This number must match the employee’s paycheck.
- Employee Name: Print your name. Last name first. Typed or printed legibly.
- Employee Location Address: Enter employee’s assigned work location address.
- Claim Month: Enter the month the expenses were incurred. Entry must be in MM/YY format, one demand per month.
- Department: Enter the employee’s department number. Probation Department is 30.
- Employee Phone: Enter the employee’s office telephone number. If not assigned an office telephone, enter the main telephone contact number for the facility office site.

Travel Demand by Private Auto:

- Date: Must be within the claim month listed at the top right of the form.
- From/To and Purpose: Employee is to list mileage by dates traveled, the location from and to, the specific purpose for the trip and the number of miles driven. Mileage is reimbursed at the IRS standard rate in effect at the time the miles were driven. The current rate is available on the Auditors Intranet Site.

Expense Reimbursement:

- Date: Must be within the claim month listed at the top right of the form.
- Meal Reimbursement: Should be broken down by breakfast, lunch, and dinner. Meal reimbursement is for the actual cost of the meal up to the maximum listed in Administrative Bulletin 204. Meals are not claimed on a per diem basis.
- In the event an employee receives a charge receipt which does not note the itemized expenses, the employee shall submit an “In Lieu of Receipt Certificate”.

For Auditor’s Use Only:

- This section is for the Auditor’s office. It is used to indicate if an expense was taxable. This is an IRS requirement. Taxable items will be added to an employee’s gross wages.

Expense Code 1 and 2:
Employee Travel Demand

- These sections should by left blank by the employee to be completed by the department accounting unit.

Signatures:

- The Employee Travel Demand is completed, signed, and dated by the employee, the employee’s supervisor, and the department head or designee.
Chapter 3 - Training
Staff Orientation

300.1 PURPOSE AND SCOPE
The purpose of this policy is to define the parameters for new staff orientation. The intrinsic nature of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility dictates staff member’s behavior be exemplary at all times, to serve with humility, act without prejudice or bias, uphold all laws and policies, respond to behavior fairly and equally, respect the inalienable rights of all individuals and provide a level of care to the youth that is consistent with the terms mandated by state law. Each staff member has an important role in the operation and efficiency of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and work towards the mission and values held by the Contra Costa County Probation Department.

300.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide new staff with basic information about the facilities and the environment in which they will be working. Orientation is not meant to supplant other basic training required by law, ordinance, or regulation.

300.3 NEW MEMBER ORIENTATION
All new staff shall participate in an orientation provided by this facility prior to assuming their duties. The orientation shall include but is not limited to (15 CCR 1322; 15 CCR 1324):

- Facility mission, vision, and values statement.
- Code of ethics.
- Facility culture.
- Nature of population served.
- Policy, procedures, and job description resources.
- Basic requirements and competency necessary to perform in position.
- Organizational chart.
- Chain of reporting.
- Staff rules and regulations.
- Facility tour.
- Security (including facility, perimeter, and grounds), population control, emergency preparedness, and evacuation procedures.
- Position responsibilities and decision-making protocols.
300.3.1 YOUTH SUPERVISION ORIENTATION
All staff members who are responsible for supervising youth shall participate in a minimum of 40 hours of facility-specific orientation prior to assuming youth supervision duties. The orientation shall include orientation specific to their duties, including but not limited to (15 CCR 1322; 15 CCR 1324):

- Individual and group supervision techniques.
- Regulations and policies relating to discipline and basic rights of youth pursuant to law and the provisions of Title 15 CCR.
- Basic health, sanitation, and safety measures.
- Suicide prevention and response to suicide attempts.
- The Use of Force, Chemical Agents Training, and Restraints policies, with review of de-escalation techniques and mechanical restraints.
- Emergency procedures.
- Crisis intervention and referrals to mental health services (15 CCR 1437).
- Documentation.
- Fire and life-safety training.
- Trauma-informed approaches, as defined in 15 CCR 1302, that reflect respectful and humane engagement with youth, culturally relevant approaches, and responsivity to the language and literacy needs of youth. This should include review of policies that address trauma (e.g., the Case Management, Youth Rights-Protection from Abuse, and Counseling Services policies).
- Routine security measures.

300.4 MEMBER ACKNOWLEDGEMENTS
John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff assigned to provide the new staff orientation will ensure that each new staff is given copies of work rules and regulations, facility ethics, and any other facility documents for which the new staff member will be held accountable.

An Institution Supervisor will collect a signature page from new staff, acknowledging receipt, review, and understanding of the documents, which shall be retained in the staff's personnel file in accordance with established records retention schedules.
Continuing Education and Professional Development

301.1 PURPOSE AND SCOPE
This policy supports the continuing education and professional development of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility personnel at all levels.

301.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to encourage staff to participate in continuing education and professional development opportunities whenever practicable.

The Facility encourages all personnel to participate in formal education on a continuing basis.

301.3 OBJECTIVES
The objective for continuing education and professional development is for all staff to enhance their knowledge and skills to their fullest potential.

Staff who engage in furthering their education in conjunction with skills-based training make for well-rounded staff who can better serve the mission of the Facility and the community.

Supervisors should accommodate, to the extent feasible and as schedules permit, requests by personnel for shift adjustments and available leave time to assist personnel with their continuing education and professional development efforts.

301.4 REQUIRED TRAINING
With the exception of any year that staff is participating in a core training course, all staff shall complete the applicable annual required training specified in Section 184 of Title 15 CCR.
Training

302.1 PURPOSE AND SCOPE
This policy establishes training requirements and guidelines for Juvenile Institution Officers, support personnel, supervisors, and managers. The policy addresses the training program and the probationary evaluation.

302.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to assign all new Juvenile Institution Officers, supervisors, managers, and support staff to a structured training program designed to prepare the new Juvenile Institution Officer to perform in a detention assignment in a safe, productive, and professional manner. New temporary and permanent Juvenile Institution Officers shall receive 56 hours of training before assuming responsibility for supervision of youth. Training mandated for new Juvenile Institution Officers shall meet minimum standards for Juvenile Hall as established in the California Administrative Code. Training records shall be maintained for each new Juvenile Institution Officer describing the training received and the date of the training.

302.2.1 PROCEDURES
302.1 NEW HIRE TRAINING PROCEDURE

302.3 TRAINING OBJECTIVES
The objectives of the training program are to:

(a) Improve the competency of staff at all levels.

(b) Ensure that staff can carry out the mission of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility through a thoroughly demonstrated knowledge of facility policies and procedures.

(c) Increase the technical expertise and overall effectiveness of personnel.

(d) Provide for continued professional development of facility personnel.

302.4 MINIMUM TRAINING REQUIREMENTS
Youth supervision staff members, full- or part-time, shall successfully complete the Juvenile Corrections Officer Core Course as described in 15 CCR 176 within one year from the date of assignment and prior to assuming sole supervision of youth (15 CCR 1322). Annual and advanced training shall be completed in accordance with Section 184 of Title 15 CCR.

Staff members shall successfully complete training pursuant to Penal Code § 830 et seq. prior to exercising peace officer powers (15 CCR 1322).

Juvenile Institution Officers assigned to work in the facility prior to completing their core required training may do so only under the direct supervision of a fully trained member (15 CCR 1322).
Training

**302.5 PROBATIONARY PERIOD EVALUATION**

Probationary employees will receive a written evaluation of their job skills and learning progress at least once a month for the first three months. After three months, evaluations shall be completed quarterly with a final evaluation to be completed no later than the one year mark of employment. Nothing in this section prohibits the supervisor from completing monthly evaluations during the first year of employment if deemed necessary. These evaluations shall be in writing and discussed with the employee by the employee’s supervisor. The final evaluation shall be made a part of the employee’s personnel record.
Chemical Agents Training

303.1 PURPOSE AND SCOPE
This policy establishes the required training for Juvenile Institution Officers to be authorized to carry and use chemical agents.

303.2 POLICY
The John A. Davis Juvenile Hall authorizes the use of selected chemical agents. Chemical agents are weapons used to minimize the potential for injury to Juvenile Institution Officers, youth, and others. Chemical agents should only be used when such force reasonably appears justified and necessary.

303.3 CHEMICAL AGENT TRAINING
Only Juvenile Institution Officers who have been trained and show adequate proficiency in the use of any chemical agent and the Use of Force Policy are authorized to carry the device.

- Juvenile Institution Officers failing to demonstrate continuing proficiency with chemical agents or knowledge of the Use of Force Policy will lose their authorization to carry or use the devices and will be provided remedial training. If, after two remedial training sessions, Juvenile Institution Officer fails to demonstrate proficiency with chemical agents or knowledge of the Use of Force Policy, the Juvenile Institution Officer may lose the ability to carry OC spray.

- The Probation Manager shall ensure that all personnel who are authorized to use chemical agents have also been trained in the proper decontamination of persons affected by chemical agents. Training should include the initial treatment (e.g., providing the proper solution to cleanse the affected area) and knowing when to summon medical personnel.

- The Department will provide OC spray training to all authorized Juvenile Institution Officers, Institutional Supervisors, and designated Deputy Probation Officers annually.

- The annual OC spray training consists of, but is not limited to:
  - Department’s policy and procedures on the use and deployment of chemical restraints;
  - Known medical conditions that would contraindicate the use of OC spray;
  - Method of application;
  - Signs or symptoms that should result in immediate referral to medical or mental health staff;
  - Requirements of the decontamination of chemical agents;
  - Aftercare procedures;
  - Reporting/Documentation requirements.
Chemical Agents Training

303.4 TRAINING RECORDS
In accordance with the Standards and Training for Corrections (STC) Program Title 15 requirements, it shall be the responsibility of the Probation Manager to ensure that the following is maintained on file for all training provided by the Facility:

- A course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training

The Probation Manager shall ensure that copies of such training records are placed in the staff's training file and retained in accordance with established records retention schedules.

303.5 REVIEW, INSPECTION, AND APPROVAL
Every chemical agent delivery device will be periodically inspected by the OC Instructor or the designated instructor for a particular device.
Prison Rape Elimination Act Training

304.1 PURPOSE AND SCOPE
This policy establishes an education and training process related to implementation of the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation (PREA Rule) (28 CFR 115.5 et seq.).

304.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility endeavors to comply with the training standards in the PREA Rule and to ensure that all staff, volunteers, and contractors are aware of their responsibilities and that staff, volunteers, contractors, and youth are aware of the policies and procedures of the facility as they relate to PREA.

304.3 STAFF TRAINING
All staff, volunteers, and contractors who may have contact with youth shall receive facility-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Probation Manager shall ensure that the staff receives training in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and youth may have regarding sexual assault or abuse, and that they are familiar enough with the reporting process to take an initial report of a sexual assault or abuse. The Probation Manager shall be responsible for developing and administering this training, covering at a minimum (28 CFR 115.331; 28 CFR 115.332):

(a) The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents.
(b) The dynamics of sexual abuse and sexual harassment in confinement.
(c) The common reactions of youth sexual abuse and sexual harassment victims.
(d) Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the facility.
(e) Procedures for the investigation of a report of sexual abuse and/or sexual harassment.
(f) Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures.
(g) An individual’s right to be free from sexual abuse and sexual harassment.
(h) The right of members and youth to be free from retaliation for reporting sexual abuse and sexual harassment.
(i) How to detect and respond to signs of threatened and actual sexual abuse, and how to distinguish between sexual abuse and consensual sexual contact between youth.
(j) How to communicate effectively and professionally with youth, including lesbian, gay, bisexual, transgender, intersex, and gender non-conforming youth (15 CCR 1352.5).
Prison Rape Elimination Act Training

(k) How to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment to outside authorities.

(l) How to avoid inappropriate relationships with youth.

(m) Relevant laws regarding the applicable age of consent.

Training shall be tailored according to the gender of the youth at the facility and the unique needs and attributes of youth in juvenile facilities. Staff should receive additional training on security measures and the separation of male and female populations in the same facility.

The Probation Manager shall document, through signature or electronic verification, that staff, volunteers, and contractors have received and understand the training. The Training Unit will maintain training records on all those receiving training in accordance with procedures developed by the Probation Manager.

The Probation Manager shall ensure that staff undergo annual refresher training that covers the facility’s sexual abuse and sexual harassment policies and related procedures (28 CFR 115.331).

304.4 SPECIALIZED MEDICAL TRAINING

All full- and part-time qualified health care and mental health professionals who work regularly in the facility shall receive all the staff training listed above, as well as training that includes (28 CFR 115.335):

(a) Detecting and assessing signs of sexual abuse and sexual harassment.

(b) Preserving physical evidence of sexual abuse.

(c) Responding effectively and professionally to youth victims of sexual abuse and sexual harassment.

(d) Reporting allegations or suspicions of sexual abuse and sexual harassment.

If the qualified health care and mental health professionals employed by this facility conduct forensic examinations, they shall receive the appropriate training to conduct such examinations.

The Probation Manager shall maintain documentation that the facility’s health care and mental health professionals have received the training referenced above, either from this facility or elsewhere.
Health Care Orientation and Training

305.1 PURPOSE AND SCOPE
The purpose of this policy is to provide a framework for orientation and training for qualified health care providers working in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

305.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will develop, approve, and conduct training to maintain and improve the effectiveness of the care delivered, as well as to maintain the safety and security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

305.3 NEW HEALTH CARE PROVIDER ORIENTATION
All health care providers shall complete an orientation program prior to performing services at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility on behalf of the Facility. At a minimum, the orientation program shall include (15 CCR 1324):

- A facility tour.
- Health Insurance Portability and Accountability Act (HIPAA) and confidentiality policies.
- Staff responsibilities.
- Youth rights and responsibilities.
- Personal safety and security.
- Emergency procedures.
- Policy, procedures, and job description resources.
- Guidelines for conduct with youth.
- Nondiscrimination policies.
- Health care delivery protocols.
- Universal precautions.
- Disposal of biohazardous waste.
- Aspects and dynamics of health services within the facility.
- Procedures for reporting lost or stolen medical supplies and equipment.
- Key control.
- Language barriers.
Health Care Orientation and Training

305.4 FACILITY-SPECIFIC TRAINING
The Probation Manager should include appropriate health care providers in training and training exercises relating to facility safety and security, including but not limited to:

- Emergency medical triage in the facility (15 CCR 1412).
- Emergency evacuation routes and procedures.
- Communication systems during facility emergencies.
- Security during facility emergencies.
- Qualified health care professional response during officer-down incidents.
- Responding to critical facility emergencies.
- Facility hostage policy and medical response tactics.
- Medical emergency transportation procedures.
- Reporting requirements for suspected abuse, neglect, or exploitation.
- Prison Rape Elimination Act (PREA) compliance.

305.5 TRAINING FOR ALL MEMBERS WHO HAVE CONTACT WITH YOUTHS
All staff members who have contact with youth should receive training in the following before they work independently and at least every other year thereafter:

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

305.7 MEDICATION
Staff who deliver or administer medication should be trained as needed regarding (see the Medication Policy) (15 CCR 1438):
Health Care Orientation and Training

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

305.8 APPROVAL AND TRAINING RECORDS
The Probation Manager, the Health Services Administrator, and the Head Nurse shall develop or approve all health care-related training.

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

The Probation Manager shall maintain training records in accordance with established records retention schedules.
Volunteers

306.1 PURPOSE AND SCOPE
This policy establishes guidelines for using John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility volunteers to supplement and assist facility personnel in their duties.

306.1.1 DEFINITIONS
Definitions related to this policy include:

**Volunteer** - An individual who performs a service for the Facility without promise, expectation, or receipt of compensation for services rendered.

306.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall ensure that volunteers are properly supervised to carry out specified tasks and duties in order to create an efficient facility and improve services to the youth housed at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

306.3 ELIGIBILITY
Requirements for participation as a volunteer the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility may include but are not limited to:

(a) Being at least 21 years of age.
(b) Possession of a valid driver's license if the position requires operating a vehicle.
(c) Possession of liability insurance for any personally owned equipment, vehicles, or animals utilized during volunteer or student intern work.
(d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
(e) No conviction of a misdemeanor or crime within the past 10 years, excluding traffic offenses.
(f) No mental illness or chemical dependency condition that may adversely affect the person's ability to serve in the position.
(g) Ability to meet physical requirements reasonably appropriate to the assignment.
(h) CLETS along with fingerprinting shall be conducted on all volunteers working in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
(i) Guest speakers and one-time visitors who are under direct and constant supervision of John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff do not need to have a criminal background conducted, but must be escorted and under supervision anytime they are in the either facility. Staff must remain in the same room with, and within reasonable hearing distance of, the guest speaker/visitor.
Volunteers

The Chief Probation Officer may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

306.4 DISCIPLINARY PROCEDURES/TERMINATION
Volunteers may be removed at the discretion of the Chief Probation Officer, with or without cause.
Training Plan

307.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a training plan that will provide for the professional growth and continued development of facility personnel, and to forecast annual funding needs for future training. By doing so, the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will ensure its personnel possess the knowledge and skills necessary to professionally manage the youth population.

307.2 POLICY
The Probation Manager shall conduct an annual training needs assessment to determine the training needs of all members based on state laws, regulations, certification requirements, and continued professional training requirements.

A training plan shall be based on the assessment. It is the responsibility of the Probation Manager to develop, maintain, review, and update the training plan annually.

The Chief Probation Officer or the authorized designee shall have final approval of the training plan and the budget to ensure that the training to be delivered is fiscally responsible and meets the mission of the Probation Department.

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

307.3 PROBATION MANAGER
A qualified individual shall be appointed by the Chief Probation Officer or the authorized designee to serve as the Probation Manager, who shall report to the Chief Probation Officer or the authorized designee.

Full-time staff who are assigned to be trainers shall receive specialized instruction, which at a minimum shall include a train-the-trainers course.

The Probation Manager is responsible for developing an annual training plan. The plan should ensure that staff meet all state law and certification requirements, any specialty training required for specialty assignments, and all continued professional training requirements. The plan should include a process to review course content and quality, typically by way of attendee feedback and/or a course audit by the training staff.

307.4 TRAINING RECORDS
An individual training file shall be maintained by the Probation Manager or the authorized designee for each staff. Training files shall contain records of all training and education (original or photocopies of available certificates, transcripts, diplomas, and other documentation) for all staff.

The maintenance of the training records shall be in sufficient detail as to comply with any outside audit requirements (28 CFR 115.334).
Training Plan

It shall be the responsibility of the involved staff to provide their immediate supervisor or the Probation Manager with evidence of completed training or education in a timely manner.

The Probation Manager or supervisor shall ensure that copies of such training records are placed in the member’s training file.

Training records shall contain:

- Name of the staff.
- Date of hire.
- Education and training background (education and training received prior to hire).
- Type of training received.
- Date the training was received and successfully completed.
- Title of the training and name of the provider.
- Test scores or training benchmarks.

The Probation Manager shall also be responsible for documenting the waivers of the training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

307.5 COURSE CERTIFICATION/QUALITY ASSURANCE
Training courses should be subject to a quality assurance process that, at a minimum, provides:

- A complete description of the course, including the number of training hours achieved.
- A curriculum including job-related topics and content and performance objectives.

Training should not only include the minimum number of hours required annually, but also instruction specific to tasks performed by staff in the facility. Courses should include a testing component that shows a measurable transfer of knowledge and a mastery of topics.

307.5.1 COURSE RECORDS
It is the responsibility of the Probation Manager to ensure that the following is maintained on file for all training provided by the Facility:

- The course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training
- The credentials of the instructors/trainers

307.6 INDIVIDUAL RESPONSIBILITY
All staff assigned to attend training should attend as scheduled, unless excused by their immediate supervisors or the Probation Manager.

(a) Excused absences from mandatory training should be limited to:
Training Plan

1. Court appearances.
2. Authorized vacation.
4. Physical limitations preventing the member's participation.
5. Emergency situations.

(b) When staff is unable to attend mandatory training, that staff shall:
   1. Notify the member's supervisor as soon as possible, but no later than one hour prior to the start of training.
   2. Document the absence in a memorandum to the supervisor.
   3. Arrange through the supervisor and the Probation Manager to attend the required training on an alternate date.

(c) All training programs, whether in-house or outside the facility, are considered on-duty work assignments and the following should apply:
   1. Uniform or business casual attire is required unless otherwise indicated.
   2. Staff should participate during training.
   3. Staff shall display a professional demeanor.
   4. Staff shall adhere to the Drug- and Alcohol-Free Workplace Policy.
Support Personnel Orientation and Training

308.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility has developed an orientation and training program for support and contractor personnel, whether full- or part-time, to increase competency in their assigned tasks and to help ensure that all support personnel understand the issues that are unique to their positions as they relate to this facility (15 CCR 1324).

308.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to establish minimum training guidelines for support and contract personnel.

308.3 PERSONNEL WITH REGULAR YOUTH CONTACT
Support personnel, including contractors, whose positions involve regular or daily youth contact shall receive orientation and training commensurate with the scope of their work.

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

- Safety and security.
- Emergency procedures.
- Staff responsibilities.
- Guidelines for conduct with youth.
- Aspects and dynamics of the custody environment.
- Restricted movement and access according to job function.
- Supervision of youth.
- Suicide awareness and dynamics (15 CCR 1329).
- Use of force.
- Youth rules and regulations.
- Youth rights and responsibilities.
- Youth and adolescent behavior.
- CPR and first aid.
- Zero-tolerance policy and the identification, response, and reporting requirements of sexual abuse, PREA compliance, and harassment.
- Reporting requirements for suspected abuse, neglect, or exploitation.
Chapter 4 - Emergency Planning
Facility Emergencies

400.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a plan to appropriately respond to emergencies within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, staff, visitors, youth, and all others who enter the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, while allowing the facility to fulfill its primary purpose (15 CCR 1327).

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

400.2 POLICY
It is the policy of this facility to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will prepare for large scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

400.3 PROCEDURES
400.1 EMERGENCY PROCEDURE
400.2 JOHN A. DAVIS JUVENILE HALL ESCAPE NOTIFICATION PROCEDURE
400.3 JOHN A. DAVIS JUVENILE HALL ESCAPE PROCEDURE
400.4 JOHN A. DAVIS JUVENILE HOSTAGE PROCEDURE
400.5 ORIN ALLEN YOUTH REHABILITATION ESCAPE NOTIFICATION PROCEDURE
400.6 ORIN ALLEN YOUTH REHABILITATION ESCAPE PROCEDURE

The Chief Probation Officer or the authorized designee shall develop, publish, and review emergency response plans that address (15 CCR 1327):

(a) Escapes.
(b) Disturbances/riots.
(c) Hostages.
(d) Civil disturbances.
(e) Natural disasters.
(f) Periodic testing of emergency equipment.
(g) Mass arrests.
Facility Emergencies

(h) Emergency evacuation of the facility (see the Emergency Evacuation Policy) (15 CCR 1325).

(i) Active shooter and terrorist attack.

(j) Other emergencies as needs are identified.

The facility emergency response plans are intended to provide staff with current methods, guidelines, and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, youth, or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for staff. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house youth in the facility, the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities, youth transportation options, and contact information for allied agencies.

The emergency response plans shall be made available to all staff and contractors working in the facility as needed. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual (15 CCR 1327).

400.3.1 EMERGENCY SUSPENSION OF REQUIREMENTS
The Chief Probation Officer or the authorized designee shall authorize only those regulations directly affected by the emergency to be suspended. When a suspension occurs for longer than three days, the Chief Probation Officer or the authorized designee shall notify the Board of State and Community Corrections in writing. In no event shall a suspension continue for more than 15 days without the approval of the chairperson of the board for a time specified by the chairperson (15 CCR 1311).

400.4 LOCKDOWN
Upon detecting any significant incident that threatens the security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, such as a riot or hostage situation, staff members shall immediately notify the Institutional Supervisor. The Institutional Supervisor, shall notify the Chief Probation Officer or the authorized designee as soon as practicable.

If a lock down is ordered, all youth will be directed back to their housing areas. All youth in transit within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will either be escorted back to their housing areas or to another secure location. The Institutional Supervisor should instruct staff members not directly involved in the lock down to escort any visitors and nonessential contractors out of the facility.

A head count shall be immediately conducted for all youth, visitors, contractors, and staff members. The Institutional Supervisor shall be immediately notified of the status of the head count.
Facility Emergencies

If any person is unaccounted for, the Institutional Supervisor shall direct an immediate search of the facility and notify the Chief Probation Officer or the authorized designee as soon as practicable. Lockdown should not be used as a form of punishment. It is only intended to facilitate order.

400.5 RECALL OF PERSONNEL
In the event that the Emergency Plan is activated, all employees of the Chief Probation Officer are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief Probation Officer or the highest ranking on-duty supervisor. Failure to promptly respond to an order to report for duty may result in discipline.

400.6 LOCATION OF THE EMERGENCY PLAN
Copies of the Emergency Plan are available in the Administrative Services Division, the Institutional Supervisor's office, and Central Control, as well as on line. All supervisors should familiarize themselves with the Emergency Plan and the roles staff members will play when the plan is implemented. The Administrative Services Director should ensure that facility staff members are familiar with the roles they will play when the plan is implemented.

400.7 HUNGER STRIKE
Upon being made aware that one or more youth is engaging in a hunger strike, the staff will notify the Institutional Supervisor, who will notify the Chief Probation Officer or the authorized designee. The Chief Probation Officer or the authorized designee should evaluate the basis for the strike and seek an appropriate resolution.

The Chief Probation Officer or the authorized designee shall notify the youth's parent/guardian, the youth's probation officer, the local authority having supervisory jurisdiction, and the youth's case worker of the incident and periodically provide updates on the status of the youth.

400.7.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
The Facility Director or the authorized designee shall notify Medical and Mental Health staff to review, coordinate, and document any medical actions taken, based on protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals shall monitor the health of any youth involved in a hunger strike and make recommendations to the Chief Probation Officer or the supervisory staff responsible for oversight of the incident.

If a youth is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental health will be followed.
Facility Emergencies

400.8 RIOTS
Riots occur when youth forcibly and/or violently take control or attempt to take control of any area within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

Staff should make reasonable attempts to prevent youth-on-youth violence but should work within the BMS system utilizing CCP tools to avoid aggravating the problem and making the situation worse.

400.8.1 RESPONSE TO RIOTS
Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down so staff can develop safety plans, ensure there are adequate facility personnel to effectively take the required actions, and ensure that responding staff are appropriately equipped with protective gear.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff from assisting other staff who are being assaulted.

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units.

If staff are unable to contain, control, and resolve the riot, a request for assistance should be made to the appropriate law enforcement agency (see the Mutual Aid section in this policy). The request should be made by the Chief Probation Officer or the authorized designee. When the riot has been suppressed, all involved staff must immediately return to their assigned posts and normal operations should resume.

All youth who have participated in a riot shall be separated and secured in accordance with the Separation and Room Separation procedures as soon as practicable. If necessary, injured youth shall receive a medical evaluation and treatment. If an injured youth is medically cleared to remain in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, the youth may be be reclassified and moved to appropriate housing.

400.8.2 QUALIFIED HEALTH CARE PROFESSIONAL RESPONSE
If necessary, a supervisor or the authorized designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage.

The Head Nurse or the authorized designee should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

400.9 HOSTAGES
The Facility does not recognize the taking of hostages as a reason to relinquish control of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
Facility Emergencies

It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to use all available resources reasonably necessary to bring about a successful end to a hostage situation.

400.9.1 RESPONSE TO HOSTAGE INCIDENT
An Institution Supervisor should immediately be notified at the earliest sign of a hostage incident. The supervisor shall dial 911 and then notify the Chief Probation Officer through the chain of command as soon as practicable.

The Chief Probation Officer or the authorized designee shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the youth shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded. The Chief Probation Officer or the authorized designee should be consulted regarding decisions faced by local law enforcement and the hostage rescue team.

400.9.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
At the direction of the Institutional Supervisor or the authorized designee, the qualified health care professionals should be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders.

400.10 ESCAPES
Upon being made aware that an escape may have occurred or did occur, the staff shall immediately notify the Institutional Supervisor. The Institutional Supervisor shall notify the Chief Probation Officer through the chain of command as soon as practicable.

Once the escape is verified and immediate actions have been taken inside the facility (e.g., lockdown), the Institutional Supervisor should ensure that all local law enforcement agencies are notified.

400.10.1 YOUTH COUNTS
As soon as the facility is fully locked down, a full youth head count shall be taken.

All youth who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. The identity of any missing youth should be disclosed, and the youth’s facility record should be accessed by the Chief Probation Officer or the authorized designee.

400.10.2 SEARCH
Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where a youth may be hiding or may have discarded clothing should be searched first. Any witnesses should be interviewed.

The Institution Supervisor will work with staff to develop a BOLO flyer with the youth’s name, description, latest picture, classification status, and charges, and supply it to members and local law enforcement. Local law enforcement should also be given the youth’s last known address and a list of associates.
Facility Emergencies

400.11 DEBRIEFING
All responding staff, including medical responders, shall be debriefed, as determined by the Chief Probation Officer or the authorized designee, on serious facility emergencies as soon as practicable after the conclusion of the incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved. The peer support team shall be contacted on serious facility emergencies as soon as practicable after the conclusion of the incident.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident, an improved response, and systemic changes that may be required. A moderator should ensure that no individual or group involved in the response is publicly ridiculed.
Emergency Staffing

401.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility must operate as a safe and secure environment at all times, regardless of staffing levels. Contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

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

401.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to continue to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order of the facility may include but are not limited to an outbreak of infectious disease, a work stoppage or strike by selected staff, a natural disaster, or another disruption. The Chief Probation Officer or the authorized designee shall be responsible for ensuring that an appropriate emergency staffing plan exists.

401.2.1 PROCEDURES
401.1 MANDATORY OVERTIME PROCEDURE

401.3 EMERGENCY STAFFING
In the event the Chief Probation Officer or the authorized designee becomes aware that a staffing emergency exists or may occur, staff who are present may be ordered to remain at their posts. Additionally, in the event that an insufficient number of qualified Juvenile Institution Officers volunteer to work the required overtime, the Institution Supervisor II/Probation Manager or their designee may offer the required overtime to other qualified employees or may require those qualified Juvenile Institution Officers with the least amount of seniority to work overtime. It is the intent of this policy and procedure to provide fairness and consistency in the assignment of mandatory overtime to all Juvenile Institution Officers. Mandatory overtime will be defined as any time which exceeds the assigned Juvenile Institution Officer’s daily number of scheduled hours. This will apply to a Juvenile Institution Officer’s shift that was not assigned on a voluntary basis.

Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may include the following operational adjustments:

- The facility may go on lockdown. Minimum activities, including visiting, exercise, and other programs, will be suspended only if necessary. Meals, cleaning, medical services, court transportation, and attorney visits will continue. The suspension of other activities will be assessed by the Chief Probation Officer or the authorized designee on a case-by-case basis.
Emergency Staffing

- Supervisory and management personnel may have time off canceled or rescheduled during a staffing emergency.
- Core trained staff from other areas of the Facility who have custody experience may fill vacancies in the facility.
- Assistance from allied agencies may be requested to help management and supervisors in safely staffing the facility.
- Contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facility.
- In the event of a health-related staffing emergency, the facility Exposure Control Officer and medical staff shall be notified in accordance with the Communicable Diseases - Members Policy.
Fire Safety

402.1 PURPOSE AND SCOPE
The threat of fire and toxic smoke in the John A. Davis Facility/Orin Allen Youth Rehabilitation Facility represents a significant risk to the safety and security of the community, the staff, youth, volunteers, contractors, and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state, and/or local fire safety codes, and to establish a process for creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation (15 CCR 1323; 15 CCR 1324; 15 CCR 1325; 15 CCR 1327).

402.2 POLICY
It is the policy of this facility that fire prevention strategies are a high priority.

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

402.2.1 PROCEDURES
402.1 JOHN A. DAVIS JUVENILE HALL FIRE PROCEDURE
402.2 JOHN A. DAVIS JUVENILE HALL FIRE PROCEDURE CONT.
402.3 JOHN A. DAVIS JUVENILE HALL FIRE DRILL PROCEDURE
402.4 ORIN ALLEN YOUTH REHABILITATION FACILITY FIRE PROCEDURE
402.5 ARSON PROCEDURE

402.2.2 FIRE PREVENTION RESPONSIBILITY
All staff who work in the facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

The Supervisor who is in charge of safety is appointed to be the Emergency Officer at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. If an emergency should arise in the absence of the Emergency Officer, their responsibilities will be assumed by the on-duty Supervisor or Lead Juvenile Institution Officer at the Orin Allen Youth Rehabilitation Facility.

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

(a) A fire suppression pre-plan by the local fire department, to be included as part of this policy.
Fire Safety

(b) Fire prevention, safety inspection plans, and record retention schedules developed by designated staff or as required by law.

(c) Documented monthly fire inspections by facility staff (all orders to correct and all proofs of correction should be maintained for at least two years or as otherwise required by law).

(d) An evacuation plan (see the Emergency Evacuation Policy).

(e) Documented fire drills at least quarterly.

(f) A written plan for the emergency housing of youth in case of fire.

(g) A plan for the cross-training of responders and facility staff via drills, which should occur at least quarterly, if practicable.

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

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

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

402.5 FIREFIGHTING EQUIPMENT
The Chief Probation Officer or the authorized designee shall ensure that the facility has the necessary firefighting equipment in quantities and locations as recommended by the local fire authority or other qualified entity. The locations of firefighting equipment will be shown on the facility fire plan (schematic).

The Facility Director or the authorized designee will ensure that the staff is trained to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation if necessary.

402.6 FIRE TRAINING
The Probation Manager is responsible for ensuring that within the first six months of assignment to the facility, all staff receive training on the use of the facility's firefighting equipment sufficient to demonstrate proficiency. The staff should receive refresher training at least annually on using firefighting equipment, the fire suppression pre-plan by the local fire department, and evacuation procedures.

Each shift will have at least one wide awake designated staff who is trained to use and maintain the facility's firefighting equipment, the fire suppression pre-plan by the local fire department, and evacuation procedures (15 CCR 1323).
Fire Safety

402.7 ARSON
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 policy.
- During non-business hours, the Institution Supervisor II 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 firefighting 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 Institutional Supervisor II 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 fire personnel and police, will cordon off the area of the fire and preserve any evidence as instructed by fire personnel or police. Staff members will answer any questions and give any information requested by the police officers and/or fire personnel. Copies of all incident reports will be made available to the Police and Fire Investigators of Arson.
- The Building Supervisor will have all Incident Reports, and/or other reports available for the Director and Manager.
- The Director, Manager, or Building Supervisor at the direction of the Director or Manager, will follow up with the appropriate Law Enforcement Agency 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.

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

The Chief Probation Officer or the authorized designee shall ensure that staff conduct and document monthly fire and safety inspections of the facility and that all fire safety equipment is tested at least quarterly.

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

402.8.1 FURNISHINGS
All furnishings allowed in the facility shall meet fire authority standards for fire performance characteristics. Prior to introducing any furnishing into the facility, the staff shall receive clearance from the local fire authority as to its appropriateness.

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

403.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding backup power and communication systems and the inspection, preventive maintenance, and testing of the systems to ensure a seamless transition in the event of a loss of power.

403.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

403.2.1 PROCEDURES

403.1 POWER FAILURE PROCEDURE

403.3 EMERGENCY POWER
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall have a sufficient emergency power source to operate communications; security and alarm systems in control centers; emergency lighting in corridors, stairwells, all youth housing areas, and security control points; and audio-visual monitoring systems.

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

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

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

403.5 INSPECTION AND TESTING
The Chief Probation Officer or the authorized designee is responsible for scheduled testing of emergency power systems. The power system manufacturer should be contacted for the required testing intervals and load information. The emergency power system should be load-tested in accordance with the manufacturer’s recommendations and in accordance with the California Building Code.

All emergency equipment and systems should be inspected by a qualified individual at least quarterly.

Power generators should be inspected and tested by a qualified individual at least weekly at the John A. Davis Juvenile Hall and monthly at the Orin Allen Youth Rehabilitation Facility.

All testing and inspections shall be documented and the results included in a report to the Chief Probation Officer or the authorized designee.
Emergency Evacuation

404.1 PURPOSE AND SCOPE
The purpose of this policy is to promote planning and establish procedures, responsibilities, and training requirements for the staff of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility in case of fire and other emergency evacuations (15 CCR 1325; 15 CCR 1327).

404.2 POLICY
The community, staff, volunteers, contractors, and youth should have an evacuation plan that can be implemented in the event any portion of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility requires evacuating due to an emergency (e.g., fire, smoke, flood, storm). All institution staff shall be knowledgeable about the evacuation plan, policy, and procedures.

404.2.1 PROCEDURES

404.1 JOHN A. DAVIS JUVENILE HALL EVACUATION PROCEDURE

404.2 ORIN ALLEN YOUTH REHABILITATION FACILITY EVACUATION PROCEDURE

404.3 EVACUATION PLAN
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility maintains an evacuation plan to be implemented in the event of a fire, natural disaster, or other emergency (15 CCR 1325; 15 CCR 1327). At a minimum, the evacuation plan shall address:

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

The Facility Director or the authorized designee should ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually by a qualified independent inspector and in coordination with the local fire authority.

A current copy of the evacuation plan shall be maintained in the Administrative Services office and in the command area of each facility.
Emergency Evacuation

404.3.1 EXITS
All facility exits shall be marked with signs that clearly indicate the direction of traffic.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall remain free from obstructions at all times regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, staff’s ability to observe or use any exit.

404.3.2 EVACUATION PLANS AND ROUTES
Plans for evacuation routes will be posted throughout the facility. All custody staff will be familiar with evacuation routes for youth.

404.4 MUTUAL AID
The magnitude and anticipated duration of a facility emergency may necessitate interagency cooperation and coordination. The Director should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated for the safe keeping and transportation of [youths] during the facility emergency and evacuation process (see the Emergency Evacuation Policy). For a large-scale emergency response, see the Emergency Plan and Emergency Staffing policies.

When another agency requests assistance from this agency the Institutional Supervisor may authorize, if available, an appropriate number of personnel to assist. Staff are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this agency.

When mutual aid assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

404.5 TRAINING DRILLS
The Facility Director or the authorized designee should ensure that drills of the evacuation plan are conducted at least annually, or more often if required by code, for each shift and at all facility locations. Drills will include staff and any volunteers who are on-site. The local fire agency may be invited to participate in one or more drills annually. Nonviolent and compliant youth may participate. During orientation and throughout their stay, youth should be informed of behavioral expectations during any drill or actual emergency.

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

All supervisors are responsible for the training of the staff they supervise in the following areas:

- Reading and understanding the policies and instructions which are essential to emergency situations. These materials include: The County Administration Bulletin No. 115.8, the Fire Safety Policy, the Emergency Evacuation Plan, and the Facility Emergency Policy.
- The proper emergency response procedures for the area which they have been assigned.
Emergency Evacuation

The Department Training unit will be responsible for providing training for all facility staff in the following areas:

- CPR
- First Aid
- Use of fire extinguishers
Bomb Threat

405.1 PURPOSE AND SCOPE
The purpose of this policy is to prevent injury in the event of a Bomb Threat at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

405.2 POLICY
Any staff member who receives a bomb threat by phone or verbally through direct contact with an individual should shall do the following:

- Remain calm.
- Question the individual if possible, obtain as much information as the individual is willing to provide. Try to establish the location of the bomb, type, time of detonation, caller’s name.
- Report such calls or statement to person in charge.

Upon notification of a bomb threat, the on duty Supervisor or Lead Juvenile Institution (JIO) shall consider all the facts available and take any or all of the following measures which are most appropriate for the conditions:

- Contact 911 and request Local Law Enforcement and Fire Department be notified.
- Inform the Probation Director or Designee, or in his/her absence the Assistant Chief Probation Officer.
- Discuss the decision concerning evacuation during this contact.

If evacuation is determined necessary, assemble the youth on the blacktop and take a population court. Direct service staff, clerical staff and all other personnel to the parking lot.

Re-entry of the building will be authorized only by the Administration or agency handling the incident.

Bomb searches will be conducted only by the Local Law Enforcement and/or Fire Department. Individuals who know the area well may accompany these persons at their request.
Chapter 5 - Youth Management
Population Management

500.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system of youth population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Facility to forecast staffing and facility growth needs into the future and plan for the associated expenditures.

500.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that a youth population management system should be established and maintained to account for the admission, processing, providing services, transfer, and release of youth.

500.2.1 PROCEDURES
500.1 DATA COLLECTION PROCEDURE

500.3 REPORTS
The Director or the authorized designee is responsible for ensuring that detailed daily reports of the facility’s youth population are completed and maintained by the staff. The reports shall reflect the average daily population of pre- and post-adjudicated youth with males and females listed separately. The Director or the authorized designee shall collect and submit the required population and profile survey data to the Board of State and Community Corrections within 10 working days of the end of each month. The Chief Probation Officer or the authorized designee should maintain the data in an accessible format for historical purposes and to monitor average length of stay, analyze trends, and respond to funding opportunities (see the Crowding Policy) (15 CCR 1324; 15 CCR 1342).

In compliance with Title 15, Section 1343, when the number of youth detained in the facility exceeds the rated capacity for more than fifteen (15) calendar days in a month, the Clerical Supervisor shall assist the Director in providing a crowding report to BSCC.

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

(a) Number of beds in:
   1. Detention and Admission units
   2. Treatment Units/Camps

(b) Average daily population (ADP) for:
   1. Felony and misdemeanor by male and female
   2. Pre-adjudicated and post-adjudicated by male and female

(c) Highest one-day youth population
Population Management

(d) Number per month of:
   1. Total admissions
   2. Status offender admissions
   3. Probation violation admissions

(e) Average length of stay for those released during the month, including:
   1. All releases
   2. Transfers to treatment programs/residential treatment
   3. Transfers to placements (e.g., group homes, foster homes)
   4. Other releases

(f) Number of:
   1. Youth-on-youth assaults
   2. Youth-on-staff assaults
   3. Escapes
   4. Suicide attempts
   5. Suicides
   6. In-custody deaths
   7. Youth grievances and dispositions
   8. Disciplinary reports and dispositions

(g) One-day snapshot, on the 15th of each month, of the number of:
   1. Youths awaiting adult court/certified to adult court
   2. Youths under 12 (male and female)
   3. Youths 12-13 (male and female)
   4. Youths 14-15 (male and female)
   5. Youths 16-17 (male and female)
   6. Youths over 18 (male and female)
Youth Reception

501.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility has a legal and standardized process for the reception of youth into this facility and the admittance should be conducted in a respectful, humane, trauma-sensitive, and culturally cognizant manner.. This policy establishes guidelines for security needs, the classification process, identification of medical/mental health issues, and the seizure and storage of personal property (15 CCR 1350).

501.2 POLICY
This facility shall use the following standardized procedures when receiving youth admitted into this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. This is to ensure security within the facility and that youth are properly admitted and afforded their applicable rights.

501.2.1 PROCEDURES
501.1 JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (ABSENT MEDICAL STAFF)
501.2 JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (ABSENT MEDICAL STAFF AND BUILDING SUPERVISOR)
501.3 JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (LAW ENFORCEMENT BOOKING)
501.4 JOHN A. DAVIS JUVENILE HALL MEDICAL CLEARANCE PROCEDURE (ABSENT MEDICAL STAFF)
501.5 JOHN A. DAVIS JUVENILE HALL ADMISSION PHOTOGRAPH PROCEDURE
501.6 JOHN A. DAVIS JUVENILE HALL PERSONAL PROPERTY PROCEDURE
501.7 JOHN A. DAVIS JUVENILE HALL PROPERTY PROCEDURE (JEWELRY)
501.8 ORIN ALLEN YOUTH REHABILITATION FACILITY YOUTH INSURANCE PROCEDURE
501.9 ORIN ALLEN YOUTH REHABILITATION PROGRAM SCREENING PROCEDURE
501.10 ORIN ALLEN YOUTH REHABILITATION FACILITY PROPERTY PROCEDURE

501.3 PRE-ADMISSION SCREENING
All youth shall be screened prior to admission to ensure the youth is medically acceptable for admission (see the Youth Screening and Evaluations Policy) and that all attached paperwork is present to qualify the youth for admission. Required paperwork may include:

(a) Law enforcement agency reports.
(b) Probable cause declarations.
**Youth Reception**

- (c) Petitions/Warrants/Indictments/Interstate Compact verification for Juveniles or court orders.
- (d) Victim notification information.
- (e) Special needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy).
- (f) Accommodation requests related to disabilities (see the Youths with Disabilities Policy).
- (g) Information regarding suicidal statements or actions.
- (h) Risk assessment of detention criteria that considers the least restrictive environment (15 CCR 1350).
- (i) Information regarding the reasons and conditions for temporary detention of a youth taken into custody under the provisions of Welfare and Institutions § 628.

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

Prior to accepting custody of a youth who claims to have been arrested due to a mistake of the youth’s true identity or a youth who claims that identity theft led to the issuance of a petition/warrant/attachment/indictment in the youth’s name, staff shall make reasonable efforts to investigate the youth’s claim of identity fraud or mistake. Staff shall notify a supervisor when a youth makes a claim of mistaken identity or identity fraud.

### 501.3.5 INTERSTATE COMPACT FOR JUVENILES

When the admission Juvenile Institution Officer identifies a youth whose residence is in another state and the youth is wanted, the Institutional Supervisor will notify the department designee who will contact Interstate Compact for Juveniles Office, which will coordinate the return/transfer of the youth to the youth’s home state.

### 501.4 SEARCHES BEFORE ADMISSION

All youth and their property shall be searched for contraband by the admitting Juvenile Institution Officer before being accepted for admission (see the Searches Policy). All contraband items will be handled according to John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting Juvenile Institution Officer for processing or processed according to the facility’s rules for handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting Juvenile Institution Officer before the youth is accepted for admission. A description of the items returned to the transporting Juvenile Institution Officer shall be documented on the youth’s admission record.

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

501.5 ADMISSION PROCESS
A unique admission number (PID#) shall be obtained specific to the admission. Photographs and fingerprints shall be taken.

The admission process should include an attempt to gather a comprehensive record of each youth, including:

- Identifying information, including name and any known aliases or monikers.
- Youth's gender identity, preferred name, and preferred gender pronoun (15 CCR 1352.5).
- Current or last known address and telephone numbers.
- Parent or guardian information and notification information.
- Date and time of the petition/warrant/attachment/indictment.
- Name, rank, agency, and signature of the arresting Juvenile Institution Officer, Deputy Probation Officer, Law Enforcement Agency and transporting Juvenile Institution Officer, if different.
- Health insurance information.
- Legal authority for confinement, including specific charges, arrest petition/warrant/attachment/indictment information, and court of jurisdiction.
- Gender.
- Age.
- Date and place of birth.
- Race.
- Height and weight.
- Occupation and current or most recent employment.
- Education level, last grade completed, and last school attended.
- Driver's license number and state where issued, state identification number, or passport number.
- Social Security number.
- Additional information about special custody requirements or special needs.
- Local, state, and federal criminal history records.
- Photographs, fingerprints, and notation of any marks or physical characteristics unique to the youth, such as scars, birthmarks, deformities, or tattoos.
Youth Reception

- Medical, dental, and mental health screening records, including suicide risk (15 CCR 1329; 15 CCR 1350).
- Inventory of all personal property including clothing, jewelry, and money.
- A record of personal telephone calls made at the time of admission or the time the opportunity was provided to place calls if the calls were not made.

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

501.5.1 LEGAL BASIS FOR DETENTION
Youths admitted to the facility and the youth’s parent/guardian shall be notified of the official charge for the detention or the legal basis for the confinement, in a language they understand.

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

Youths under the age of 12 years will not be accepted into custody unless there are allegations of murder or certain sexual assaults (Welfare and Institutions Code § 602.1).

501.5.3 HOUSING CONSIDERATIONS
When admitting a youth to Juvenile Hall, consideration will be given to the safety of the community, safety of the youth and level of violence presented by the youth. Offenses or circumstances such as; W&I 707(b) offenses, felonies with use of violence, use of a weapon, W&I 602 warrants, court commits, in-custody transfers, Orin Allen Youth Rehabilitation Facility (OAYRF) failures and escapes from Juvenile Hall or OAYRF will be admitted to Juvenile Hall. For all other detentions, the offense or circumstance will be reviewed on a case by case basis. Consideration will be given to the youth’s age, criminal sophistication, criminal history, circumstances of the instant offense(s) and safety to the community, youth’s family and the youth. create new subsection

501.5.4 ESTIMATED LENGTH OF STAY
Youths admitted to the facility and the youth’s parent/guardian shall be notified of the youth's estimated length of stay.

The Chief Probation Officer or the authorized designee shall develop program guidelines that include written screening criteria for inclusion and exclusion from Juvenile Camps and post-dispositional programs. The procedure shall include youth advisement of the program guidelines (15 CCR 1350).
Youth Reception

501.5.5 MEDI-CAL ELIGIBILITY AND ENROLLMENT
The Chief Probation Officer or the authorized designee shall establish procedures for collecting Medi-Cal eligibility information and enrollment of eligible youth (15 CCR 1324).

501.5.6 FOOD UPON ARRIVAL
The Institutional Supervisor or the authorized designee is responsible for ensuring youth are offered food upon arrival at the facility (15 CCR 1350; 15 CCR 1460).

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

Youths placed into housing will be provided orientation under the Youth Orientation Policy.

501.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL
Staff shall respond promptly to medical symptoms presented by youth to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

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

501.6.2 YOUTH SEPARATION
Youths should be kept separate from the general population during the admission process. Newly admitted youth should be separated according to the facility’s classification plan (see the Youth Classification Policy).

501.7 YOUTH PROPERTY CONTROL
All property received from youth at the time of admission shall be inventoried. A receipt should be signed by the youth and the admitting Juvenile Institution Officer and referenced to the admitting number before the admission is completed. The original copy of the property receipt will be retained and placed in the youth's file and/or with the property (15 CCR 1350). A second copy will be presented to the youth at the time of admission.

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

501.7.1 VERIFICATION OF YOUTH’S MONEY
All money belonging to the youth and retained by the admitting Juvenile Institution Officer shall be verified in front of the youth. When possible, the youth should initial the dollar amount on the admission sheet. All money should be placed in a separate envelope and sealed.

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

501.7.2 PROPERTY STORAGE
All youth property shall be stored in a secure storage area. Only authorized personnel may access the storage area and only to deposit or retrieve property, or to conduct duly authorized work, including maintenance and other duties as directed by the Director.

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

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

501.8.1 TELEPHONE CALL PROCEDURES
The Facility will pay the cost of local calls. Long-distance calls will be paid by the youth, by calling collect.

Calls between the youth and the youth’s attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.

501.8.2 ONGOING TELEPHONE ACCESS
Ongoing telephone access for youth who are housed at this facility will be in accordance with the Youth Telephone Access Policy.

501.9 FOOD, SHOWERING AND CLOTHING EXCHANGE
The youth will be offered food.
Youth Reception

(a) During standard meal times, the youth will receive the posted facility menu items.
(b) During non-meal time, Admission JIO will offer the youth available food items.

Youths should be allowed to shower before being dressed in clean John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility clothing (15 CCR 1350). Showering should occur before a youth is transferred from the temporary holding area to general population housing (see the Youth Hygiene Policy).
Youth Classification

502.1 PURPOSE AND SCOPE
This policy describes the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s classification process, which is designed to identify security and health issues so that youth may be held in such a way as to foster a safe and secure facility (15 CCR 1352).

502.2 POLICY
It is the policy of this facility to properly classify youth housed in this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.

502.2.1 PROCEDURES
502.1 JOHN A. DAVIS JUVENILE HALL ADMISSION PROCEDURE
502.2 JOHN A. DAVIS JUVENILE HALL HOUSING PROCEDURE
502.3 JOHN A. DAVIS JUVENILE HALL CLASSIFICATION PROCEDURE
502.4 JOHN A. DAVIS UNIT TRANSFER PROCEDURE
502.5 JOHN A. DAVIS JUVENILE HALL ROOM ASSIGNMENT PROCEDURE
502.6 JOHN A. DAVIS JUVENILE HALL ROOM DAMAGE NOTIFICATION PROCEDURE
502.7 JOHN A. DAVIS JUVENILE HALL SAFETY PLAN PROCEDURE
502.8 ORIN ALLEN YOUTH REHABILITATION FACILITY CLASSIFICATION PROCEDURE

502.3 CLASSIFICATION PLAN
The Director or the authorized designee should create and maintain a classification plan to guide staff in processing youth brought into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. The plan should include an initial screening process, and a process for determining appropriate housing assignments (28 CFR 115.341; 28 CFR 115.342; 15 CCR 1352). The plan should include use of an objective screening instrument, procedures for deciding classification and housing assignments, intake and housing forms, and a process to ensure that all classification and housing records are maintained in each youth’s permanent file. The plan should include an evaluation based on:

- Age.
- Gender or gender identity (15 CCR 1352).
- Physical size and stature.
- Current charges.
- Behavior during arrest or detention and admission process.
- Criminal, detention, and incarceration history.
Youth Classification

- Level of emotional and cognitive development.
- Potential risk to safety of others or self.
- Special needs assessment for vulnerable youth.
- Behavioral or physical limitations or disabilities.
- Medical condition.
- Medical disability.
- Behavioral health history
- Intellectual or developmental disabilities.
- Suicidal ideation (15 CCR 1329).
- Escape history and degree of escape risk.
- Prior assaultive or violent behavior.
- The need to be separated from other classifications of youth (e.g., violent offenders, gang affiliation, confidential informants).
- Prior sexual abusiveness.
- Whether the youth is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming (see the Prison Rape Elimination Act Policy for transgender and intersex definitions).
- Previous sexual victimization.
- The youth’s own perception of vulnerability.
- Any other criteria deemed appropriate by the Chief Probation Officer or the authorized designee.

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

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

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

Youths should be interviewed by an intake Juvenile Institution Officer as soon as possible in the admission process. The intake JIO shall complete the initial classification form.
Youth Classification

The initial classification form shall be placed in the youth’s file and provided to the classification Juvenile Institution Officer, who will, within the limits of available resources, determine the appropriate temporary housing location.

502.5 HOUSING ASSIGNMENTS
The least restrictive housing and program settings shall be assessed for the youth’s safety and placement. Housing assignments shall consider the need for single, double, or dormitory placement (15 CCR 1352). Youths should be housed based upon these criteria:

- Classification level
- Age
- Gender
- Legal status (e.g., non-adjudicated, adjudicated, current charge)
- Public safety considerations
- Need for protection or separation
- Criminal sophistication
- Maturity
- Emotional stability
- Program needs
- Medical and mental health considerations
- Any other criteria identified by the Director, including protective orders.

502.5.1 SEPARATION EXCEPTIONS
Youths not required to be in an infirmary for illness may be separated for health and safety issues, with the written approval of a licensed physician or nurse practitioner in accordance with 15 CCR 1354.5:

(a) To treat and protect against the spread of communicable disease for the shortest amount of time required to reduce the risk of infection.

(b) For required extended care after medical treatment.

502.6 CLASSIFICATION SPACE ALLOCATION
The classification plan depends on the ability of the facility to physically separate different classes of youth. To ensure that allocated space meets the current population needs, the Director should periodically discuss with the facility Manager(s) Juvenile Institution Officers to discuss the fixed resources.

502.7 SINGLE-OCCUPANCY ROOMS
Single-occupancy rooms may be used to house these categories of youth:
Youth Classification

• Maximum security
• Separation
• Medical condition or disabilities (upon consultation with medical staff and the availability of medical beds)
• Mental condition (upon consultation with mental health staff and the availability of mental health beds)
• Youths involved in sexual offenses
• Any youth with an elevated risk of being taken advantage of, being mistreated, or becoming a victim of sexual abuse or harassment
• Any other condition of status for single-occupancy housing

The building supervisor shall notify the Director or the authorized designee when single-occupancy rooms are not available for housing the above described youth. In such cases, the Director and appropriate staff will discuss and assess how and with whom the youth can be safely housed.

502.8 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

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

Housing and program assignments of a transgender or an intersex youth shall include individualized consideration for the youth’s health and safety and any related supervisory, management, or facility security concerns. A transgender youth’s or an intersex youth’s views regarding the youth’s own safety shall be given serious consideration (15 CCR 1352.5).

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

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

Staff shall consider any recommendations from the youth’s health care provider. The decision to house youth in a unit that does not match their gender identity, including any reason(s), shall be documented (15 CCR 1352.5).

502.8.1 SEPARATING YOUTH FROM THE GENERAL POPULATION

No youth should be separated from the general population unless an assessment of available alternatives has been made and the supervisor has determined that there is no available alternative means to keep the youth and other youth safe. The basis for safety concerns and the reasons why no alternative means of separation are available shall be documented.

Youths may only be separated from the general population until an alternative means to keep all youth safe can be made.
Youth Classification

During any period of separation, youth may not be denied daily large-muscle exercise and legally required educational programming or special education services and separated youth should not be denied access to other programs and work opportunities as reasonably possible (28 CFR 115.342).

Separated youth shall also receive daily visits from a medical or mental health care provider (28 CFR 115.342; 15 CCR 1354).

502.9 STAFF TRAINING IN CLASSIFICATION
Members should receive training specific to youth classification before performing classification duties. Individuals not specifically trained in youth classification may perform classification duties under the immediate supervision of a trained and qualified staff member.
Youth Orientation

503.1 PURPOSE AND SCOPE
This policy provides for the orientation of youth admitted into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. The purpose of the orientation is to inform youth of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility routine, rules, youth rights, and services (15 CCR 1353).

503.2 POLICY
The Director shall provide an effective method of orienting all incoming youth that includes a handbook for youth. Provision should be made to provide accessible orientation information to all youth, including those with disabilities, limited English proficiency, or limited literacy. Both written and verbal information will be provided.

503.2.1 PROCEDURES
503.1 ORIENTATION PROCEDURE JOHN A. DAVIS JUVENILE HALL
503.2 ORIENTATION PROCEDURE ORIN ALLEN YOUTH REHABILITATION FACILITY

503.3 ACCESS TO ORIENTATION
The orientation should take place before youth are moved to housing and should be an ongoing process in the housing area so that the information is provided to youth throughout their entire time in custody.

All youth will view the Contra Costa County Juvenile Hall/OAYRF Orientation Video and be provided access to the Resident Orientation Booklet. This video and handbook are designed to explain the youth’s basic rights and the Juvenile Hall/OAYRF rules.

(a) Staff should be available to answer any questions the youth may have about the information provided.

(b) After viewing the video and reviewing the booklet, the youth must sign the acknowledgment form.

(c) The form is placed in the youth’s Juvenile Hall file.

503.4 INITIAL ORIENTATION
To assist with the youth’s transition into the custody environment, the orientation shall include the following topics, supplemented by a more detailed orientation handbook provided to each youth (15 CCR 1353):

(a) Facility rules and disciplinary procedures

(b) Behavior modification program

(c) Correspondence, visiting, and telephone rules

(d) Availability of personal care items and opportunities for personal hygiene
Youth Orientation

(e) Youth grievance procedure, including all steps and deadlines necessary to exhaust the grievance process, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue.

(f) Medical, dental, and mental health and counseling services available

(g) Programs and activities
   1. This should include identification of any services and programs available in a language other than English.

(h) Classification/housing assignments

(i) Court process and access to legal services

(j) Access to educational services

(k) Availability of reading materials

(l) Use of force/physical restraint

(m) Use of restraints and chemical agents

(n) Age-appropriate sexual abuse and sexual harassment information, including (28 CFR 115.333):
   1. Zero-tolerance policy
   2. Prevention and intervention
   3. Instruction on how youth can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
   4. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously
   5. Treatment and counseling provided for victims of sexual abuse or sexual harassment
   6. Mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations and, for persons detained solely for civil immigration purposes, immigrant services agencies (28 CFR 115.353)
   7. Information regarding confidentiality, monitoring, and mandatory reporting

(o) Contacting foreign consuls

(p) Immigration legal services

(q) Religious services

(r) Emergency and evacuation procedures (e.g., fires)

(s) Voting, including registering to vote

(t) An approved list of items that youth are permitted to possess

(u) Non-discrimination policy

(v) Identification of key staff and their roles
Youth Orientation

(w) Room confinement
(x) How to request different housing, education, programming, and work assignments
(y) How parents/guardians receive information regarding the youth’s stay
(z) A process to request access to Title 15 Minimum Standards for Juvenile Facilities

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

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

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

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

503.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD OF HEARING YOUTHS
Youths who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities or limited reading skills shall have materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.316).

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

504.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure the Facility uses effective case management that determines program needs for each youth while the youth is detained and implements strategies to reduce recidivism by supporting the youth’s successful reintegration into the community.

504.2 POLICY
It is the policy of the Facility to provide effective case management of youth while they are detained in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

504.2.1 PROCEDURES
504.1 JOHN A. DAVIS JUVENILE HALL RISK ASSESSMENT PROCEDURE
504.2 ORIN ALLEN YOUTH REHABILITATION FACILITY RISK ASSESSMENT PROCEDURE
504.3 ORIN ALLEN YOUTH REHABILITATION FACILITY RESIDENTIAL ASSESSMENT PROCEDURE

504.3 ASSESSMENTS
Initial and periodic risks and needs assessments essential for developing individual case plans should be conducted in the youth’s primary language and should include (15 CCR 1355):

- Documentation that supports appropriate program placement and also includes consideration of the health care treatment plan (15 CCR 1413).
- Facilitation of counseling services, contacts, and communication with parents/guardians, families, attorneys, clergy, probation/parole officers, and others when indicated (15 CCR 1356).
- Coordination of discharge planning to link youth and families with supportive aftercare programs and other resources to continue to meet the needs of youth and/or families after youth are released into the community (see the Discharge Plan Policy (15 CCR 1413)).

Trained probation staff members should only administer assessment and screening instruments/tools designed specifically for youth populations at admission, during orientation to the facility, and during periodic reviews to collect information related to the youth's risk factors, program needs, strengths, and challenges.

Probation staff members shall utilize valid and reliable juvenile assessment instruments designed to address specific subject matter, including substance use, abuse, and dependency; mental health history; educational needs; vocational/employment training; work history; prior counseling and treatment experiences; behavioral health needs; trauma (e.g., physical abuse, sexual abuse); and family dynamics (e.g., strengths, needs) (15 CCR 1431).

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

504.3.1 INSTITUTIONAL PLAN
An institutional case plan, and post-adjudicated transition plan shall be developed for each youth held for at least 30 days and created within 40 days of admission. The plan should include:

(a) Input from family, supportive adults, youth, and the Regional Center for the Developmentally Disabled, when feasible.

(b) A plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented.

(c) Objectives and time frames for resolution of issues identified in the case plan, periodic evaluation of progress, and other requirements set forth in 15 CCR 1355.

504.4 CASE NOTES
Probation staff members shall document, in the youth’s case file, notable behavior, including positive and negative interaction with peers, staff, and authority figures; progress toward goals and objectives outlined in the youth’s treatment plan; and participation in groups, school, activities, and recreation. Documentation should occur at least every other day, and preferably daily, and also include notations of non-eventful days.

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

504.5 COUNSELING AND CASEWORK
Any youth requesting services or believed to need counseling services shall be referred to qualified mental health staff in a timely manner (see the Mental Health Care section in the Availability and Standards of Care Policy; also see the Counseling Services Policy).

For youth in crisis, see the Counseling Services Policy.

504.6 TRAINING
The Facility shall provide annual training and review of all case management policies and procedures to ensure staff remains current in their delivery of relevant programs and services.
Youth Counts

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

505.2 POLICY
It is the policy of this facility to account for all youth within and under the control of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility through scheduled and other counts as needed.

505.2.1 PROCEDURES
505.1 ORIN ALLEN YOUTH REHABILITATION FACILITY POPULATION COUNT PROCEDURE

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

All counts shall be documented on the daily activity log. Counts shall include all youth in custody, including those, not on the living unit or off-site, such as temporary releases, trips to doctors, the hospital or court appearances.

Any discrepancy in the count should immediately be reported to the Director and resolved prior to the release of the shift personnel responsible for the count. A formal count in which all youth are personally identified by Juvenile Institution Officer should be conducted as per procedure. The result of the formal count will be used to calculate the average daily population statistics for the facility.

If an escape is discovered during the youth count, the Institutional Supervisor or lead JIO in the IS1's absence, will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Director, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

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

Count sheets shall be maintained for a period prescribed by statute, ordinance, or policy.
Youth Safety Checks

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

For additional requirements on safety checks, see the Room Separation and Suicide Prevention and Intervention policies.

506.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that all staff members shall conduct periodic safety checks on all youth at a frequency determined by the custody status of the youth, the youth’s housing classification, and applicable state law.

506.2.1 PROCEDURES

506.1 JOHN A. DAVIS JUVENILE HALL SAFETY CHECK PROCEDURE

506.2 ORIN ALLEN YOUTH REHABILITATION SAFETY CHECK PROCEDURE

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

(a) Safety checks shall be conducted at least every 15 minutes on an irregular (staggered) schedule and more frequently if necessary.

1. The safety checks shall be conducted during hours when youth are asleep or when youth are in their rooms, confined in holding rooms, or confined to their bed in a dormitory (15 CCR 1328).

(b) Safety checks shall be conducted on an irregular schedule so youth cannot predict when the checks will occur.

(c) Safety checks shall be conducted by direct visual observation and include observation of skin, breathing, and movement to confirm that movement is not of a dangerous or emergency-related nature.

(d) Cameras and monitors may supplement the required visual observation safety checks, but they shall not replace the need for direct visual observation.

(e) Safety checks will be clearly documented on permanent logs in accordance with the Daily Activity Logs/computer room check system and Shift Reports Policy.

(f) Actual times of the checks and notations shall be recorded on the daily activity logs by the member who conducted the check.

(g) Log entries shall never be made before the actual check. Log entries made in this manner do not represent factual information and are prohibited.

Safety check log entries are not required when youth are continually monitored under direct supervision during group settings such as education, programming, or recreation activity, or
Youth Safety Checks

otherwise are within sight of staff and are not confined in holding rooms, sleeping rooms, or dorm settings (see the Supervision of Youths Policy for additional requirements on supervision).
Immigration

507.1 PURPOSE AND SCOPE
Contra Costa County's John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is committed to treating everyone fairly, without regard to immigration status. The County also has an obligation to follow state and federal law including, but not limited to, 8 U.S.C. Section 1373. It is the policy of this Department not to inquire into or report the immigration status of any individual, absent a legal mandate to do so. The staff of the Probation Department are not to perform any of the functions of an immigration officer. The purpose of this policy is to clarify this Department’s legal responsibilities and delineate the role of Probation staff in responding to immigration matters.

507.1.1 DEFINITIONS
Individual – An “individual” is any person with whom the Probation Department interacts or otherwise encounters while in performance of the authorized functions of the Department, including, but not limited to, adults or juveniles under the Department’s supervision, juveniles in the custody of the Department, victims, witnesses, and those defendants in the criminal courts for whom the Department prepares reports.

ICE – “ICE” is the United States Immigration and Customs Enforcement.

Probation ICE Liaison – The “Probation ICE Liaison” is the Probation Manager designated by the Chief Probation Officer as the person responsible for communicating with ICE on matters pertaining to immigration. The Chief Probation Officer will inform staff of who she/he has designated as the Probation ICE Liaison.

507.2 POLICY
Pursuant to Welfare and Institutions Code Section 831, Probation staff assigned to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall not provide information regarding an individual involved in a juvenile case to any Federal Agency absent a court order, as required by Welfare and Institutions Code Section 827.

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall not use Department resources or personnel to investigate, interrogate, detain, detect or arrest persons for immigration enforcement purposes, including any of the following:

- Providing information regarding a person’s release date(s), except as set forth in section below
- Providing Probation appointment date(s)
- Providing personal information as defined in Section 1798.3 of the Civil Code, about an individual, including, but not limited to, the individual’s home address, work address or telephone number unless the information is available to the public

PROVIDING INFORMATION/ASSISTANCE TO ICE

- Probation staff shall refer all ICE inquiries to the Probation ICE Liaison, or in the absence of the Probation ICE Liaison, to the Assistant Chief Probation Officer or Chief
Immigration

Probation Officer. The primary role of the Probation ICE Liaison is to respond to ICE requests about an individual’s citizenship or immigration status.

- The Probation ICE liaison shall keep a written record of all communication with ICE that includes the following information: who requested information and the type of information requested, the ICE contact, the date and type of information that was disseminated and by whom, the identifying information about the individual who is the subject of the inquiry that includes Probation ID Number (PID), name and date of birth, current charges, and the name of the assigned Deputy Probation Officer.

- Sworn Probation Department staff who are in the field may choose to render mutual aid per Penal Code Section 830.5(a)(5)(A) to any law enforcement agents, including ICE agents, when there is a threat to public safety or the ICE agent’s safety. If such assistance is rendered, the staff shall complete an Incident Report. Such aid should not result in Probation staff arresting individuals for civil immigration violations.

VICTIMS AND WITNESSES

- To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of the Probation Department will not lead to immigration inquiry and/or deportation. Staff shall treat all individuals equally and without regard to race, color, national origin or immigration status.

CONFIDENTIAL JUVENILE MATTERS

- ICE detainer, notification requests and/or transfer requests for individuals involved in juvenile cases will not be honored at the John A. Davis Juvenile Hall or the Orin Allen Youth Rehabilitation Facility. The individual who is the subject of the ICE detainer, notification request and/or transfer request, and his or her guardian, if applicable, shall be given a copy of the documentation received from ICE regarding his or her detainer, notification request or transfer request, along with written notice that the Probation Department will not be complying with that ICE request (Gov. Code Section 7283.1.)

NOTICE TO INDIVIDUALS IN PROBATION CUSTODY WHO ARE CHARGED AS ADULTS

- In all cases other than those set forth in section 503.1.7, below, when ICE has issued a hold, notification, or transfer request for an individual charged as an adult who is being housed at Juvenile Hall, that individual shall be given a copy of the documentation received from ICE regarding his or her hold, notification, or transfer request, along with written notice as to whether the Probation Department will or will not comply with that ICE request. If the Probation Department notifies ICE that an individual in its custody is being or will be released on a certain date, a copy of that notification shall be provided in writing to the individual and his/her attorney or to one additional person who the individual may designate (Gov. Code Section 7283.1).

- No individual who is otherwise ready to be released from custody will be detained solely for the purpose of making notification to immigration authorities, except in cases where the Probation Department is in possession of a valid arrest warrant.

ICE INTERVIEWS FOR INDIVIDUALS IN PROBATION CUSTODY AND WHO ARE CHARGED
**Immigration**

- In advance of any interview regarding civil immigration violations between ICE and an individual charged as an adult in the Probation Department’s custody, the Probation Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. (Gov. Code Section 7283.1(a).) Upon request of an ICE interview and prior to obtaining the individual’s signature on a consent form, the Juvenile Hall Intake staff will notify the individual’s attorney of record. The attorney of record will be given the opportunity to provide advice regarding their client’s consent to the requested interview before the Probation Department proceeds.

- Any interview for an individual in the Probation Department’s custody shall be facilitated through the Probation ICE Liaison, after consultation with the Assistant Chief Probation Officer or the Chief Probation Office.

**IMMIGRATION STATUS IN REPORTS AND FILE DOCUMENTATION**

- Probation staff shall not ask an individual about his or her immigration status or document an individual’s immigration status in a Court report. Staff may ask an individual about his or her language skills, place of birth, and related social history factors and may document that information in Court reports.

**STAFF INQUIRIES WITH ICE – WHEREABOUTS**

- If Probation staff suspects that an individual under the Probation Department’s supervision has been deported or is in the custody of ICE, and that individual's matter is still active, staff shall contact the ICE Liaison. The ICE Liaison may obtain information on the individual’s whereabouts by utilizing the ICE Online Detainee Locator System (https://locator.ice.gov/odis/#/index), in addition to any other available means to check whereabouts which may include, contacting the individual’s attorney of record, and checking other available records/information sources. Probation staff shall discuss the matter with their supervisor to determine the appropriate course of action in order to retain jurisdiction and/or toll time in the event that individual returns to the United States. Appropriate actions may include submitting a petition to revoke with a warrant request for adult cases or file a Welfare and Institutions Code Section 777 notice of violation for juvenile cases.
Adult Housing

508.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the housing of adults in the facility and for preventing contact between adults and youth.

508.1.1 DEFINITIONS
Definitions related to this policy include:

Adult - A person 18 years of age or older (Welfare and Institutions Code § 602), unless the person either:

(a) Turned 18 years of age prior to or during the period of detention and is not yet 19 years of age as set forth in Welfare and Institutions Code § 208.5.

(b) Is under 21 years of age and has been approved to remain housed with youth until 21 years of age as set forth in Welfare and Institutions Code § 208.5.

508.2 POLICY
It is the policy of this facility to limit the housing of adults to only those times when it is necessary, and to ensure adults receive appropriate care while limiting their exposure to youth when they are at this facility.

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

508.4 SUPERVISION
Adults in custody should be monitored and supervised to ensure their safety and security. Supervision should include but is not limited to:

(a) Being able to hear and respond to adult inmates.

(b) Conducting direct visual observation safety checks of all adult inmates at least once every 30 minutes at irregular intervals. Audio/video electronic surveillance systems may supplement but shall not replace direct visual observation.

(c) Observing the adult's movement during safety checks.

(d) Documenting all safety checks.

508.5 REMOVAL
The Director or the authorized designee should take appropriate steps to have adults removed from the facility as soon as reasonably practicable.
Adult Housing

508.5.1 NOTIFICATION OF RIGHT TO PETITION
Unless the juvenile court orders continued detention in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, the Director or the authorized designee should consider when a youth turns 19 years of age, whether to maintain custody of the youth or, upon recommendation of the youth's deputy probation officer, deliver the youth to the custody of the sheriff. The Director shall only approve retaining custody of youth 19 years of age or older but under 21 years of age if the juvenile court maintains jurisdiction of the youth and if the Board of State and Community Corrections has approved the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility as a suitable place for housing individuals ages 19 to 21 with others under the age of 18. Youths under 21 years of age shall be advised by their legal counsel of their right to petition the court if housing with others under the age of 18 is denied (Welfare and Institutions Code § 208.5).

508.6 VISUAL AND AUDITORY CONTACT
Youths should have very limited visual or auditory contact with adults in custody. Any incidental or accidental visual or auditory contact should be minimal and brief. Probation staff members trained in the supervision of youth shall maintain a constant, side-by-side presence with the youth or the adult to prevent sustained contact (34 USC § 11133; 28 CFR 115.14).

508.7 RECREATION PROGRAMS
All adult inmates residents be allowed reasonable recreation and programming.

Adult inmates should be provided with unstructured activities daily (e.g., watching television).

508.8 DISCIPLINARY PROCEDURE
The disciplinary procedures for the facility apply to adults in custody. However, the Director may approve deviations from the procedures when appropriate and lawful.
Status Offenders and Non-Offenders

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

509.1.1 DEFINITIONS
Definitions related to this policy include:

**Non-offender** - An abused, neglected, dependent, civil detainee, or alien juvenile in the custody of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (Welfare and Institutions Code § 300). This also includes any juvenile 11 years of age or younger being held for any reason other than those meeting the exceptions in Welfare and Institutions Code § 602.

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

**Status offender** - A juvenile 12 to 17 years of age suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender (Welfare and Institutions Code § 601).

509.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that youth who are non-offenders or status offenders shall not be held in secure detention, and that status offenders shall not be kept at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility in violation of the JJDPA.

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

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

(a) Each youth detained as described in the Welfare and Institutions Code § 601.

(b) The place and length of time of the youth’s custody.

(c) The reasons why the detention was necessary.
509.5 SEPARATION
The Chief Probation Officer shall ensure required separation of youth classified as status offenders and non-offenders in accordance with Welfare and Institutions Code § 206:

(a) Separate segregated facilities may be provided in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility or elsewhere.

(b) The facilities required for non-offenders shall be non-secure.

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

509.6.1 EXCEPTIONS
Juveniles 11 years of age or younger may, with Director approval, be held by this facility when taken into custody for any of the following offenses (Welfare and Institutions Code § 602):

(a) Murder.

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

(c) Sodomy by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.

(d) Oral copulation by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.

(e) Sexual penetration by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.

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

510.1 PURPOSE AND SCOPE
Staff members interaction with youth in custody create opportunities for staff members to demonstrate appropriate social interaction and provide positive adult role models for youth. Interaction with youth allows for continual assessment of the safety and security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and the health and welfare of the youth. However, inappropriate interaction can undermine security and order in the facility and the integrity of the services provided.

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

Violation of this policy may result in disciplinary action up to and including dismissal. Staff members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact a facility supervisor (15 CCR 1324).

510.2 POLICY
The Director shall ensure that youth have adequate ways to communicate with staff and that the staff communicate and interact with youth in a timely and professional manner.

510.2.1 PROCEDURES
510.1 YOUTH CONTACT PROCEDURE

510.3 GENERAL CONTACT GUIDELINES
Staff shall interact with the youth under their supervision and are expected to take prompt and appropriate action to address health and safety issues discovered or brought to their attention.

All staff should present professionally and with command presence in their contact with youth. Staff shall address youth in a pro-social manner. Using profanity or derogatory comments, including any based on race, gender, age, personal appearance, or gender identity, is strictly prohibited (see the Youth Nondiscrimination Policy) (15 CCR 1324).

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

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

While profanity and harsh language are prohibited, the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility recognizes the necessity for staff to give youth direction in a firm, determined, and authoritative manner to maintain proper supervision and control. Staff shall also
Staff and Youth Contact

use Core Correctional Practices when interacting with the youth to gain compliance in seeking pro-social behaviors from the youth.

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

510.3.2 HORSEPLAY
In order to provide optimum supervision of youth, and to avoid staff or youth injury, staff shall not be involved in any physical playing activities with youth. Additionally, staff shall not be involved with any behavior that could be considered horseplay by a reasonable person. These activities are discouraged for youth and participating in these activities with youth is not compatible with the Juvenile Institution Officer’s position as a role model for the youth. Juvenile Institution Officers will in no way condone any horseplay on the part of the youth as it can easily escalate to violence and injury.

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

A John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility employee who receives any communication or interacts with, either during non-working hours or while on duty, with a former youth, a youth temporarily released from the facility or who is an escapee from the facility shall inform the facility administration of the contact.

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

Prohibited interactions include but are not limited to:

(a) Communications of a sexual or romantic nature.
(b) Salacious exchanges.
(c) Sexual abuse, sexual assault, sexual contact, or sexual harassment.
(d) Exchanging letters, phone calls, or other similar communications, such as texting.
(e) Exchanging money or other items.
(f) Extending privileges, or giving or accepting gifts, gratuities, or favors.
(g) Bartering.
(h) Any financial transactions.
(i) Being present at the home of a youth for reasons other than an official visit without reporting the visit.
Staff and Youth Contact

(j) Providing a youth with the staff member’s personal contact information, including social media accounts.

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

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

510.5 REPORTING
Staff shall promptly report all attempts by youth to initiate sexual acts or any salacious conversations, and report any correspondence or contact in any form from a youth or former detained youth to the Director or the authorized designee.

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

Staff shall promptly notify their immediate supervisor in writing if:

- A family member or close associate has been admitted to the custody of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
- The staff is involved in a personal or family relationship with a current youth or with a youth who has been discharged previously.

510.6 JUVENILE INSTITUTION OFFICER RECORD OF CONTACTS
It is the responsibility of the Juvenile Institution Officer (JIO) to keep and maintain records of youth contact. The records are a key source of information for recording the youth's progress, goals, and adjustment. The records provide needed information when the JIO is unavailable.

The record will consist of the following documents:

- Youth's History Sheet
- Monthly Program Progress Report. The Progress Report must be completed by the last calendar day of the month. This document will assist the JIO in preparing for subsequent reviews and the release conference.
- Record of Contacts. The JIO shall maintain a record of contacts with the youth, parents, school personnel, and collateral contacts such as Deputy Probation Officers, volunteers, etc.
Staff and Youth Contact

The JIO shall have weekly contact with their assigned youth, the parent(s)/guardian and record the contact in the resident’s adjustment record sheets.
Limited English Proficiency Services

511.1 PURPOSE AND SCOPE
This policy provides guidance to staff members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

511.1.1 DEFINITIONS
Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Facility to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficiency (LEP) individual** - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

**Qualified bilingual staff member** - A staff member of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, designated by the Facility, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual staff members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

511.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to reasonably ensure that LEP individuals have meaningful access to services, programs, and activities of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility while not imposing undue burdens on its staff members.

The Facility will not discriminate against or deny any individual access to services, rights, or programs based on national origin or any other protected interest or right (15 CCR 1324).

511.3 TYPES OF LEP ASSISTANCE AVAILABLE
John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Facility will make
**Limited English Proficiency Services**

Contra Costa County Probation Department  
Juvenile Detention POLICIES

every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may accept facility-provided LEP services at no cost, or they may provide their own.

John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility-provided LEP services may include but are not limited to the assistance methods described in this policy.

**511.4 WRITTEN FORMS AND GUIDELINES**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The Building Supervisor will make these translated documents available to members and other appropriate individuals, as necessary.

**511.5 AUDIO RECORDINGS**

The Facility may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

**511.6 QUALIFIED BILINGUAL STAFF MEMBERS**

Bilingual staff members may be qualified to provide LEP services when they have demonstrated through established facility procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Staff members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual staff members must be able to communicate technical and juvenile justice terminology and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interviews, taking statements, collecting evidence, and conveying rights or responsibilities.

When a qualified bilingual staff member from John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is not available, personnel from other county departments identified by the Facility as having the requisite skills and competence may be requested.

**511.7 AUTHORIZED INTERPRETERS**

Any person designated by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language and must understand the functions of an interpreter that allow for correct and effective translation. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.
Limited English Proficiency Services

Authorized interpreters must pass the County’s certification process. If we need a court certified interpreter, the court establishes the criteria:

(a) The competence and ability to communicate information accurately in both English and in the target language
(b) Knowledge, in both languages, of any specialized terms or concepts specific to this facility and of any specific vocabulary or phraseology used by the LEP individual
(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser
(d) Knowledge of the ethical issues involved when acting as a language conduit

511.7.1 SOURCES OF AUTHORIZED INTERPRETERS
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility may contract with authorized interpreters who are available over the telephone. Staff members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

• Qualified bilingual staff members of this facility or personnel from other county departments.
• Individuals employed exclusively to perform interpretation services.
• Contracted in-person interpreters, such as state or federal court interpreters, among others.
• Interpreters from other agencies who have been qualified as interpreters by this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, and with whom the Facility has a resource-sharing or other arrangement that they will interpret according to facility guidelines.

511.7.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE
Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted above) and have been approved by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to communicate with LEP individuals.

When qualified bilingual staff members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, facility staff members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, staff members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.
511.8 CONTACT AND REPORTING

Whenever any staff member of this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Staff members should document the type of interpretation services utilized and whether the individual elected to use services provided by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility or some other identified source.

511.9 CUSTODIAL INTERROGATIONS

Miscommunication during detention interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual staff members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations of LEP individuals. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

To ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible.

511.10 INTAKE

When gathering information during the intake process, staff members shall remain alert to the impediments that language barriers can create. In the interest of the youth’s health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and intake information be obtained. Staff members should seek the assistance of a qualified bilingual staff member whenever there is concern that accurate information cannot be obtained or that intake instructions may not be properly understood by an LEP individual.

Investigations into such complaints shall be handled in accordance with the Grievance Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be staff of this facility.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

Limited English Proficiency Services

511.11 COMPLAINTS

The Facility shall ensure that LEP individuals who wish to file a complaint regarding staff members of John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility are able to do so. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.
Limited English Proficiency Services

511.12 TRAINING

The Probation Manager shall be responsible for ensuring new staff members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Department Training Unit shall maintain records of all LEP training provided and will retain a copy in each staff member’s training file in accordance with the established records retention schedule.
Control of Youth Movement

512.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for the safe and secure movement of youth between areas within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

512.2 POLICY
The staff should be vigilant in the control and movement of youth between areas within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. Control may be by direct or indirect visual observation. All staff should consider all youth movement as a high-risk activity. The staff should be aware of their surroundings and take steps to prevent the possession and exchange of contraband.

512.2.1 PROCEDURES
512.1 JOHN A. DAVIS JUVENILE HALL ASSESSMENT CENTER YOUTH MOVEMENT PROCEDURE
512.2 JOHN A. DAVIS JUVENILE HALL UNIT SUPERVISION/YOUTH MOVEMENT PROCEDURE
512.3 JOHN A. DAVIS JUVENILE HALL CENTRAL CONTROL YOUTH MOVEMENT PROCEDURE

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

(a) Court
(b) Receiving a visit
(c) Movement to the dining hall
(d) Law enforcement interview
(e) Receiving mental health services, dental, or medical care
(f) Attending educational classes or religious services
(g) Release
(h) Facility emergency
(i) Any other reason deemed appropriate by staff

512.4 MOVEMENT OF YOUTHS
Movement of one or more youth in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility should be done upon youth identification and in an orderly manner, with youth walking in a single-file line. Staff members should have situational awareness during the movement of youth.
Control of Youth Movement

and should consider the design of the facility, areas of poor visibility, and the presence of other youth being moved. Staff members should be aware of areas where youth may have access to contraband items.

512.5 UNESCORTED RESIDENTS
It shall be the responsibility of staff members to monitor the movement of any unescorted youth.
Management of Weapons and Control Devices

513.1 PURPOSE AND SCOPE
This policy will address the availability and control of weapons, chemical agents, and control devices.

513.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that the presence and use of weapons in the facility will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use weapons and control devices that they are trained and qualified to use.

513.3 FIREARMS AND WEAPONS LOCKER
There should be a secure weapons locker located outside of the secure perimeter of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

Armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time. If it is necessary to load or unload a firearm, personnel shall use the clearing barrels located outside the facility’s secure perimeter to facilitate the safe loading and unloading of firearms.

Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, youth, contractors, volunteers, or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Director or the authorized designee and under the direct supervision of a supervisor.

All officers transporting youth to and from John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility leave their service weapons in the gun lockers located in the vehicle Sally Port at the John A. Davis Juvenile Hall or in their vehicle trunk at the Orin Allen Youth Rehabilitation Facility. All officers entering the building from the public side are to leave service weapons in a lobby locker.

People other than law enforcement officers will not be allowed to enter the facility with a gun nor be allowed to secure their guns in the gun storage lockers. This restriction includes private citizens with permits.

Police officers appearing in the Juvenile Hall Court are not required to secure their service weapon.

If local law enforcement agencies are called in to assist John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff in quelling a riot or similar incident, the responding officers will determine which weapons, including firearms, they will maintain in their possession as per the Mutual Aid section of the Facility Emergencies Policy.
Management of Weapons and Control Devices

513.4 INVENTORY
The Director should designate at least one properly trained staff member to be responsible for maintaining all chemical agents and control devices in a safe and secure manner, and to inventory and report the condition and availability of the facility’s chemical agents and control devices on a monthly basis.

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

The Institutional Supervisor and the Director shall be immediately notified if any chemical agent or control device is determined to be missing. An immediate and thorough search of the facility shall take place to locate the item (15 CCR 1324).

513.5 REVIEW, INSPECTION, AND APPROVAL
Every control device and chemical agent will be periodically inspected for serviceability and expiration dates by the Institution Supervisor. The Institution Supervisor is responsible for ensuring replacement of outdated or unserviceable items (15 CCR 1324).
Use of Force

514.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines governing application of force, limitations on the use of force, supervisors' responsibilities, and reporting requirements for incidents involving the application of force (15 CCR 1357).

514.1.1 DEFINITIONS
Definitions related to this policy include:

Use of Force: An immediate means to overcome resistance to control the threat of imminent harm to self or others, or to bring an incident under control for the safety of staff, youth and others.

Reasonable Use of Force: Force used that is necessary and objectively reasonable given the facts and circumstances of the particular incident or event as judged from the perspective of an objectively reasonable officer on the scene at the time of the incident.

Non-Compliant Situation: A situation which a reasonable person would conclude from the available information that immediate use of force is not necessary and the failure to act or delayed action will not result in harm to staff or others, an escape, significant self-inflicted injuries.

Excessive Force: The use of more force than is objectively reasonable under the circumstances to accomplish a lawful purpose.

Non-Deadly Force: A use of force option, which is greater than verbal persuasion, but less than force that is likely to result in death.

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

Emergency Situation: A situation in which a reasonable staff would conclude from the available information that: immediate action and/or use of force may be necessary to defend self or others, to overcome resistance, or to stop a youth's unruly behavior that interferes with the safety of staff, other youth, or the operation of the unit/facility; or the delay/failure to act and/or use force is likely to result in injury to self, staff or other persons, an escape, a riotous situation, significant self-inflicted injuries, or suicide.

Non-approved Techniques: Any technique, control method, or physical restraint that has not been both approved and trained by the Probation Department. Examples of non-approved techniques are choking, hitting, kicking, spanking, punching, slapping, hog-tying (list is non-inclusive). Non-approved techniques are prohibited, except in life-threatening situations.

514.2 POLICY
It is the policy of the Contra Costa County Probation Department that use of force shall never be applied as punishment, discipline, retaliation or treatment. Unreasonable and/or excessive use of force may constitute a crime, including but not limited to, child abuse. Staff members may utilize only those control and restraint techniques and devices, which are approved and provided by...
Use of Force

the Department and in which an employee has received training. Youth shall not be physically or chemically restrained in situations where control can be gained through the use of command presence, rapport, counseling or dialogue.

The Department recognizes that staff may have to use force to ensure the safety of youth and others. The use of force is restricted to circumstances authorized by law and only to the level necessary and reasonable to ensure the safety and security of youth, staff, and others at the facility and to accomplish a lawful probation task in accordance with established policies.

It is the policy of this Department to use the least restrictive interventions, including verbal interventions, in order to minimize the use of force. Staff must attempt to de-escalate incidents without force whenever reasonably practical, including when youth are non-compliant.

The amount or degree of force appropriate in any given situation cannot be defined to satisfy every possible situation that staff may encounter. The Department recognizes that staff’s decisions may be impacted by the time available to evaluate and respond to changing circumstances, in order to effectively and humanely bring the incident/situation under control and/or to prevent serious harm to the individual, staff or others.

All staff are provided with equipment, training and skills to assist in the supervision and control of youth in the institution.

514.1 JOHN A. DAVIS JUVENILE HALL RESPONSE PROCEDURE

514.3 FORCE GUIDELINE

514.3.1 LEVEL OF FORCE
Staff should always perform their job in a manner that minimizes the need for physical force and maximizes voluntary compliance from youth. The level of force selected is always based on what is objectively reasonable to staff given the youth and the circumstances. The appropriate level of force used by a staff may escalate or deescalate, depending on whether there are changing circumstances and/or changes in the behavior of the youth. Thus, the process is fluid, requiring staff to constantly evaluate and react in a professional manner.

514.3.2 FORCE OPTIONS
Staff encountering emergency situations involving youth have the following options available to them to gain compliance from the youth. The below options are in no particular order and are not to be construed as meaning that the options are to be used only in the order listed. Circumstances may dictate that staff may move between force options as appropriate.

(a) Non-Physical Options:
Command Presence: The use of physical presence and official authority to attempt to gain compliance.
Use of Force

Counseling/Verbal diffusion: An option available to staff to deescalate a situation using communication, counseling and/or negotiation.

Staff Switching: The technique of attempting to gain a youth’s compliance through counseling while using different staff.

Show of Force: Command presence of multiple staff with a youth using communicative intervention as a deterrent to the further use of force.

Verbal Commands-Effective Use of Authority: An option available to staff is to give youth clear, concise, and simple instructions, adding to the staff’s ability to gain control of a situation.

Physical options:

Guiding Touch: Physical contact with a youth that involves a level of contact less than a firm grip. Examples include, but are not limited to, open hand on shoulder and loose grip on youth’s arm for purposes of movement. Supervisory permission to apply a guiding touch should be received prior to application. Management of Assaultive Behavior (MAB) Techniques: Department approved weaponless defensive tactics, maneuvers, and control holds used to subdue, restrain or escape from violent/out of control youth. Physical techniques, such as Bar Arm, Wrist Lock, Figure Four, etc., are used to restrict the normal movement and function of the body or portion of the body.

Chemical Agents: The authorized used of Oleoresin Capsicum (OC) Spray on a youth to control, restrain or subdue a youth posing an imminent threat or actual violent behavior - when such behavior presents a clear danger, or imminent threat of danger, to the safety of any other person and alternative de-escalation efforts have been proven unsuccessful or are not reasonably possible.

Field staff may use OC Spray when an attacking animal poses an imminent threat to the safety of any person.

Physical Restraints Devices: For the purpose of use of force, physical restraints are defined as handcuffs, leg restraints, waist-chains/belt, nylon transport belt, the WRAP, and any other Department approved device that restricts the normal movement and function of the body or portion of the body.

Staff will evaluate prior trauma and the behavioral health of the youth, and exercise reasonable judgment, when restraining any youth who has a physical or medical condition (i.e. broken arm) that could be affected by the use of a physical restraints. Alternative options should be discussed with the on-duty Building Supervisor when practical. If staff determines the use of a physical restraint has impaired the youth’s well-being, the restraint must be removed and medical attention sought.

The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030 (f) and Welfare and Institution Code Section 222. For additional information on Physical Restraints, refer to the appropriate Department Policy: Use of Physical Restraints-Policy 515.
Use of Force

514.3.3 FACTORS TO CONSIDER
When determining whether or not to apply any level of force and evaluating if a staff used reasonable force, a number of factors should be taken into consideration. These factors include, but are not limited to:

- The conduct of the youth being confronted (as reasonably perceived by staff at the time).
- Staff/Youth factors: Age, size, relative strength, skill level, sophistication, ratio of staff to youth.
- Influence of drugs or alcohol or other medical or mental health conditions.
- Proximity to weapons or contraband.
- Availability of other options reasonably available to staff under the circumstances.
- Training and experience of staff.
- Potential for injury to staff, youth or others.
- Seriousness of the incident or reason for contact with the youth.
- Risk of escape.
- Other exigent circumstances.

514.3.4 ROLES IN USE OF FORCE
(a) Staff’s Role:
If time permits, staff must obtain permission from a Supervisor prior to using force on a youth. If physically possible and time permitting, all other non-involved youth are to be placed in their rooms prior to restraining the acting out youth. Staff shall use their best efforts to prevent injury when using force on a youth. If at all possible, staff should not use restraint devices in a manner that would result in injury to youth or other staff. If injury does occur, staff will arrange for the injured person to receive medical attention as soon as possible.
If a staff becomes concerned with a youth’s emotional instability and/or possibility of harmful behavior, staff are to refer the youth to behavioral health staff for crisis intervention and/or an evaluation. In the absence of available behavioral health professionals, staff should inform the on-duty Building Supervisor of their concerns for review and appropriate action.
Any staff present and observing another staff member using force that is clearly not within this policy is expected, when reasonable to do so, to intercede to prevent the use of such force as soon as practicable and in all cases report the use promptly to a Supervisor.
All involved staff must prepare an incident report any time force is used on a youth. The report shall include the following information regarding the incident:
Type of force used.
Factual justification for the use of force, including circumstances leading to the use of force.
The need for force and amount of force used.
Use of Force

Type and extent of injuries, if applicable. Youth claiming that use of force was abusive shall be provided a grievance form to complete. Staff receiving a verbal or written complaint of abuse shall notify a Supervisor as soon as possible. All use of force grievances shall follow the grievance procedure.

(b) Shift Supervisor’s Role:

Respond to each incident involving the use of force.

Determine appropriate placement of staff and assume key role in managing the incident.

In circumstances in which a Shift Supervisor is unable to respond to the incident, the on-duty Building Supervisor will delegate a staff to assume the on-site leadership responsibility.

(c) Building Supervisor’s Role:

Review all incidents (both written reports and available recorded digital images) for compliance with policies and procedures. Forward concerns to the Director for further review.

Ensure that the youth has been referred to medical/behavioral health staff, as appropriate after use of force incidents.

Forward all documents for the Director’s review.

Notify or ensure notification of youth’s parent/guardian if youth suffered significant injury as a result of the use of force incident and/or deployment of Oleoresin Capsicum (OC) Spray.

(d) Director’s Role:

Review all use of force reports.

Take appropriate follow-up action, as deemed necessary and appropriate for the improper use of force and/or policy violations.

Identify training needs or issues.

Determine whether injuries to staff or youth have been appropriately referred for care.

When a substantiated violation of policy and/or other significant event has occurred, the Director will advise the Assistant Chief Probation Officer of the incident and related issues.

In the absence of the Director, the above procedures will be completed by a Juvenile Hall Probation Manager.

514.3.5 USE OF FORCE IN SPECIAL SITUATIONS
(a) DNA Specimens, Samples and Impressions:

California Penal Code Section 296 specifies those offenders that are required by law to provide blood and saliva samples, right thumb and palm prints. Although Section 298.1 (b) (1) of the California Penal Code authorizes law enforcement, custodial, or corrections personnel including peace officers, the ability to employ reasonable force to collect blood specimens, saliva samples, or thumb or palm print impressions from individuals who, after request, refuse to provide samples, it is the policy of the Probation Department to obtain court approval prior to employing force to collect the required specimens/samples.

Probation staff should make every effort to attempt to secure voluntary compliance to the collection of DNA specimens, samples and impressions. The youth should be advised of their legal obligation to provide the requisite specimen, sample or impression, and the consequence for refusal.
Use of Force

If verbal attempts to gain voluntary compliance have failed, staff shall document in a special incident report, efforts made to gain compliance, and the facts surrounding the youth’s refusal to comply with PC 296 collection efforts. The Building Supervisor will notify the youth’s assigned Deputy Probation Officer of the youth’s refusal to comply, and request that the matter be brought to the attention of the Court.

(b) Removal of Youth Clothing to Prevent Self-Injurious Behavior:
Reasonable force may be authorized to remove clothing from a youth who has actively demonstrated self-injurious behavior with his or her own clothing. Use of force in these situations shall only be authorized by the Supervisor. No OC shall be used in this situation unless the youth becomes assaultive and poses a safety risk to staff. The Supervisor must determine that removing the youth’s clothing is the last viable option to stop self-injurious behavior and ensure the youth’s safety.

514.3.6 TRAINING
(a) Management of Assaultive Behavior Training (MAB):
The Department will provide MAB training to all permanent Juvenile Institution Officers, Temporary Juvenile Institution Officers, and Institutional Supervisor I/II and designated Deputy Probation Officers annually. This training is mandatory.
The annual MAB training includes, but not limited to, the following:
Facility’s force options, policies and procedures.
Verbal Diffusion.
Instruction on application of approved physical MAB Physical Techniques.
Use of mechanical and physical restraint devices.
Known medical conditions that would contraindicate certain types of force.
Signs or symptoms that should result in immediate referral to medical or behavioral health staff.
Reporting requirements.
MAB training will be facilitated by select Probation staff who have completed the initial MAB instructor’s training, and who have been designated by the Department as MAB Instructors. The Department will provide all MAB Instructors an annual training update.
The Supervisor who oversees the MAB training is required to keep records of all staff and instructors who attend and complete MAB training. These records will be kept for a minimum of five years.

(b) Chemical Agents Training (OC Training):
The Department will provide OC Training to all authorized Juvenile Institution Officers, Institutional Supervisor I/II, and designated Deputy Probation Officers annually.
The annual OC Training shall include, but is not limited to, training on the following:
Department’s policy and procedures on the use and deployment of chemical restraints.
Known medical and behavioral health conditions that would contraindicate the use of OC Spray.
Use of Force

Method of application.
Signs or symptoms that should result in immediate referral to medical or behavioral health staff.
Requirements of the decontamination of chemical agents.
Aftercare procedures.
Reporting/Documentation requirements.
Instruction on the Constitutional Limitations of Use of Force.

514.3.7 ADMINISTRATIVE/SUPERVISORY REVIEW
Administrator(s) and Supervisor(s) will review all incidents involving the application of the Use of Force by staff, and will ensure that follow-up action is taken as deemed necessary. When the On-Duty Building Supervisor determines that debriefing is appropriate, the responding Supervisor or Building Supervisor will debrief use of force incidents with involved staff.
Staff will be subject to administrative discipline, up to and including termination, and/or criminal complaints for the following:

The application of unreasonable and/or excessive use of force.
The failure to promptly report known applications of unreasonable and/or excessive use of force.
Situations involving staff misconduct will be handled in accordance to the County’s Personnel Management Regulations and applicable Memorandum of Understanding's (MOU’s).
If at any time staff observe or become aware that a detained youth is being subjected to any form of abusive treatment, including physical, psychological or verbal abuse, the staff shall make every reasonable effort to ensure that the abusive behavior is discontinued and will promptly report the incident to a Supervisor as soon as practicable.

Any staff who perceives that another staff is inappropriately using physical force, including the use of OC Spray, shall take action to stop the inappropriate use of force.

514.3.8 LIMITATIONS
Any immediate means of overcoming resistance and controlling the threat of imminent harm to any person including the youth should only be applied when deemed reasonable and necessary (15 CCR 1302; 15 CCR 1357).

514.4 CHEMICAL AGENT (OC SPRAY)
The use of Chemical Agents, commonly referred to as Oleoresin Capsicum (OC) Spray, is permitted under Section 12403 PC.. Only those Chemical Agents certified as acceptable by the Department of Justice shall be used by Department personnel. The Department currently authorizes the use of First Defense MK-4.2% stream spray, with a net weight up to 3 ounces.
Deploying Chemical Agents must comply with Probation Department policy.

(a) Staff Authorized to Deploy Chemical Agents
The County Probation Officer, the Director at Juvenile Hall, or the Director’s designee, may designate staff members that are authorized to use Chemical Agents.
A staff member authorized to use Chemical Agents must:

(1) Review and sign the “Authorization to Deploy OC Spray” form, and submit the form to their supervisor.

(2) Complete a certified Chemical Agents training course and

(3) Be either:

a. A permanent employee with peace officer status; or

b. An on-call employee who has met all of the following criteria:
   - Completed both Juvenile Institution Officer (JIO) Core training and PC § 832 training.
   - Completed a minimum of 1040 hours of employment as a JIO with the Probation Department.
   - Receive final approval to carry Chemical Agents by the County Probation Officer or their designee.
   - Any on-call employee authorized to carry OC Spray may have that privilege rescinded by any Supervisor, at any time, subject to review by the Director and Chief Probation Officer.
   - Be a retiree temporary staff who maintains the necessary level of training with the approval of the County Probation Officer or their designee.

Have completed a certified Chemical Agents training course, which shall include knowledge of:

- Department policies and procedure related to chemical agent use.
- Known medical and behavioral health conditions that would contraindicate certain types of force.
- Acceptable chemical agents and the methods of application.
- Signs or Symptoms of chemical agent exposure which should result in an immediate referral to medical and/or behavioral health.
- Instruction on the Constitutional Limitations of Use of Force.
- Physical Training force options involving chemical agent use.
- Procedures for decontamination.
- Be on duty and designated as staff to be in the possession of the chemical agent.
- Attend chemical agent yearly refresher training.

(b) Responsibilities of Staff Not Directly Involved In OC Spray Incident:

- Unit Security: When OC Spray is used, staff not directly involved in the incident will secure all remaining youth. The living unit will be evaluated for safety and security and the contaminated area(s) cleaned. STAFF WILL NOT SECURE YOUTH IN AREAS WHERE OC SPRAY HAS BEEN USED. If the youth’s room is contaminated, other areas of the living unit (i.e. classroom, courtyard) may be temporarily utilized to
Use of Force

Successfully secure the youth until the contaminated area can be cleaned. Once the affected area of the unit has been cleaned, the On-Duty Building Supervisor shall evaluate the safety of the unit and decide what program changes will be necessary for the remainder of the day. The youth will be returned to programming.

- School Security: If OC Spray is deployed in the classroom, staff not involved in the incident will secure all remaining youth on the living unit. The classroom will be closed until the On-Duty Building Supervisor can evaluate the safety and security of the classroom and direct classroom cleanup prior to re-opening for instruction.

- Gymnasium Security: If OC Spray is deployed in the gymnasium, staff not involved in the incident will direct youth away from the contaminated area of the gymnasium until it is appropriate to return the youth to the living unit. Staff will proceed to remove youth from the gymnasium in a safe and secure manner. The gymnasium will be closed until the On-Duty Building Supervisor can evaluate the safety and security of the gymnasium and direct clean-up. The On-Duty Building Supervisor will decide what program changes will be necessary in the gymnasium and return the youth to gymnasium for activities, if possible.

(c) Documentation After Use of Chemical Agents:

- Staff Member Who Deploys Chemical Agent: When any staff member deploys a Chemical Agent, the staff member shall document the incident by completing both: (i) an Incident Report; and (ii) a Use of Chemical Agent Report. The staff member shall submit the completed Incident Report and Use of Chemical Agent Report to the On-Duty Building Supervisor prior to leaving duty that day.

- Staff Member Who Witnesses Deployment of Chemical Agent: All staff members who witness the deployment of a Chemical Agent shall document their observations, and any involvement in the incident, on an Incident Report. The staff member shall submit the completed Incident Report to the on-duty supervisor prior to the end of their assigned shift. All such completed Incident Reports will then be forwarded to the Director.

- Building Supervisor on Duty: Following any use of OC Spray, the Building Supervisor on duty shall discuss the incident with the staff member(s) involved, evaluate their response, and provide feedback on their actions. The Building Supervisor will report any unusual issues regarding the incident to the Director.

Reports depicting the use of OC Spray shall, at a minimum, state the following:

- Youth and staff involved.
- Date, time and location of OC Spray use.
- An articulate and factual reason for the use of OC Spray.
- Efforts to de-escalate prior to use.
- Decontamination procedures which include medical treatment rendered.
- Identification of any injuries sustained as the result of OC Spray use.

(d) Where Chemical Agents May Be Deployed:
Use of Force

- Chemical Agents shall only be used by staff that are on duty, are in the performance of their duty, and authorized to deploy OC Spray.

(e) Where Chemical Agents May Not Be Deployed:
- Chemical Agents shall not be used in any medical area or in any courtroom.

(f) Aftercare Procedures/Decontamination:

The following procedures shall be followed after an individual has been exposed to OC Spray in Juvenile Hall, or exposed outside of the Juvenile Hall by Probation staff and then transported to Juvenile Hall:

- The staff member who used the OC spray shall notify the Medical Unit and Building Supervisor of the incident involving the use of OC Spray.

- As soon as practical, exposed youth shall have their face and other contaminated areas flushed with cold water. For maximum results, total flushing in a shower with the individual’s clothes on is recommended.

- Once the youth has been thoroughly decontaminated, the youth is to be provided clean dry clothing. The youth is to be escorted to his/her room after dressed.

- If two youth are involved, the most compliant youth will be decontaminated on the sister unit. After being decontaminated, the youth is to be escorted to their assigned living room through the hallway.

- The youth shall be evaluated by medical staff to determine the necessary level of follow-up medical care.

- At no time will a youth exposed to Chemical Agents be left unattended until the youth is fully decontaminated or is no longer suffering the effects of the Chemical Agent (15 CCR § 1357).

- All contaminated areas (i.e., floors, counter tops, mattresses, etc.) shall be thoroughly cleaned.

- Depending on the circumstances and the needs of the youth, a Behavioral Health referral may be appropriate.

- As soon as practical, the youth’s parent or legal guardian shall be notified of the OC exposure by the Building Supervisor. The notification of the OC exposure shall occur no later than 24 hours after exposure.

(g) Supplies and Storage:

OC Spray shall be stored and maintained at Juvenile Hall in the following manner:

- Three or four OC canisters shall be kept on each living unit for use by authorized staff. The Unit Supervisor shall ensure the equipment is maintained in working order and only authorized personnel are issued OC canisters. When not in use, the OC canisters shall be kept in a clearly marked storage cabinet on the unit.

- Four canisters shall be kept on the Admissions Unit for use by authorized staff. The Admissions Unit Supervisor shall ensure that the equipment is maintained in working
Use of Force

order and only authorized personnel are issued OC canisters. When not in use, OC canisters shall be stored in a clearly marked cabinet in the Admissions Unit.

• Canisters shall be stored in the Building Supervisors’ file cabinet to serve as backup supply for all units. The Building Supervisors shall ensure that OC canisters are secured in the office.

• Six canisters of OC spray shall be kept in the Transportation Office for use by authorized staff. The Transportation Unit Supervisor shall ensure that the equipment is maintained in working order and only authorized personnel are issued chemical agents. When not in use, OC canisters shall be stored in the Transportation Office.

• All Juvenile Institution Officers shall take a count of the OC canisters supplied to their unit and shall log the number in the Unit Log. This procedure shall occur when Lead Juvenile Institution Officers come on duty and when they are relieved at shift change. The Graveyard Shift Supervisor or Lead JIOs shall also follow this procedure and ensure that all canisters are accounted for on the living units.

• Two canisters of OC shall be kept in the Home Supervision office for use by authorized staff. The Home Supervision Supervisor shall ensure that the equipment is maintained in working order and that only authorized personnel are issued chemical agents (OC).

• OC canister holders shall be supplied to all staff authorized to carry OC Spray.

• OC spray shall not be taken home by staff or removed from the building, unless assigned to completing tasks outside of the building.

• All OC canisters that have been used will be turned into the Building Supervisor for replacement. The Building Supervisor will contact the Material Manager, or their designee, to dispose of the remainder of the OC container.

• The shelf life of the OC canisters is five years from the manufacture date. Canisters which are past this date shall be turned into the Building Supervisor for replacement.

514.5 USE OF FORCE REVIEW TEAM

The Director shall create a Use of Force Review Team to assess, evaluate and review incidents involving the use of chemical agents at the facility.

The Use of Force Review Team shall be comprised of staff members appointed by the facility Director, which will include a Probation Manager, an OC instructor, an MAB instructor, an Institutional Supervisor, and a Building Supervisor.

The Use of Force Review Team will convene monthly; however, the frequency of meetings may increase to account for an influx in incidents involving the use of chemical agents at the facility.

The Use of Force Review Team will review Incident Reports generated following the use of a chemical agent. Any staff member who authors an incident report and/or witnesses the use of chemical agents may be asked to participate in the Use of Force Review Team meeting to provide clarification regarding an incident.

The Use of Force Review Team should also make recommendations for mitigating the effects of trauma that may have been experienced by the youth and staff and/or involved as appropriate.
Use of Force

The Use of Force Review Team will make appropriate review and comments and will forward a report of their review and comments to the Director following each team meeting.
Restraints

515.1 PURPOSE AND SCOPE
This policy establishes guidelines for the application of, supervisory oversight of, and restrictions on the use of restraints on youth detained in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1358).

515.1.1 DEFINITIONS
Definitions related to this policy include:

Restraints - Any device designed to restrict a person’s bodily movement. Examples include handcuffs, leather restraints, and leg irons (15 CCR 1358).

515.2 POLICY
It is the policy of this Department that the use of physical restraint devices within the facility shall be only for those youth who are presenting an immediate danger to themselves or others, who exhibit behavior that results in the destruction of county property, or reveals the intent to cause self-inflicted physical harm, or escape.

Physical restraint devices may be used for the temporary control of a youth. A restraint device immobilizes a youth’s extremities and/or prevents the youth from being ambulatory. Physical restraint devices should be used only when it appears that a less restrictive alternative would be ineffective in controlling the disorderly behavior.

For the purpose of this policy, the term “physical restraint” devices refers to handcuffs, leg restraints, waist restraints, nylon transport belt, WRAP, or other restraint devices utilized and approved by the Department. Mechanical restraints are a subsection of physical restraint devices that refers only to handcuffs, leg and waist restraints.

515.2.1 PROCEDURES
515.1 RESTRAINT PROCEDURE
515.2 WRAP PROCEDURE

515.3 GENERAL REQUIREMENTS
The following apply to the use of restraints (15 CCR 1358):

Restraints shall only be applied by staff trained and authorized to use them, and in a manner consistent with their training.

Restraints used should be only those approved by the facility and should not have been altered from their original design.

Restraints shall be used only to prevent self-injury or injury to others, serious property damage, or escape:

• The danger to themselves or others should be immediate.
Restraints

A supervisor shall be notified as soon as practicable when restraints are used, or before they are applied if time allows. A supervisor, if available, should monitor the situation until the restraints are removed:

- The Director or the authorized designee shall also be notified as soon as practicable when restraints are applied, or before they are applied if time allows.
- The Director or the authorized designee shall approve the use, and continued use, of any restraints hourly.
- The Director may delegate authority for the decision to place a youth in restraints or allow a youth to continue in restraints to a physician.
- Restraints shall generally be used as a last resort.
- Use of restraints shall be discontinued as soon as practicable when it is reasonably believed the need for them no longer exists.
- Restraints shall never be used to inflict pain, punishment, discipline, retaliation, harassment, compliance, or intimidation, or as a substitute for treatment.
- Plastic cuffs should be used only in unusual situations where handcuffs are not available.
- A supervisor shall be notified of any restraints that are faulty or malfunctioning.

Probation staff shall conduct constant visual supervision of a restrained youth. Probation staff should also:

- Have the youth medically evaluated as soon as practicable, but within two hours. The youth shall be medically cleared for continued restraint use every three hours.
- Have the youth evaluated by a behavioral health professional as soon as practicable, but within four hours if the youth is still restrained.
- Restrained youth shall be protected from other youth, held in an area designated for restrained youth, and not left alone with other youth.
- Youth should not be restrained to any fixed object, such as room furnishings or fixtures, nor shall their hands and feet be bound together behind the back (hogtying).
- Restrained youth shall have access to water, meals, and toilet facilities when they can be reasonably accommodated.
- 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 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.
Restraints

• 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 to be medically cleared.

• Staff Incident Reports should reflect that the nurse was notified and the name of the nurse that responded to check the youth.

• Staff Incident Reports should include any injuries, or complaint of injury, the youth sustained as a result if the incident.

More frequent checks and further authorizations are required in other special circumstances covered under this policy. Exceptions to the above reporting and authorization requirements are covered below in Transportation Restraints.

515.4 SPECIFIC DUTIES OF THE FACILITY MANAGER
The Director should include the Registered Nurse and the person assigned to direct mental health care in developing policies and procedures related to the use of restraints (15 CCR 1358).

The procedures should require an individual assessment of the need to apply restraints for movement or transportation within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and should include consideration of less-restrictive alternatives, the youth’s medical or mental health conditions (if known), and trauma-informed approaches (15 CCR 1358.5).

515.5 TRANSPORTATION RESTRAINTS
The following applies to the use of restraints for the standard transportation or movement of youth (see the Control of [Youth] Movement and Transportation of [Youths] Outside the Secure Facility policies) (15 CCR 1358.5):

(a) Restraints may be used when moving a youth from point to point within a secure facility, but restraints should be removed upon arrival. (Restraints will not be used on pregnant youth except as indicated below in Pregnant Youths.)

(b) Restraints should be used when transporting a youth in a vehicle, but they should not be attached to anything in the vehicle or to another youth. Restraints shall only be used under the following circumstances (Welfare and Institutions Code § 210.6):

1. A Juvenile Institution Officer of the Facility, in consultation with the transporting agency, has determined that restraints are necessary to prevent escape or an injury to the youth or another.

2. The least restrictive form of restraint is used based on the facts.

3. Staff shall document the reason why a particular restraint device was selected and the circumstances leading to its application.

(c) The Leg Restraint Determination Assessment form shall be completed when a youth is either housed at the John A. Davis Juvenile Hall or the Orin Allen Youth Rehabilitation Facility. (see Restraint Procedure)
Restraints

515.5.1 WAIST RESTRAINTS
Waist restraints may be used on youth that are transported outside of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility if the waist restraint is necessary to prevent physical harm to the youth or another person, or due to a substantial risk of flight. Waist restraints shall be used with handcuffs in order to apply the handcuffs in front of the youth in a manner that restricts free movement of their hands when cuffed.

When staff are transporting youth a waist restraint shall be used if handcuffs are applied in the front. The waist restraint should be applied when the youth arrives on the Sierra Unit. When transporting a youth to court outside of the Juvenile Hall the restraint is to be removed before entry into the courtroom unless otherwise ordered by the Judge. If there is not a waist restraint available, the youth must be handcuffed with their hands behind their back.

Waist restraints shall not be applied to pregnant females.

515.6 SUBSTANTIALLY RESTRICTIVE RESTRAINTS
The following apply to restraint applications that prevent a youth from standing upright and walking (e.g., four-point restraint, a stiff nylon or polyurethane blanket, nylon or polyurethane wrap) (15 CCR 1358):

- Use should be restricted to those times when a youth is showing self-injurious behavior, and only when other less restrictive interventions or other forms of restraint reasonably appear to be inappropriate or ineffective.
- Prior Director or designee authorization is required for this level of restraint.
- The restraints should be applied out of sight of other youth.
- Restrained youth should be near health care professionals or specially trained staff with supervisory responsibilities specific to the oversight of youth under these restraints.
- Any application for longer than one hour requires a written recommendation from a health care professional or a mental health provider.
- Any application for longer than two hours should be treated as a behavioral health crisis and shall result in an immediate referral to a mental health provider or a mental health facility for further assessment and possible treatment.
- No application should exceed three hours in a 24-hour period, either all at once or collectively.
- Constant visual supervision of the youth shall be maintained (may be from behind a window as long as clear audio contact is maintained, but observation should not be by video).
- Youth should be allowed five minutes at every 30-minute interval to move and stretch their arms and legs.
- Restraints should not interfere with regularly prescribed medications, unless otherwise ordered by a physician.
Restraints

A properly trained person should assess and document the youth’s circulation, positioning, and breathing at least every 10 minutes.

Any key required for release should be kept readily available.

CPR-trained and equipped staff should be available for immediate response.

515.7 WRAP RESTRAINT
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 Building Supervisor.
- Staff will maintain continuous direct visual observation while verbally directing the youth 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 youth 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 mental 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 resident's extremities, as determined necessary.
- Staff shall provide the youth with necessary food and fluids, and provisions must be made to accommodate the youth's sanitation needs.

515.8 DOCUMENTATION
All use of restraints other than those consistent with approved transportation protocol should be fully documented, including:

- The name of the youth.
- The staff who applied the restraints.
- The reason for the application.
- The date, time, and duration of the restraint.
- Any less-intrusive interventions that were tried and proved unsuccessful in managing the behavior.
Restraints

- The type of restraint.
- The location of the restraint.
- Whether any injury was involved, and a description of any injuries.
- The mental health evaluation and prescription for restraint, if applicable.
- Observations of the youth’s behavior shall be logged at least every 15 minutes.
- Any staff or health care provider interventions or unusual events. These shall be logged within 15 minutes of the intervention or event.
- The date and time of safety checks.
- The name and title of persons authorizing the restraints.
- 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 Resident’s Adjustment Record, the Unit Log book, and the unit’s Face and Discipline Sheet, as needed.
- Reasons for continued restraint, documented at least every hour (15 CCR 1358).

Supervisors should review each documented use of restraints and evaluate whether policy was followed and whether training issues were raised.

515.9 ACQUISITION AND MAINTENANCE OF RESTRAINTS
The Director’s authorized designee is responsible for:

- Verifying that only professionally manufactured restraints are acquired for use.
- Inspecting all restraints.
- Documenting all inspections.
- Repairing or replacing faulty or malfunctioning restraints.
- Maintaining restraints according to manufacturer’s guidelines.

515.10 PREGNANT YOUTHS
Restraints will not be used on youth who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the youth, the staff, or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances.

Youth who are known to be pregnant will not be handcuffed behind their backs, or placed in waist restraints, or leg restraints (15 CCR 1417; Penal Code § 3407; Penal Code § 6030).


**Contra Costa County Probation Department**  
**Juvenile Detention POLICIES**

*Restraints*

515.10.1 **YOUTH IN LABOR**

No youth who is in labor, delivery, or recovery from a birth shall be restrained by the use of leg restraints/irons, waist restraints/chains, or handcuffs behind the body (15 CCR 1417; Penal Code § 3407; Penal Code § 6030).

No youth who is in labor, delivering, or recovering from a birth shall be restrained except when all of the following exist (15 CCR 1417; Penal Code § 6030):

- There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the youth, the staff of the facility, the medical facility, other youth, or the public.
- A supervisor has made an individualized determination that such restraints are necessary to prevent escape or injury.
- There is no objection from the treating medical care provider.
- The restraints used are the least restrictive type and are used in the least restrictive manner.

Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary (15 CCR 1417; Welfare and Institutions Code § 222).

The supervisor should, within 10 days, make written findings specifically describing the type of restraints used, the justification, and the underlying extraordinary circumstances.

515.11 **TRAINING**

The Probation Manager should facilitate initial and ongoing training on the use of restraints, to include (15 CCR 1358):

- Proper use of restraints that staff are assigned to use.
- Prohibitions regarding placing restraints around a youth’s neck or applying them in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hogtying).
- Risks associated with restraints and restraint methods.
- Verifying proper application after restraints are placed on a youth and responding to complaints of pain or discomfort.
- Specialized training for those who may restrain a youth in a way that prevents standing upright and walking.
- Required authorizations for different types of restraints.
- Medical conditions that would affect the application of force.
- Approved restraint devices.
- Signs or symptoms that should result in immediate referral to medical or mental health staff.
Restraints

- Availability of cardiopulmonary resuscitation equipment.
- How to provide for the exercising of a restrained youth's arms and legs.
- Known medical conditions that would contraindicate certain restraint devices and/or techniques.
- Protective housing of restrained youth. While in restraint devices, all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse.
Searches

516.1 PURPOSE AND SCOPE
The purpose of this policy is to provide clear direction on maintaining the safety and security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation by conducting searches, in balance with protecting the rights afforded by the U.S. Constitution. Searches shall be conducted in a manner that preserves the privacy and dignity of the youth being searched (15 CCR 1360).

The introduction of contraband, intoxicants, or weapons into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility poses a serious risk to the safety and security of staff, youth, volunteers, contractors, and the public. Any item that is not available to all youth may be used as currency by those who possess the item and allow them to have control over other youth. Any item that may be used to disengage a lock, other electronic security devices, or the physical plant itself seriously jeopardizes the safety and security of this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. Carefully restricting the flow of contraband into the facility can only be achieved by thorough searches of youth and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from a youth.

516.1.1 DEFINITIONS
Definitions related to this policy include:

**Contraband** - Anything unauthorized for youth to possess, or anything youth are authorized to possess, but in an unauthorized manner or quantity.

**Pat-down search** - The normal type of search used by Juvenile Institution Officers within this facility to check others, including youth, for weapons or contraband. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the Juvenile Institution Officer, the youth, or other youth.

**Strip search** - A search that requires a youth to remove or rearrange some or all of the youth's clothing to permit a visual inspection of the youth's underclothing, breasts, buttocks, anus, or outer genitalia.

516.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation to ensure the safety of staff, youth, and visitors by conducting effective and appropriate searches of youth and areas within the facility in accordance with applicable laws.

Searches shall not be used for intimidation, harassment, punishment, or retaliation.

516.2.1 PROCEDURES
516.1 METAL DETECTOR PROCEDURE
516.2 HOUSING UNIT SEARCH PROCEDURE
Searches

516.3 LAWFUL SEARCHES
Youth Refusal to be Subject to a Lawful Search:

- If a youth refuses to be subject to a lawful search, the situation shall be handled as a non-compliant situation. The use of reasonable force may be authorized by the Supervisor overseeing the incident when necessary and appropriate if:
  - The youth continues to refuse to be subject to the lawful search, where staff have made reasonable efforts to gain the youth’s compliance.

Removal of Youth Clothing to Prevent Self-Injurious Behavior:

- Reasonable force may be authorized to remove clothing from a youth who has actively demonstrated self-injurious behavior with his or her own clothing. Use of force in these situations shall only be authorized by the Supervisor overseeing the incident. The Supervisor must determine that removing the youth’s clothing is the last viable option to stop self-injurious behavior and ensure the youth’s safety.

516.4 PAT-DOWN SEARCHES
Pat-down searches will be performed on all youth upon entering the secure admission area of the John A. Davis Juvenile Hall. At a minimum, the Juvenile Institution Officers should conduct pat-down searches in circumstances that include:

(a) When youth leave their housing units/dormitory to participate in activities elsewhere in the facility and when they return.

(b) During physical plant searches of entire housing units/dormitory.

(c) When youth come into contact with other youth housed outside of their housing units/dormitory, such as on work details or while attending school.

(d) Any time the Juvenile Institution Officer believes the youth may have contraband on their persons.

(e) Pat-down searches will be conducted on all [youths] upon admission into a housing unit/dormitory.

Except in emergencies, male Juvenile Institution Officers may not pat down female youth and female Juvenile Institution Officers may not pat down male youth. Absent the availability of a same-sex Juvenile Institution Officer, it is recommended that a witnessing staff member be present during any pat-down search of an individual of the opposite sex. All cross-gender pat-down searches shall be documented (28 CFR 115.315; 15 CCR 1360).

516.5 STRIP SEARCHES
Juvenile Institution Officers shall generally consider the reason for the search, the scope, intrusion, manner, and location of the search, and will utilize the least invasive search method to meet the need for the search.

516.5.1 STRIP SEARCHES
Strip searches prior to placement in a housing unit/dormitory shall be conducted as follows:
Searches

(a) No youth held prior to placement in a housing unit/dormitory shall be subjected to a modified strip search or strip search unless there is reasonable suspicion based on specific and articulable facts to believe the youth has a health condition requiring immediate medical attention or is concealing a weapon or contraband (Penal Code § 4030; Penal Code § 4031). Factors to be considered in determining reasonable suspicion include but are not limited to:

1. The detection of an object during a pat-down search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

2. Circumstances of a current arrest that specifically indicate the person may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

3. Custody history (e.g., past possession of contraband while in custody, assaults on staff, escape attempts).

4. The person’s actions or demeanor, such as a refusal to submit to a pat-down search.

5. Criminal history (e.g., level of experience in a detention setting, including convictions for escape, possession of drugs or weapons, crimes of violence, being a fugitive or detainee for any of those offenses).

6. An alert by a metal detector or drug detection device.

7. Other reliable information that the person possesses drugs, weapons, or contraband.

(b) Except in the case of a medical emergency, no strip search of a youth shall be conducted without prior written authorization from the Institutional Supervisor (Penal Code § 4030).

(c) The Juvenile Institution Officer conducting the strip search shall (15 CCR 1360):

1. Document the name and gender of the person subjected to the strip search.

2. Document the facts that led to the decision to perform a strip search of the youth.

3. Document the reasons less intrusive methods of searching were not used or were insufficient.

4. Document the supervisor’s approval.

5. Document the time, date, and location of the search.

6. Document the names, gender, and roles of any staff present.

7. Itemize in writing all contraband and weapons discovered by the search.

8. Process all contraband and weapons in accordance with the Facility’s current evidence procedures.

9. If appropriate, complete a crime report and/or incident report.
Searches

10. Ensure the documentation is placed in the youth’s file. A copy of the written authorization shall be retained and made available to the youth or the youth's authorized representative upon request (Penal Code § 4030).

516.5.2 STRIP SEARCH PROCEDURES
All strip searches shall be conducted in a professional manner under sanitary conditions and in a private area so that the search cannot be observed by persons not participating in the search (Penal Code § 4031).

Unless conducted by a qualified health care professional or in case of an emergency, a modified strip search or strip search shall be conducted by Juvenile Institution Officers of the same sex as the youth being searched (Penal Code § 4030; Penal Code § 4031). Any cross-gender modified strip searches and cross-gender strip searches shall be documented (28 CFR 115.315; 15 CCR 1360).

Whenever possible, a second staff member of the same gender should be present during the search for security purposes and to witness the discovery of evidence.

The Juvenile Institution Officer conducting a strip search shall not touch the breasts, buttocks, or genitalia of the person being searched (Penal Code § 4030; Penal Code § 4031).

(a) The searching Juvenile Institution Officer will instruct the youth to:

1. Remove clothing.
2. Raise both arms above the head and turn 360 degrees.
3. Bend forward and run both hands through the hair.
4. Turn the head first to the left and then to the right so the searching Juvenile Institution Officer can inspect the youth’s ear orifices.
5. Open the mouth and run a finger over the upper and lower gum areas, then raise the tongue so the Juvenile Institution Officer can inspect the interior of the youth’s mouth. Remove dentures and any dental appliances if applicable.
6. Turn around and raise one foot first, then the other, so the Juvenile Institution Officer can check the bottom of each foot.

(b) At the completion of the search, the youth should be instructed to dress in either the youth’s street clothes or John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility-supplied clothing, as appropriate.

The searching Juvenile Institution Officer shall consider whether the youth has a history of physical or sexual abuse and, when reasonable to do so, consider having the search conducted by a qualified health care professional.

516.5.3 METAL DETECTOR SEARCH
In order to maintain the security of the Juvenile Hall and insure that weapons are not brought in to the facility, all youth entering the Juvenile Hall via Sierra and/or returning to their respective living unit after visiting, shall be required to pass through a walk-through metal detector.
Searches

- 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.
- Upon intake, youth shall be required to empty their pockets, 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 resident’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 Institution Supervisor II, 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.

516.6 TRANSGENDER SEARCHES
Juvenile Institution Officers shall not search or physically examine a transgender or intersex youth for the sole purpose of determining genital status (see the Prison Rape Elimination Act Policy for transgender and intersex definitions)(15 CCR 1352.5). If genital status is unknown, it may be determined during conversations with the youth, by reviewing medical records, or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.315).

When it is reasonably practicable and safe to do so, staff should consider the youth’s preference regarding the gender of the staff member who conducts the search (15 CCR 1352.5).

516.7 HOUSING UNIT SEARCHES
Housing unit/dormitory searches shall occur as directed by a supervisor. These searches should include all living spaces occupied by youth. Housing unit/dormitory searches should be scheduled in a manner that does not create a pattern where the youth can predict such searches. During a housing unit/dormitory search:

(a) All youth shall vacate their living areas and be pat searched by staff.
(b) Staff members shall wear protective gloves when conducting any search.
Searches

(c) Staff shall search the living areas of the youth, including bedding, personal storage areas, bunks, and other areas with youth access.

(d) Any weapons or contraband located shall be processed in accordance with the current evidence procedures.

(e) The staff shall attempt to identify the youth who possessed the contraband and file appropriate youth discipline and/or crime reports.

(f) Any alcoholic beverage possessed by youth shall be seized and the appropriate youth disciplined and/or criminal charges filed.

(g) Any authorized item found in excess of the limited quantity (e.g., food items, newspapers) shall be seized and discarded.

(h) An incident report will be completed on any searches that result in contraband being found and a chain of custody will be followed.

At the conclusion of the housing unit/dormitory search, closely supervised youth workers should clean the unit. All authorized youth personal property shall be respected, and living areas should be returned to an orderly condition.

516.8 PHYSICAL PLANT SEARCHES
The following areas of this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall be periodically searched for contraband:

(a) The playfield shall be searched prior to and after each youth group occupying the yard each day.

(b) Holding rooms shall be searched prior to and after each youth occupies the room.

(c) Program areas, such as classrooms and multipurpose rooms, shall be searched after each use by a youth or youth group.

(d) Laundry areas shall be searched before and after each youth group occupies the area.

(e) Kitchen areas shall be frequently searched for contraband and to account for tools, knives, and food items.

(f) Youth visiting and public areas shall be frequently inspected for contraband.

(g) The facility perimeter shall be searched at least once each shift for contraband.

(h) Unit/dormitory locker searches shall occur twice daily at random times designated by Lead Juvenile Institution Officer. Additionally, during locker clean up, an inspection, staff will also search for contraband items.

516.8.1 CANINE-ASSISTED SEARCHES
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation to use canines to assist Juvenile Institution Officers in searching for contraband on occasion. Such searches shall occur only with the approval of a supervisor. Only canines trained in the detection of contraband, such as drugs, alcohol, and weapons, will be allowed within the secure perimeter of the facility.
Searches

Canines trained solely in crowd control or to assist in physically subduing individuals will not be used in the facility.

Canines will generally be used to assist Juvenile Institution Officers in general physical plant or living area searches. Contact between youth and canines should be kept to a minimum (see the Canines Policy).

516.9 CRIMINAL EVIDENCE SEARCHES
The Director or the authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the facility or other area controlled by the facility staff, and there is a need to search for evidence related to the crime.

Any evidence collected in connection with an alleged crime shall be reported, documented, and stored to protect it from contamination, loss, or tampering, and to establish the appropriate chain of custody. A search for evidence may be conducted by staff whenever there is a need for such action.

516.10 TRAINING
The Probation Manager shall provide for training for staff in how to conduct pat-down searches and strip searches in a professional and respectful manner and in the least intrusive manner possible, consistent with facility security needs. This training shall include crossgender pat downs and searches, as well as searches of transgender and intersex youth (28 CFR 115.315).
Discharge Plan

517.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for developing plans to discharge youth to ensure a smooth transition to their homes and communities.

517.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that all youth prior to their discharge shall be provided a release packet containing an individualized discharge plan and information on applicable community resources.

517.3 DISCHARGE PLANNING
Discharge planning is a dynamic process, not an event. Planning shall begin at admission and continue throughout the length of stay at this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

The Juvenile Institution Officer in coordination with the assigned Deputy Probation Officer shall meet face-to-face with the youth on a routine basis to review, update, and revise the discharge plan as needed.

The Juvenile Institution Officer in coordination with the assigned Deputy Probation Officer or designated personnel will oversee the discharge planning process, including (15 CCR 1324):

(a) Identifying and consulting with parents/guardians responsible for the youth upon discharge.

(b) Creating a written discharge plan utilizing the facility-approved youth risk/needs assessment, case/progress notes, education evaluations, medical, and mental health evaluations to determine needs at the time of release (15 CCR 1413; 15 CCR 1438; 15 CCR 1437).

(c) Making recommendations for further treatment, educational services, or other transitional services to prepare the youth for discharge.

(d) Identifying sex offender registration requirements and treatment/counseling services/requirements needed upon release.

(e) The assigned Deputy Probation Officer or the Intake Probation Officer will review victim’s notification requirements.

(f) Identifying aftercare services available to youth and coordinating educational services, including transferring educational courses and transcripts to the appropriate school district.

(g) Notifying parents/guardians of the date and time of release.

(h) Notifying assigned Deputy Probation Officer (if applicable) and any other involved agencies such as CFS.
Discharge Plan

(i) Nursing shall be responsible arranging for a limited supply of medication and prescription to youth being discharged (15 CCR 1437; 15 CCR 1439).

(j) Taking appropriate actions to ensure the treatment needs of the youth are provided and accessible and the safety interest of the public is best served.

(k) Documenting any additional referrals or community resources needed.

For youth being released who reside in another state if under supervision and applicable, see the Interstate Compact content in the Release Procedure section of the Release Policy.
Transportation of Youths Outside the Secure Facility

518.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the transportation of youth outside of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and to ensure that the staff assigned transportation duties are qualified and adequately trained.

This policy also provides guidelines for the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to ensure compliance with the Interstate Compact for Juveniles (ICJ) when conducting the interstate movement of youth and providing supervision and safe return of youth to another state.

518.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide safe, secure, and humane transportation for all youth and other persons as required by law.

During an interstate movement, this facility shall provide supervision and secure transportation of youth to the appropriate airport departure terminal, bus terminal, or train station and oversee the boarding process.

518.2.1 PRIORITY OF SCHEDULING

Transportation requests will be scheduled in the order as follows:

(a) Court: Service to Court is the Transportation Officer's first priority.

(b) Subpoenas: Subpoenas directing Juvenile Hall to transport a youth to a court hearing or other destination must be followed.

(c) Division of Juvenile Justice (DJJ) Delivery or Pick up: Transportation Lead 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.

(d) 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.

(e) Clinic Trips for Juvenile Hall: Juvenile Hall Health Services will make the request through the Lead Transportation Staff or, in their absence, the Institutional Supervisor II on duty for scheduled clinic appointments for youth detained at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

(f) Trips Requested by Deputy Probation Officers: Requests for transportation by Deputy Probation Officers for youth to be picked up from placement or an appointment,
**Transportation of Youths Outside the Secure Facility**

etc. Transportation Staff may reschedule appointments, as needed, if there are security concerns.

**518.3 PROCEDURES**

Only staff who have completed department-approved training should be assigned youth transportation duty. All staff who operate County owned vehicles shall hold a valid license for the vehicle being operated.

(a) When both male and female youth are scheduled for transportation to the same destination, two JIO or Probation staff will accompany the group.

(b) All out of county trips will have a same gender JIO 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.

Any member who transports a youth outside the secure confines of this facility is responsible for:

(a) Type of restraints to be used on the youth being transported (Welfare and Institutions Code § 210.6, Restraint Policy 515).

(b) The routes, including alternate routes, to be taken during the transportation assignment. Routes should be selected with security of the community in mind.

(c) Emergency response procedures in the event of a collision, the breakdown of a transportation vehicle, or some other unforeseen event.

(d) Ensuring that all youth are thoroughly searched and appropriate restraints are properly applied.

(e) Youths who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints while being transported (see the Restraints Policy).

(f) Ensuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.

(g) Thoroughly searching the transporting vehicle for contraband before any youth is placed inside, and again after removing the youth from the transporting vehicle.

(h) Ensuring youth leave all property and reading materials in their housing unit, except for authorized legal material.

(i) Managing special conditions (e.g., suicidal youth, youth wearing spit hoods) that may require closer observations or visual monitoring.

1. Probation staff shall advise a supervisor at the receiving facility of any circumstances the staff reasonably believes could lead to potential safety concerns or medical risks (e.g., uncooperative or violent, prolonged struggle, extreme agitation, medical conditions) that may have occurred before or during transportation (see the Suicide Prevention and Intervention and Release, Transfers, and Continued Care policies) (15 CCR 1329).
Transportation of Youths Outside the Secure Facility

(j) Keeping the vehicle locked except when boarding or unloading youth.

(k) Notifying Institution Supervisor upon departure and arrival at each destination of:
   1. The transport team/vehicle identifiers.
   2. The number of youth by gender.
   3. The destination.

518.3.1 PROHIBITIONS
When transporting youth, probation staff should not:

   (a) Transport youth with adults.
   (b) When possible, transgender or intersex youth should be transported with youth of the gender they identify with the most.
   (c) Transport youth together who have known hostilities toward each other, such as mutual combatants or rival gang members.
   (d) Leave the vehicle unattended with a youth inside.
   (e) Handcuff a youth to any part of a vehicle.
   (f) Stop to conduct any personal activities.
   (g) Respond to calls or engage in other activities except in exigent circumstances.
   (h) Transport a youth in a vehicle not equipped to safely transport a youth, except in an emergency. A properly equipped vehicle should be requested.
   (i) Drive in a manner intentionally designed to punish or make youth uncomfortable, including allowing unreasonable environmental factors (e.g., loud or objectionable music, excessive heat or cooling).
   (j) Eat or drink while operating a vehicle.

518.3.2 TRANSPORTATION LOGS
Youth transportation logs shall be developed by the Director or the authorized designee and be used to log all youth transportation. The logs shall include:

- Name of the youth.
- Date and start/stop time and mileage check of the transport.
- Location where the youth was transported.
- Name of the transporting Juvenile Institution Officer.
- Circumstances of any unusual events associated with the transportation.

The logs shall be retained by the facility in accordance with established records retention schedules.
Transportation of Youths Outside the Secure Facility

518.4 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.

518.5 PROCEDURE FOR ARRANGING TRANSPORTATION
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 minor 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
Transportation of Youths Outside the Secure Facility

- 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.

518.6 TRANSPORTATION ARRANGED BY THE FACILITY

The following procedure will be followed in making arrangements for a youth flying or traveling by bus:

(a) The transportation staff shall contact the Department Clerk via e-mail and request that travel arrangements be made. The supervisor or manager approving the travel shall be copied. The staff will provide the clerk with the details of the travel such as youth and/or staff's name, type of travel, locations, and dates/times.

(b) Keep a file of all arrangements for transportation arranged through the Transportation Officers. Attached is a form for this use.

(c) For emergency transportation during non-business hours, the on-duty supervisor will contact the Manager or Director to seek approval for the transportation.

518.7 OFFICE OF INTERSTATE COMPACT FOR JUVENILES

The ICJ is a contract between the states that regulates youth who are under court supervision or who have run away from home and left their state of residence. States ratifying the compact are bound by federal law to observe the terms of the agreement (see the Youth Reception Policy).

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall coordinate through the Department of Juvenile Justice Interstate Compact for Juveniles Office (Office), in compliance with the Interstate Commission for Juveniles, the Office's coordination of movement of youth to and from sending and receiving states. The receiving state should coordinate and assume financial responsibility for all transportation arrangements for youth that include airlines, trains, and other means of ground transportation.

518.7.1 ICJ PROCEDURES

The Intake Probation Supervisor or the authorized designee shall:

(a) Comply with all arrangements coordinated by the ICJ.

(b) Acknowledge notification of the arrangements.

(c) Provide safe and secure transportation of youth according to the ICJ.

(d) Provide a documentation packet that includes a completed Out-of-State Transportation Checklist.

(e) Notify the Transportation Security Administration (TSA) at the airport of the date and time of arrival.
Transportation of Youths Outside the Secure Facility

(f) Prior to departure, prepare a discharge packet and include the following:
1. Copy of the face/fact sheet
2. Youth’s picture
3. Copy of all court orders
4. Copy of warrant/order to produce
5. Copy of other legal documentation from both states
6. Copy of travel information (e.g., flight itinerary, bus schedule, train schedule)
7. Airport, bus station, or train station security information/contact
8. Out-of-State Transportation Checklist, completed by the Probation Staff
9. Out-of-State Transportation Officer Summary
10. Receiving agency contact information

(g) When transporting a male youth, there must be at least one male transportation Juvenile Institution Officer present. When transporting a female youth, there must be at least one female transportation Juvenile Institution Officer present. There are no exceptions.

(h) Prior to departure from the facility, the Institutional Supervisor or the authorized designee should meet with the transportation Juvenile Institution Officers and review all directions or special instructions concerning the transportation duty.

(i) Youths shall not be given any information regarding their travel arrangements or port of departure.

(j) Transportation Juvenile Institution Officers assigned to transportation duty must have facility identification as well as their valid driver’s license. The Institutional Supervisor or the authorized designee on duty shall verify that transportation Juvenile Institution Officers have the proper identification in their possession prior to leaving the unit.

(k) Youths shall be transported and restrained according to the Restraints Policy.

(l) Upon arrival at the airport, the transporting Juvenile Institution Officers will request airport security personnel, or the law enforcement escort, to escort the transportation Juvenile Institution Officers and the youth to the departure gate.

(m) The transporting Juvenile Institution Officers will accompany the youth, without restraining devices, through airport security to the appropriate departure gate.

(n) Once in the boarding area, one of the transportation Juvenile Institution Officers will provide identification to the gate attendant and request to board the plane last.

(o) After the youth boards the plane, the transporting Juvenile Institution Officers will remain in the boarding area until the plane departs.

(p) If at any time the transporting Juvenile Institution Officers are instructed by an outside agency to deviate from the standard operating procedures, the transporting Juvenile Institution Officers shall immediately contact the facility Institutional Supervisor or the
Transportation of Youths Outside the Secure Facility

authorized designee, and as soon as practical, author an incident report outlining the aforementioned.

(q) The Institutional Supervisor or the authorized designee will contact the OICS to confirm the departure of the youth or inform them of any deviation from the original interstate compact agreement.

The Lead Transportation JIO will keep a record of each transportation trip requested:

- 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

518.8 TRAINING
The Probation Manager shall ensure that all employees charged with youth transportation duties receive training appropriate for the assignment.

Documentation of all training presented shall be retained in the employee’s training file in accordance with established records retention schedules.
Release

519.1 PURPOSE AND SCOPE
The purpose of this policy is to establish and maintain procedures governing the release of youth to ensure they are not released in error (15 CCR 1351).

519.2 POLICY
It will be the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide for the timely, efficient, and legal release of youth.

519.2.1 PROCEDURES
519.1 JOHN A. DAVIS JUVENILE HALL RELEASE PROCEDURE

519.3 DETERMINING PERMANENT RELEASE DATE
Upon arrival at the facility, the facility clerk and/or Deputy Probation Officer (DPO) will review the youth’s date of commitment, length of commitment, type of commitment, time spent in Juvenile Hall awaiting transfer to the facility and credit afforded by the Court. The date the youth must be released by will be posted by the clerk on the youth’s intake card.

At the youth’s Assessment Review Team Meeting (Review for Release), a tentative release date will be scheduled. This release date will take into consideration the progress the youth has made toward the completion of his/her treatment plan goals, school progress, behavior at the facility, attitudes toward his/her offense, transition plan, and family and community resources, as well as time the youth has earned in the program.

Youth can be released by the Court after a Review hearing of their progress in the program. Youth who are not successful in the Orin Allen Youth Rehabilitation Facility may be released to Juvenile Hall at the direction of the Supervisor or Lead Juvenile Institution Officer (JIO). The final decision regarding filing a supplemental petition or Notice of Violation rests with the Probation Director. The youth’s permanent release date may be adjusted if a supplemental petition or a Notice of Violation is filed.

519.4 REENTRY PROCEDURE
The DPO will facilitate a pre-release meeting. This meeting will afford the DPO the opportunity to address the youth’s transition into the community and explain the Court’s mandates (Terms and Conditions of Probation) while the youth is still housed within the Probation Department County Institution. The pre-release meeting may include the youth’s parent/legal guardian. Representatives from the facility’s School Department and Behavioral Health Department will be informed of the pre-release meeting and invited to attend in order to further discuss the youth’s adjustment at the facility and transition in to the community. Parents /guardians will be provided
Release

with documentation pertinent to the youth’s aftercare, subsequent court hearing and reporting responsibilities upon release.

Unless approved by the Probation Director, the Probation Manager or the Court, the youth is only to be released to the custody of a parent/legal guardian.

If possible, youth who are ordered released by the court will be released at staggered times to avoid congestion in the release area. Youths scheduled for release shall be escorted by the staff to the transfer/release area to begin the release procedure 30 minutes prior to their scheduled release time.

The Institutional Supervisor or authorized designee shall sign and date the release paperwork on the same day the youth is to be released.

Youths shall not be released or moved during youth count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the facility.

All youth must be positively identified by the staff prior to being released from the facility. Youth identities should be verified using intake records bearing the youth’s name, photograph, or a facility identification number, or a single digit fingerprint match system if available.

Before any youth may be released, the following conditions must be met (15 CCR 1351):

(a) The identity of the youth has been verified.

(b) All required paperwork for release is present. The staff shall review the active youth file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:

   1. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.

   2. Unresolved grievances, damage claims, or lost property.

(c) All youth should be cleared by a qualified medical and behavioral health staff member prior to release.

(d) All personal property shall be returned to the youth during the release process. The youth must acknowledge receiving the property by signed receipt. Any discrepancies shall be promptly reported to the Institutional Supervisor.

(e) All facility property must be returned by the youth. Any missing or damaged facility property should be documented and promptly reported to the Institutional Supervisor.

(f) A forwarding address for the youth should be on file and verified with the youth for return of mail.

(g) Youths on probation should be directed by the staff to report to the probation immediately upon release. (15 CCR 1324).

(h) Notify the Department of Juvenile Justice, Interstate Compact for Juveniles Office (Office) of the youth’s pending release if the youth was held pursuant to the agreement with the Office. Interstate movement and transportation for a youth returning to the youth’s state of residence shall be coordinated by the Office.
Release

(i) Confirm the identity of the person to whom the youth is being released.

(j) Release any medication to the person to whom the youth is being released.

(k) Obtain a signature or other documentation confirming receipt of the youth.

(l) Notify the youth's parent/guardian if the parent/guardian is not the person to whom the youth is being released.

(m) Notify the facility's medical and mental health units of the release (15 CCR 1408; 15 CCR 1437).

(n) Notify the facility's school registrar of the release.

(o) Youth's parent/guardian will be provided Medical medication reserves, if applicable. Youth's parent/guardian will provided application for Medi-Cal program if applicable.

(p) Youth will be provided transcript and Academic Transition Plan, if applicable.

(q) Youth and parent/guardian will be provided with contact information for assigned DPO.

The housing sheet, release log, and daily census log shall be updated after the youth’s release. The Institutional Supervisor or authorized designee shall ensure all release documents are complete and properly signed by the youth and the staff where required.

519.5 FURLOUGH RELEASES
The Director shall develop and implement written policies and procedures for the furlough of youth from custody. The Release Procedure in this policy shall apply (15 CCR 1351).

519.6 POST-DISPOSITION YOUTH
The Director shall develop and implement policies and procedures for post-dispositional [youth] that coordinates transitional and reentry services including but not limited to medical and behavioral health (e.g., substance use, psychological distress), education, probation supervision, and community-based services (15 CCR 1302; 15 CCR 1351; 15 CCR 1355).
Over-Detention and Inadvertent Releases

520.1 PURPOSE AND SCOPE
This policy provides guidance to staff and management if over-detention or inadvertent release occurs.

520.1.1 DEFINITIONS
Definitions related to this policy include:

Inadvertent release - Any instance of a youth being mistakenly released.

Over-detention - Any instance of a youth being mistakenly detained beyond the scheduled release date.

520.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to reasonably ensure that over-detention and inadvertent releases do not occur. This facility shall promptly review and address allegations of over-detention and inadvertent release.

520.3 INADVERTENT RELEASE
Whenever an inadvertent release is discovered, the staff member making the discovery shall immediately notify the Institutional Supervisor II. The Intake Probation Supervisor shall also be notified regarding the inadvertent release of a youth from the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. The notification shall be documented in the daily activity log. The parent/guardian, probation personnel, and any agency having jurisdiction shall be immediately notified. Local law enforcement may also be contacted.

520.3.1 INADVERTENT RELEASE INVESTIGATION
In the case of an inadvertent release, the Institutional Supervisor II should immediately notify the Chief Probation Officer or the authorized designee and ensure a report is completed.

The Institutional Supervisor II should immediately investigate to determine the cause of the inadvertent release.

The Institutional Supervisor II will coordinate a response based upon the seriousness of the threat the youth may pose to the community. The threat assessment should be based upon the youth’s criminal history and the reason the youth is in custody, among other factors.

An appropriate evaluation of the circumstances shall be made to determine whether the inadvertent release should be classified as an escape.

520.3.2 RETURNING THE YOUTH TO CUSTODY
When the youth is located and returned to the facility, the appropriate notifications should be made as soon as possible.
Over-Detention and Inadvertent Releases

520.4 OVER-DETENTION
Any staff member who discovers or receives information of an over-detention, or a complaint from a youth regarding over-detention (which could be discovered through a grievance), should immediately notify the Institutional Supervisor (see the Youth Grievances Policy).

The Institutional Supervisor should direct the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff to immediately investigate to determine the correct release date of the youth and to report the findings to the Chief Probation Officer or the authorized designee.

Youths who are found to be over-detained shall be processed for immediate release in accordance with the Release Policy. The youth's parent/guardian, probation personnel, the juvenile court, and any other agency with jurisdiction shall be immediately contacted by the Chief Probation Officer or the authorized designee. The Chief Probation Officer or the authorized designee shall ensure that an entry is made to the daily activity log and a report is completed.
Biological Samples

521.1 PURPOSE AND SCOPE
This policy provides guidelines for the collection of biological samples from youth required by California law to provide a biological sample to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility as a result of being adjudicated for certain offenses (15 CCR 1363). This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation, nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

521.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will assist in the expeditious collection of required biological samples from youth in accordance with the laws of this state.

521.2.1 PROCEDURES

521.1 DNA PROCEDURE

521.3 PERSONS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION
Youth who are in the custody of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and who have a previous adjudication for a felony offense, including an adjudication for an equivalent out of state offense, must submit a biological sample (Penal Code 296.1).

521.4 PROCEDURE
When a youth is required to provide a biological sample, a trained probation staff member shall attempt to obtain the sample in accordance with this policy.

521.4.1 COLLECTION
The following steps should be taken to collect a sample:

(a) Verify that the youth is required to provide a sample pursuant to Penal Code § 296.1.

1. Verification includes querying the youth’s criminal history record for a DNA collection flag or, during regular business hours, contacting the California Department of Justice (DOJ) designated laboratory to determine whether a biological sample has been previously collected from the youth. There is no need to obtain a biological sample if one has been previously obtained.

(b) Arrange for a witness to be present during the collection of the sample.

(c) Use the collection kit designated by the California DOJ to perform the collection and take steps to avoid cross-contamination.

1. Collection should occur at intake, during the reception process, or as soon as administratively practicable (Penal Code § 296.1).

(d) Document in the youth’s file that the sample was taken.
Biological Samples

(e) Forward the sample to the California DOJ as soon as practicable.

521.5 USE OF FORCE TO OBTAIN SAMPLES
If a youth refuses to cooperate with the sample collection process, Juvenile Institution Officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order. Methods to consider when seeking voluntary compliance include contacting (15 CCR 1363):

(a) The youth’s probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the youth for failure to comply or to otherwise bring the refusal before a judge (Penal Code § 298.1).

(c) The judge at the youth’s next court appearance.

(d) The youth’s attorney, parent/guardian, or custodian.

(e) A chaplain.

(f) A supervisor who may be able to authorize disciplinary actions to compel compliance, if any such actions are available.

The Institutional Supervisor shall review and approve any use of force. The supervisor shall be present to supervise and document the use of force. Any refusal to submit a sample and the steps taken in an attempt to obtain voluntary compliance should be documented in the youth’s file.

521.5.1 VIDEO RECORDING
A video recording shall be made any time force is used to obtain a biological sample (15 CCR 1363). The recording shall be directed at the cell extraction event and should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the youth’s file, if any, and shall be retained by the Facility for the length of time required by statute. Notwithstanding the use of the video as evidence in a court proceeding, the recording shall be retained administratively in accordance with the Facility’s established records retention schedule.

521.5.2 DOCUMENTATION RELATED TO FORCE
The Institutional Supervisor shall prepare prior written authorization for the use of any force (Penal Code § 298.1). The written authorization shall include information that the youth was asked to provide the requisite specimen, sample, or impression and refused, as well as the related court order authorizing the force.

Efforts to secure voluntary compliance shall be documented and shall include an advisement of the legal obligation to provide the biological sample, and the consequences of refusal (15 CCR 1363).

521.6 BLOOD SAMPLES
A blood sample should only be obtained under this policy when (Penal Code § 295; Penal Code § 298):

(a) The California DOJ requests a blood sample and the subject consents.
Biological Samples

(b) A court orders a blood sample following a refusal. The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298).
522.1 PURPOSE AND SCOPE
This policy provides direction on how in-custody deaths shall be reported.

522.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to follow state and local guidelines for reporting in-custody deaths.

522.2.1 PROCEDURES

522.1 JOHN A. DAVIS JUVENILE HALL IN-CUSTODY DEATH PROCEDURE

522.2 ORIN ALLEN YOUTH REHABILITATION FACILITY IN-CUSTODY DEATH PROCEDURE

522.3 MANDATORY REPORTING
All in-custody deaths shall be reported as required (15 CCR 1362).

If the decedent is a boarder for another agency, the Director shall notify that agency so it can assume responsibility for the notification of the decedent’s family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the youth’s name, identification number, date and time of death, and the attending physician’s name.

The Director or the authorized designee shall notify the Juvenile Court and any other court of jurisdiction and ensure notification to the youth’s parent/guardian, or person standing in loco parentis (15 CCR 1341).

The Director shall report, in writing, to the California Attorney General, within 10 days after the death, all facts known concerning the death. The Director shall also provide to the California Board of State and Community Corrections a copy of the report submitted to the California Attorney General within 10 calendar days after the death. The Director shall also report the death to the Bureau of Justice Statistics in accordance with the Death in Custody Reporting Act.

522.4 PROCEDURE
Upon determining that a death of any youth has occurred while in the custody of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, the Chief Probation Officer is responsible for ensuring that all appropriate investigative authorities, including the Coroner, are notified without delay and all written reports are completed (15 CCR 1341).

The Chief Probation Officer shall also promptly ensure any other notifications required by policy or direction are made. The Director shall observe all pertinent laws and allow appropriate investigating and reviewing agencies full access to all facts surrounding the death.
Reporting In-Custody Deaths

The Facility shall establish policies and procedures for the investigation and/or review of any in-custody death (see the In-Custody Death Reviews Policy).

The decedent’s personal belongings shall be disposed of in a responsible and legal manner. All property and records shall be retained according to established records retention schedules.

The individual designated by the decedent shall be notified of all pertinent information as required by law.

During an investigation or review, all inquiries regarding the death shall be referred to the Public Information Officer. Probation staff members shall not comment unless otherwise directed to do so by the Chief Probation Officer.

522.5 IN-CUSTODY DEATH INITIAL REVIEW
The Chief Probation Officer or the authorized designee is responsible for coordinating all aspects of the incident. The Chief Probation Officer or the authorized designee will ensure the necessary information is provided to meet the reporting requirements.

The Chief Probation Officer shall identify the appropriate investigative and reviewing team qualified to conduct the administrative review of the in-custody death. The initial internal review should be conducted no later than 72 hours after the incident. The final administrative review shall be conducted in accordance with the In-Custody Death Reviews Policy.
In-Custody Death Reviews

523.1 PURPOSE AND SCOPE
This policy provides direction on how in-custody deaths shall be reviewed to help avoid future preventable deaths.

523.1.1 DEFINITIONS
Definitions related to this policy include:

**In-custody death** - The death of any youth, for whatever reason (natural causes, suicide, homicide, accident), who is in custody at any facility of this facility or is attending an in-custody court appearance.

**Internal review** (also known as **administrative review**) - An assessment of whether a facility’s standards, training, and supervision are adequate, and whether changes should be made.

**Provider mortality review** - An assessment of the medical care, including mental health care, provided to a youth who later died in custody. It should analyze the care provided, or care that should have been provided to prevent the death. A medical provider mortality review should address areas where improvements can be made.

**Psychological autopsy** - Can be performed for suicide deaths to illuminate the various stressors that could have contributed to the suicide. It is usually conducted by a psychologist or other qualified mental health professional.

523.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to follow state and local statutes, regulations, and guidelines for reviewing in-custody deaths in order to avoid preventable deaths in the future.

523.3 MANDATORY REVIEWS
All in-custody deaths shall be reviewed as required by federal and state statutes and regulations (see the Reporting In-Custody Deaths Policy).

The Health Services Administrator, in cooperation with the Director, shall develop written policy and procedures to assure that there is a medical and operational review of every in-custody death (see the In-Custody Death Review Section in this policy) (15 CCR 1341).

523.4 IN-CUSTODY DEATH REVIEW
In conducting a death review, the Chief Probation Officer or the authorized designee shall immediately collect all relevant information, including but not limited to:

(a) Intake records.
(b) Medical/mental health records.
(c) Youth requests, complaints, and grievances.
In-Custody Death Reviews

(d) Visitor logs.
(e) Phone calls and any other electronic communications.
(f) Inspection logs, notes, and corrective actions.
(g) Safety check logs.
(h) Daily activity logs and shift reports.
(i) Program attendance logs.
(j) Classification records.
(k) Use of force and restraints reports.
(l) Staff rosters.
(m) Staff statements or interviews (e.g., incident reports).
(n) Witness statements or interviews.
(o) Video footage.
(p) Youth records.
(q) Court records.
(r) Information about criminal charges (more relevant for death by suicide).
(s) Toxicology report.
(t) Coroner reports, including the autopsy report.
(u) The circumstances surrounding the incident;
(v) Facility procedures relevant to the incident;
(w) All relevant training received by involved staff;
(x) Pertinent medical and mental health services/reports involving the victim;
(y) Possible precipitation factors leading to the death;
(z) And recommendations for changes in policy, training, physical plant, medical or mental health services and operational procedures.

(aa) Any other relevant records, reports, or interviews.

These materials should be organized in an easily digestible format (e.g., large binder with dividers), with a written factual overview of the relevant events in the timeline leading up to the death and the response in the timeframe after the death. The overview should be prepared with the expectation that the material will be reviewed by the Chief Probation Officer, outside agencies, lawyers, policy makers, and state court and federal court judges. In the case of suicide, this material should be provided to the medical or mental health professional who will be preparing the psychological autopsy.

Notification should be sent to all relevant individuals instructing them to preserve all records related to the decedent’s detention.
523.5 IN-CUSTODY DEATH REVIEW TEAM
The Chief Probation Officer or the authorized designee is responsible for establishing a team of qualified staff to conduct an internal review of every in-custody death. The review team can include (15 CCR 1341):

(a) Chief Probation Officer or the authorized designee.
(b) Legal counsel for the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
(c) District Attorney.
(d) Investigative staff.
(e) Head Nurse, qualified medical/mental health care professionals, supervisors, or other staff who are relevant to the incident.
(f) Administration investigators.
(g) Local law enforcement.
(h) Child welfare agency representative.

The in-custody death review should be initiated immediately, though it may take time to obtain all the relevant information for proper analysis (see the Reporting In-Custody Deaths Policy). The mortality review should be completed within 30 days. Depending on the nature of the death, the administrative review and/or psychological autopsy may take longer than 30 days to complete; however, every effort should be made to complete the review in a timely manner so necessary improvements can be implemented as soon as possible.

The review team shall evaluate the in-custody death to determine whether laws, regulations, and policies were followed, and whether any policies or procedures should be changed. A report shall be prepared of any findings of the review.
Bail

524.1 PURPOSE AND SCOPE

The John A. Davis Juvenile Hall has a responsibility to receive bail or bail bonds if ordered by the Court.

524.2 POLICY

The Institution Supervisor II is responsible for receiving bail or bail bonds. If there are any questions about the procedure, contact the Director or Manager of the John A. Davis Juvenile Hall.

Court Order:

- There MUST BE a Court Order on file in the resident’s Juvenile Hall file ordering bail and specifying the amount. This Court Order is to be checked prior to receiving bail. It should also be determined that there are no other legal restraints such as DJJ holds or warrants.

Receiving Bail:

Check the Court Order.

- Count the cash in front of the person presenting it. You must have the exact amount.
- Receiving other than cash: Generally payable instruments that are paid for in advance are acceptable such as cashier’s check, certified checks, money orders or traveler’s checks. However, if there are any questions about the validity of the documents, do not accept them without consulting the Director or Manager.
- Valid payable instruments are to be made out to Contra Costa County Juvenile Hall.

Make out a County general receipt to the person presenting the bail. Indicate on the receipt:

- Bail for (person named by Court Order).
- Court and Court Order number.
- Payable instrument such as bail bond, instrument type, maker, denomination, number(s), cash, cashier’s check, etc.
- Driver’s license number or identification of person presenting the bail.
- Give the original copy of the receipt to the person presenting the bail.
- Place cash and yellow receipt copy in envelope addressed to Court ordering bail and place in safe drawer next to children’s money drawer. Located in Sierra Office.
- Notify the Probation Manager of Juvenile Hall.
- DO NOT place bail in cash drawer that has youth’s money.

Receiving Bail Bonds:
Bail

Check the Court Order.

- Bail bondsmen are licensed and regulated by the State Department of Insurance. They carry identification with their license number.
- The bail bondsman will present a bail bond in the amount of the bail. This bond is a promise to pay that is forfeited if the person bailed does not make his appearance before the Court.

The supervisor receiving the bond will:

- Check the Court Order.
- Endorse lower part of bond.
- Writes a general receipt for the bond and gives original copy of receipt to bondsman.
- Bail for (person named on Court Order).
- Court and Court Order number.
- Name, type, amount of payable instrument.
- Name, number of bondsman presenting bond.

Place bond and copy of receipt in an envelope addressed to the Court that bond specifies. Place in safe drawer next to youth’s money drawer.

Release Procedure:

- Once bail has been received and recorded, the person bailed is released to the person presenting the bail through our normal release procedures. The Supervisor then notes on Probation Intake Record that the resident has been released on bail and have the person presenting the bail sign the release. The supervisor then is to notify the resident’s parents and Probation Officer of the release with a notation placed in the youth’s file.

Forwarding Bail or Bond:

The Building Supervisor receiving bail should notify the Manager and the Clerical Supervisor by memorandum that bail has been posed.

The Clerical Supervisor is then responsible for forwarding the bail in the following manner:

- Have the Manager review the documents.

Bail cash:

- Monday through Friday a deposit permit detail will be made out with specific details of the bail.
- An offsetting counter warrant is made out to the County Clerk.
- The cash is then deposited at the County Treasurers Office and the warrant delivered to the County Clerk’s Office.
- Receipt is obtained from the County Clerk.
Bail

Bail Bond:

- Deliver to County Clerk.
- Obtain receipt.

The Probation Manager shall notify the Court of bail in writing of the release details. Place copy in resident’s file.
Temporary Release

525.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility may allow the youth in their care to receive temporary releases.

525.2 POLICY
Home visits and temporary releases are a privilege, not a right. Home visits and weekend temporary releases from the John A. Davis Juvenile Hall are recommended by a youth's Juvenile Institution Officer (JIO) with the approval of a youth's Deputy Probation Officer (DPO), his JIO's Supervisor and the Probation Director or designee. Home visits serve to assist in the transition back to society. For the Orin Allen Youth Rehabilitation Facility, weekend home passes, 3 hour rides/6 hour rides are based on the BMS point system and incentive program at the facility

525.2.1 TEMPORARY RELEASE ORIN ALLEN YOUTH REHABILITATION FACILITY
I. Criteria for Home Visits

Program Eligibility

- Youth committed to a Ninety Day and Mandatory programs are not eligible for home visits.

Six Month Program:

- Youth committed to a Six Month Program must be committed for 126 days and/or have earned 2,556 program points, and "gold status" in order to become eligible for their first home visit.

Nine Month Program:

- Youth committed to a Nine Month Program must be committed for 216 days, and/or have earned 3,834 program points, and "gold status" in order to become eligible for their first home visit.

Twelve Month Program:

- Youth committed to a Twelve Month Program must be committed for 288 days and/or have earned 5,112 program points, and "gold status" before they are eligible for their first home visit.

Parents/Guardians must be agreeable to the home visit and available to supervise the youth. Prior to leaving the facility, the parent is asked to sign the home visit contract. Refusal to sign the home visit contract will result in the home visit being canceled.
Temporary Release

A youth who has a failing grade (e.g. silver status or lower, 1 Incident Report, or 2 Behavioral Progress Reports, or 3 LOPS) during the grading period shall not be granted a home visit/weekend temporary pass.

A youth must return from a home visit on time. If the youth is late, appropriate discipline up to and including return to Juvenile Hall may be imposed. Future home visits/weekend temporary releases may be terminated.

II. Home Visit Protocol

JIO's Responsibilities:

- Review home visit request submitted by caseload. Prior to approval, the JIO needs to verify parent/guardians availability and confirm transportation arrangements. Verify that the youth meets the criteria for home visits.

- Advise the youth and the parent/guardian of the purpose of home visits, the behavioral expectations of the youth while he is off grounds and the parental/guardian responsibility to set and enforce reasonable limits to provide adequate supervision and advise the JIO or facility staff members when the youth fails to adhere to the conditions of his home visit.

- Review with the family and youth any transition issues which should be addressed during the home visit.

- Forward home visit request to Supervisor.

- Upon completion of home visit, review visit with youth and family. Address any areas of concern.

Probation Officers Responsibilities:

- Upon receipt of a home visit request, verify that the home visit will not be in violation of any order of the Court.

Supervisor/Lead JIO Responsibility

- Verify that the home visit rules agreement has been signed by parent/guardian. A copy should be made and given to parent/guardian.

- Ensure that one phone call is made from the youth during each active shift to the youth. Further, staff should verify the status and location of the youth by speaking with parent/guardian of youth.

- The Juvenile Hall Supervisor II will be contacted to request authorization to admit youth if necessary including, notifying the Police Department of the youth’s city of residence that the youth is AWOL. Administration and assigned DPO will also be notified. Any home visit violations are to be documented on an Incident Report.

- If the youth is in violation of the conditions of his home visit, the Supervisor/Lead JIO will determine the appropriate disposition, up to and including return to Juvenile Hall may be imposed.

- Verify returns to the facility of youth from home visits, document the return in the log, note any irregularities.
Temporary Release

525.3 TEMPORARY RELEASE JOHN A. DAVIS JUVENILE HALL

A youth with an appropriate order of the Court may be temporarily released from Juvenile Hall by request of the assigned Deputy Probation Officer:

- A release from the Juvenile Hall will be considered to be temporary if at the time the release is requested there is established a definite return date and time which is not more than seven (7) days from the date of release.

- When a youth is released from Juvenile Hall with no definite return date and time, the release will be considered a permanent release.

- When a youth fails to return to the Juvenile Hall at the specified date and time, the Sierra Lead Juvenile Institution Officer will notify the Building Supervisor or the Deputy Probation Officer who authorized the release or the appropriate Probation Unit Supervisor if the Deputy Probation Officer is unavailable. Notification will be made by telephone during working hours. The temporary release will be considered permanent after seventy-two hours.

- 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 appropriate Living Unit. The Deputy Probation Officer will coordinate proper notifications.

- Money will not be released to a youth temporarily released from Juvenile Hall except by prior arrangement of the Deputy Probation Officer, authorized by the Juvenile Hall Director or Manager.

- Authorization to extend a temporary release may be requested from the Juvenile Hall Director or Manager by the Deputy Probation Officer for a period no longer than an additional seven (7) days. Based on the circumstances for the request, the Director or Manager will determine if the extension will be approved or if the release will be considered a permanent release. Sierra Unit will be notified if the release is extended or permanent.

When the Deputy Probation Officer or the appropriate Probation Unit Supervisor cannot be contacted for authorization to cancel a temporary release, the Juvenile Hall Building Supervisor may cancel the temporary release under the following conditions:

- The adult authorized to receive the youth is deemed to be under the influence of alcohol or other drugs.

- The adult seeking the release of the youth is not the person authorized by the Deputy Probation Officer.

- The youth is ill, injured or emotionally distraught and release is not medically advisable.

- The youth is believed to be planning to escape.

- The youth has threatened bodily harm to a member of the community and has the ability to carry out the threat.

- The youth’s adjustment in Juvenile Hall is such that he is a danger to himself or others.
Unclaimed Property

526.1 PURPOSE AND SCOPE
It shall be the goal of Contra Costa County Probation facility staff members to receive, safely store, and return all personal property to a youth upon their release from the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility in an accurate and responsible manner. Any personal property left by a youth shall be identified as unclaimed property. Reasonable effort shall be made by Probation staff to contact the youth or youth's parent/guardian to retrieve the property, prior to donating the item(s) to the Juvenile Hall Auxiliary, or disposal.

526.2 POLICY
Handling Unclaimed General Property
General property is property other than money, or non-currency safe items.
General property left in the facility by youth who are no longer in residence will be handled in the following manner:

Housing/Dormitory unit items with no, or insignificant dollar value, obtained while in custody, such as school work, letters, photos, court documents, food items, prizes, hygiene products will be disposed of if not claimed at time of release.

- If a resident is not physically on their housing unit/dormitory when release is granted (e.g. Court), a Juvenile Institution Officer (JIO) will facilitate gathering housing unit personal property to be promptly transported to the Admissions Unit/front office to be delivered to the youth prior to release.
- Personal mementos not retrieved by youth at time of release will be disposed of.
- Items left on the housing unit/dormitory, which may have been inadvertently forgotten, such as eyeglasses and dental retainers, will be handled as general property, and efforts to return the item(s) will be made. Items of this nature will be transported to the Admissions Unit/front office to be stored, pending release.

The JIO discovering property belonging to a resident no longer in custody will properly label, log and store such items in the following manner:

- The JIO will affix a tag to item(s) indicating the full resident’s name, address and/or DOB, and date/location property was discovered.
- Place the property in the unclaimed property box located in the Sierra Clothing room/property room in Dormitory 1.
- Complete an entry in the Unclaimed Property Log indicating the pertinent information. The log is maintained in the unclaimed property box.

The Institution Supervisor or designee will send a written notice of the unclaimed property (form letter) to last known address of the identified owner with a brief description of the unclaimed
Unclaimed Property

property. A copy of the letter will be held by the Admissions Supervisor until the property has been released.

The Institution Supervisor may also facilitate the return of these items by contacting the probationer’s assigned Deputy Probation Officer (DPO).

If the unclaimed property letter has been returned to sender because of “Address Unknown,” the Institution supervisor will contact the last known DPO for a more current address.

- Dates and times of contact, as well as additional addresses are to be written on the back of the returned letter(s) and a new form letter mailed to the property owner.
- If after all attempts to find a current address have failed and there is no means of contacting the individual, document same on the back of the last returned letter. Copies of the returned letters are to be placed in the resident’s file.

Persons claiming property should present the form letter and identification to the Institution Supervisor or Juvenile Institution Officer.

- The Supervisor or JIO will have the original property receipt signed by the youth (or their parent/legal guardian) claiming the property. Once the property is released, the Supervisor or JIO will date and initial the form letter and send it to the Admissions Supervisor if at the John A. Davis Juvenile Hall.
- If the individual does not have the form letter in their possession, after presenting proper identification, the Supervisor or JIO will have the youth (or their parent/legal guardian) sign the original property receipt, make a copy of the signed property receipt and send the copy to the Admissions Supervisor if at the John A. Davis Juvenile Hall.
- Should a resident request that property be released to someone other than themselves or a parent/guardian, approval will need to be obtained in advance through the Building Supervisor or Institution Supervisor. Such approval will be noted on the youth’s property sheet.

Items will only be mailed at the owner’s request and at the owner’s expense. The request must be made in writing by filling out the applicable blocks on the form letter.

AWOL or Placement cases where there is no parent willing to pick up the youth’s property, the DPO of record will be contacted and requested to retrieve the property for storage at the Field Probation Office.

The Supervisor will monitor unclaimed property. If the resident (or their parent/legal guardian) has not responded, within 30 days, to the written notice of the unclaimed property, this item(s) will be donated to the Juvenile Hall Auxiliary for sale, or disposed of if unusable or without monetary value.

The person removing the unclaimed property from the Sierra Clothing room/Dormitory is responsible for crossing the name from the list indicating the date and name of person removing property in the log. It will be noted if the item was picked up or donated.

Handling Unclaimed Valuables
Unclaimed Property

Any U.S. currency under $50, or unclaimed non-currency safe items (e.g. knife, phone, watch, personal checks, gift cards) will be handled in the following manner.

Monthly the Graveyard Supervisor at the Juvenile Hall will inventory the property safe and identify any property belonging to youth who are no longer in custody. The Institution Supervisor at the Orin Allen Youth Rehabilitation Facility will inventory the property safe and identify any property belonging to youth who are no longer at the facility.

The Graveyard Supervisor at the Juvenile Hall will prepare and send an unclaimed property letter (form letter) to the last known residence of the youth. The Institution Supervisor at the Orin Allen Youth Rehabilitation Facility will prepare and send an unclaimed property letter (form letter) to the last known residence of the youth.

The Graveyard Supervisor at the Juvenile Hall will also notice the DPO of Record (if applicable) via email of the unclaimed safe item. The Institution Supervisor at the Orin Allen Youth Rehabilitation Facility will also notice the DPO of Record (if applicable) via email of the unclaimed safe item.

A copy of the form letter will be forwarded to the Admissions Unit Supervisor. This will be the Admission Supervisors’ notice of unclaimed valuables in the safe, and that letters have been mailed out.

Should youth or parents report to the facility to claim the valuable, the process is the same as described above for general property, with the addition of JIO contacting the Building Supervisor at the Juvenile Hall or the Institution Supervisor I at the Orin Allen Youth Rehabilitation Facility to access the safe item. Once the item has been obtained, JIO shall proceed with the release of property as detailed above, including notification to the Supervisor.

The Admissions Supervisor/Institution Supervisor I will monitor the status of unclaimed safe property, by tracking items that have been retrieved by youth (or their parent) via the returned form letters/signed property sheet documenting the release of property. The Admission Supervisor shall periodically cross-check records with the on-duty Building Supervisor, who has access to the safe log book. At the Orin Allen Youth Rehabilitation Facility, the Institution Supervisor shall periodically cross check records with the Probation Manager.

Should no response be received within 30-days, the Admissions Supervisor/Institution Supervisor I will make the following additional reasonable efforts:

- If the youth (or their parent/legal guardian) has not responded, within 30 days, to the written notice of the unclaimed safe property the Admissions Supervisor/Institution Supervisor I shall contact the assigned DPO to determine the status of the youth.
- After conferring with the DPO, if further attempts appear warranted, the Admissions Supervisor/Institution Supervisor and the DPO will determine who will facilitate the notification process.
- The assigned DPO may also choose to retrieve the item themselves in order to deliver the item to the youth during a home or office visit.
Unclaimed Property

Should the DPO collect the item, they will sign the property sheet indicating release of said safe item.

All property will remain in the property safe until claimed or disposed of according established procedures.

- If reasonable attempts to return the item(s) has proven unsuccessful, the cash or item(s) will be donated to the Juvenile Hall Auxiliary, or disposed of, if unusable or without monetary value.

The Admissions Supervisor/Institution Supervisor will consult with the Building Supervisor/Manager to review unsuccessful attempts to return the youth’s property.

Should the Building Supervisor/Manager determine that reasonable efforts have been made; he/she will remove the unclaimed items from the safe, and make appropriate notations in the Safe Log.

The Admissions Supervisor/Institution Supervisor I will make notations on the unclaimed form letter, indicating failed attempts, and the date the item was donated. A copy of this letter will be placed in the youth’s Juvenile Hall file.

The Building Supervisor/Program Manager will take all unclaimed safe items and forward the property to the Juvenile Hall Director or designee for donation or disposal.

Unclaimed Warrants

All intake money in amounts greater than $50.00 was converted to a paper check (warrant) shortly after admission. As a result, all unclaimed money greater than $50.00 is in warrant form. Graveyard Supervisor will notify the Clerical Supervisor that there is a warrant in the safe belonging to a youth that is no longer at Juvenile Hall. At the Orin Allen Youth Rehabilitation Facility, the Institution Supervisor I will contact the Probation Manager that there is a warrant in the safe belonging to a youth no longer at the facility.

The warrant will be mailed to the youth by the Clerical Supervisor/Institution Supervisor I with a notation made on the youth’s file.

If the warrant is returned due to “Incorrect Address”, the Admissions Supervisor/Institution Supervisor I will contact the DPO of record to obtain the correct and/or current address of the resident.

The warrant is again mailed to the owners at the current address with a notation on the youth’s Personal Property sheet of the date and person making the subsequent mailing.

If all viable addresses are invalid, 30 days after and it has been determined that there is no way to contact the individual, the Admissions Supervisor/Institution Supervisor I will provide the on-duty Building Supervisor/Probation Manager with the name of the youth, amount of money left and warrant number.
Unclaimed Property

- The warrant(s) is to be given to the Clerical Supervisor/Institution Supervisor I for disposition.
- The Clerical Supervisor/Probation Manager will confer with the Auditor’s Office for direction on how to proceed with the non-deliverable warrant.
- The Admissions’ Supervisor/Institution Supervisor I will notate this information on the youth’s property sheet.

Money left which is under $50.00 will not be mailed. See above section, Handling Unclaimed Valuables.

Unknown Owner of personal property

If the identity of the owner of personal property is unknown, item(s) will be stored in the Sierra Clothing Room/Dormitory property room in a boxed marked “Unidentified Property.”

The item(s) will be tagged with the date discovered, location, and any other significant information.

Log the entry in the Unidentified Property Log book stored in the Unidentified Property Box.

If the owner of the property has not be located in 30 days, from the date of discovery, this item(s) will be donated to the Juvenile Hall Auxiliary for sale, or disposed of if unusable or without monetary value.

The person removing the unidentified property from the Sierra Clothing room/Dormitory property room is responsible for crossing the name from the list indicating the date and name of person removing property in the log.
Items Permitted in Rooms

527.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall allows youth detained in the facility to have permitted items in their room.

527.2 POLICY
Title 15, Section 1390 prohibits the deprivation of mattress and bedding for disciplinary reasons. However, when a resident is making suicidal attempts and/or gestures, it may be necessary to temporarily remove all harmful or potentially harmful objects, which may include bedding/linens and extraneous clothing until the crisis has passed.

The following items may be kept by a youth in his/her assigned room and are to be removed by staff for cause only. When such removal is deemed necessary, it must be documented on an Incident Report by outlining justification for removal.

COURT DOCUMENTS:
- Youth shall be permitted to keep documents related to their court case including court orders, letters to/from Judges, Attorney of Record, Probation Officer and, where applicable, Social Worker.
- Police reports, court reports, or other documents that may contain sensitive content are not allowed on the housing unit. Documents that the youth is legally entitled access to, but is not permitted on the housing unit such as police reports or court reports, may be viewed by the youth on the Admission/Release Unit and stored in their personal property.

RELIGIOUS MATERIAL:
- One sacred book (Bible, Koran, etc.) and religious devotional materials that are soft covered only. If a parent indicates that he/she wishes to provide a youth with a sacred book or if a youth wishes to retain a personal sacred book, Juvenile Hall staff shall advise the parent and/or youth that Juvenile Hall cannot assume responsibility for loss or damage. A youth or a parent should be advised that a request for sacred books can also be made to the Chaplain of Juvenile Hall.
- Religious medals, medallions and/or symbols whether or not on neck chains, carried, or free standing shall not be permitted.

LETTERS:
- Residents shall be permitted to keep up to three (3) letters in their rooms, plus letters from their legal representative. Letters in excess of (3) three shall be placed in residents’ personal property.

PHOTOGRAPHS:
- Youth shall be allowed to have up to three (3) appropriate photographs of family, friends and/or animals.
Items Permitted in Rooms

- Photos that are gang related including photos with hand signs, that are sexually suggestive, drug or alcohol related, display weapons, or otherwise deemed inappropriate by staff will not be permitted on the housing unit, and will be placed in the youth's personal property.

- Probation staff is not permitted to alter or modify photographs from their original form. If staff is unsure if a photo is appropriate, the photo should be referred to the Shift Supervisor for review and approval.

BEDDING:

- Upon admission, youth shall be issued and allowed to have in their rooms appropriate bedding that shall include: one mattress, one pillow with pillow case, two sheets, and one blanket. Based on climate, staff may issue additional blanket(s) as needed and shall document that information on the face sheet.

- When conducting room searches, and at other times when staff are present in the youth's rooms, staff should be attentive to bedding/linens and confirm that none are missing or damaged. If staff determines that items are missing or damaged, the information should be documented on an Incident Report, and depending upon the situation, appropriate action shall be taken.

HYGIENE:

- Youth may have toilet paper, seat-covers, soap, a toothbrush, toothbrush cap, wave cap, and a hair comb or pick in their room. Additionally, female residents may have feminine hygiene products with a small paper bag.

SCHOOL ASSIGNMENTS:

- Youth that are assigned schoolwork by Juvenile Hall-Mt. McKinley School staff are allowed necessary materials in their rooms to complete their assignments. Materials may include books, paper, and pencils distributed by Probation staff. Pencils, paper, and etc. shall all be removed from the youths' room when schoolwork is completed.

- For purposes other than schoolwork, Shift Supervisors may authorize a youth to have a pencil in his/her room. When a Shift Supervisor grants special permission for a youth to have a pencil in his/her room, approval will be recorded in the minor's adjustment record and unit log. If the supervisor grants permission to the entire unit, or numerous residents, the authorization and duration of the consent will be noted in the unit log.

- School assignments from outside sources need prior approval and inspection before permitted on the housing unit.

OTHER AUTHORIZED ITEMS:

- Youth may have one (1) deck of cards, and two (2) paperback books or magazines in their room. A sacred book or devotional materials may be in addition to the two-book allotment.

- Shift Supervisors may grant approval for additional items to be allowed in youths' rooms as long as items are not hazardous to the safety and security of staff, the individual youth, or the group of youth. The Institution Supervisor II is to be notified and must approve the additional items permitted by the Shift Supervisor.
Items Permitted in Rooms

RETRIEVAL OF ITEMS FROM PERSONAL PROPERTY:

- Admission/Release Unit staff shall not release items, other than court orders (staples removed), to a youth to transport to a housing unit.
- Requests for items other than court orders must be directed to the Shift Supervisor. Upon request, the Shift Supervisor will obtain appropriate items from the Admission/Release Unit at his/her convenience and bring the approved item(s) to the housing unit.
Special Individualized Program Plan (SIPP)

528.1 PURPOSE AND SCOPE
The purpose of individualized programming is to create a behavioral intervention plan that recognizes the needs, barriers, and functions of the youth’s behavior inside the John A. Davis Juvenile Hall.

528.2 POLICY
It is the policy of Contra Costa County Probation Department Juvenile Hall to reduce the occurrence of dangerous behavior via the Special Individualized Program Plan (SIPP) process for youth who persistently engage in behavior that poses a safety risk. Youth who meet this criteria include: chronic behavior that present safety issues, three or more periods of room Separation within a 30 day period of time or aggressive behavior that results in room separation of four or more hours. The plan is designed to eliminate behaviors that create safety concerns and replace these behaviors with pro-social skills. The SIPP process will enhance safety and reduce specific behaviors that warrant the use of external controls to maintain safety. American Disability Act (ADA) accommodations will be acknowledged and addressed in the development of SIPP’s.

SIPP Purpose and Definitions

General Information:

- For youth with persistent behavior problems that threaten safety, staff will develop a Special Individualized Program Plan (SIPP).
- The SIPP process is divided into three parts:
  - The Initial SIPP—Safety Plan and Information Gathering
  - The Full SIPP—Behavioral Intervention Plan
  - The Updated SIPP—Modification/change to Full SIPP.
- The Initial SIPP, Full SIPP, and Updated SIPP will utilize the same format, but will build upon one another to target behavior that compromises safety.
- SIPP’s will incorporate, where necessary, safety plans that use structural supports to address potentially dangerous behaviors and enable the transition of any youth in Room Separation to the unit as soon as possible. Room separation will only be used when an immediate and articulable threat is presented.
- The SIPP manual is a reference for staff to create a SIPP. This manual describes the purpose and provides examples for every step of the SIPP creation process. The help buttons embedded in the SIPP electronic document are excerpts from the SIPP manual targeted to support staff in the completion of each section.

Initial SIPP:
Special Individualized Program Plan (SIPP)

The Initial SIPP will be initiated on the day that the need for the SIPP is identified, and focus on two areas:

- Developing a Safety Plan for youth whose behavior poses a risk to other youth or staff.
- Completion of information gathering, with particular emphasis on the behavior targeted for change.

The Initial SIPP process is required to be completed within 24 hours.

Full SIPP:

- The Full SIPP is a complete behavior intervention plan and shall be targeted for completion within seven days of the SIPP start date.
- The Full SIPP will remain in effect until the targeted behaviors are extinguished or the plan is determined to need modification to better address targeted behaviors.

Updated SIPP:

- When modification is needed to the Full SIPP, an Updated SIPP will be created and is completed anew each time modification or change is deemed necessary.

Requirements:

- A SIPP is to be developed through a collaborative process involving the youth, their family, education, mental health, probation staff, and any other relevant parties.
- A Safety Plan is written outside of the SIPP process to create physical safeguards in order to prevent the resurgence of dangerous behavior. The SIPP and Safety Plans work in tandem to maintain safety. (See Bulletin No: 502, Safety Plans).
- The SIPP will identify the youth’s perceived function/purpose of the unsafe behavior and create the Functionally Equivalent Replacement Behavior (FERB). The SIPP will contain concrete, understandable goals that will provide the youth the opportunity to work towards being fully reintegrated with group activities and unit programming as soon as possible. (See SIPP Reference re: Lines 5 and 6)
- Staff will interact daily with the youth to provide feedback and positive reinforcement, focusing on observed progress towards completing the SIPP goals. These interactions will be documented in the case notes daily by staff and reviewed weekly by the unit supervisor. The SIPP goals will be incorporated into the youth’s case plan and potentially be used as Star Goals. (See Behavior Management System (BMS) for information re: Star Goals)
- When the youth is unable to attend school for one or more blocks, school personnel will provide in-person educational services except where the youth presents an immediate and articulable risk to the teacher or staff.
- The youth is to be involved in other aspects of unit programming unless such involvement threatens the safety of the youth, other youth, or staff. The SIPP will be designed to reduce the behaviors that interfere with the youth’s involvement in regular unit programming.
- A guarantee that the youth will not be denied any of his or her basic rights.
Special Individualized Program Plan (SIPP)

SIPP Development and Implementation

Introduction:

- On the day that the need for a SIPP is identified, a supervisor will begin the process by selecting the unit lead or other JIO to complete the Initial SIPP. Within 24 hours a SIPP Team comprised of the youth’s assigned JIO, a mental health staff, and the unit supervisor, will begin working on the Full SIPP. The SIPP Team will collaborate for the purpose of completing all sections of the Full SIPP.

- The youth’s assigned JIO and the unit supervisor, or designee, will be responsible for the oversight of the Full SIPP, ensuring that all line items are complete by the required deadline, monitoring the youth’s progress, and collaborating with SIPP Team members in the event that changes to the Full SIPP are needed.

- The SIPP electronic template is a smart document that has drop-down selections and help buttons for each section. These tools guide probation staff through the creation of the behavior plan and provide technical support so staff understands the purpose of each section. All drop-down selections used must be accompanied by a written description provided by staff. If the drop-down options are not suitable, staff can complete each section without using the provided drop-down selections.

Special Individualized Programming Plan (SIPP) sections:

- A heading section that includes youth’s name, author’s name, and relevant dates. This section also requires a description of the incident(s)/behavior(s) in clearly observable terms.

- An area to include ADA issues/barriers.

- An area to collect input from the following parties: Probation, School Department, Mental Health, parent/guardian, Medical, and the youth. This section includes a guided questionnaire that is tied directly to specific line items in the SIPP Behavior Plan.

A behavior information section that requires the following information:

- The exact behavior that is targeted for improvement: Identify and define the behavior by indicating what it is and what it looks like.

- A baseline measurement of how often the undesired behavior is occurring as an easy means of tracking progress.

- Identify environmental factors that impact undesired behavior.

- The purpose/function of the undesired behavior. It is important to understand how the resident believes they are benefiting from the behavior, allowing for the most effective replacement behavior to be identified.

A behavior plan section that requires the following information:

- Identified concrete replacement behavior(s) that is understandable to the resident and that meets the resident’s needs. Replacement behaviors should be agreeable to the resident to maximize effectiveness.
Special Individualized Program Plan (SIPP)

- A list of the skills needed to be taught in order for the resident to learn and practice the desired behavior(s).
- Description of strategies to teach the replacement behavior.
- Identification of positive behavior supports that staff can provide or put into place that will help the resident by dissuading the inappropriate behavior or reinforcing the desired behavior.
- Identification of sanctions for inappropriate behavior, such as loss of privilege or failure to earn points.

The SIPP Summary section that includes concrete goals and clear expectations that can lead to the removal of the youth from the Special Individualized Programming Plan.

SIPP MANAGEMENT

- The SIPP Team completes the Full SIPP based on information gathered, and implements the SIPP goals.
- The SIPP will be reviewed with the youth for their input in an effort to gain their cooperation. The plan will also be reviewed with the parent/guardian, school department, mental health, and nursing. In addition, the youth will be referred to the next available Multi-disciplinary Team meeting.
- Youth with SIPP’s shall have ‘Active SIPP’ documented on the unit Face sheet.
- The assigned JIO will meet with the youth weekly to discuss SIPP goals and progress. Daily information regarding the SIPP progress will be documented in the case notes by the assigned JIO and other on-duty JIO’s as a daily requirement. The Unit Supervisor, or in their absence, the Building Supervisor, will review the SIPP progress weekly.
- In the event that the SIPP is not having the desired effect and the youth’s behavior is still problematic, then an Updated SIPP will be created. Multiple Updated SIPP’s can be created, but it is important that appropriate periods of time and evaluation are given before modifications are made. In general, all behavior has a purpose and targeted behaviors will likely escalate before they begin to diminish. This escalation may occur for prolonged periods of time before windows of opportunity are presented for behavioral change.
- The assigned JIO or Unit Supervisor may refer the SIPP to the Multi-disciplinary Team (MDT) for review if the youth’s progress is unsatisfactory. Recommendations from the MDT will be integrated into the Updated SIPP if changes are deemed necessary.
- The assigned JIO and the Unit Supervisor will collaborate regularly to monitor the SIPP for effectiveness, need for modification, need to remain in effect, or to conclude that the goals of the SIPP have been met and termination of the SIPP is appropriate.
Use of the Shield

529.1 PURPOSE AND SCOPE
The shield may be used to temporarily restrain combative residents during cell extractions, riotous incidents, hostage situations or other critical events. The shield can be used as a tool, in conjunction with a reasonable amount of force and Department approved mechanical restraints and/or chemical agents, to subdue those youth(s) who are actively presenting an imminent threat to self, others and/or to the security of the facility. Except in exigent circumstances, the use of the shield will be authorized by the Building Supervisor.

529.2 POLICY
The shield is a hand held tactical tool that is convex shaped and is usually made of clear polycarbonate material or other synthetics. The shield weighs approximately 10.5 pounds and is approximately four feet in height and two feet in width to provide full torso protection. The shield may be utilized in situations where youth become assaultive and the youths' behavior poses a risk of imminent danger to themselves, staff or others. Only staff that has been trained in the use of the shield will be permitted its use.

Guidelines for Use
General use information:

- The shield is convex, so it bows towards the youth for trapping an assaultive, combative, and/or resistant youth(s) for physical restraint applications.
- The shield also provides a barrier for protection from weapons, contraband, and projectiles.
- The shield can deflect advancing or assaultive physical attacks from youth, as well as objects or substances being thrown or expelled at the responding Probation Staff.

Situations when use of the shield is applicable:

- Youth participating in riotous situations.
- Hostage rescue.
- Capture or separating a suspect from a crowd.
- Deflecting projectiles.
- Youth who become armed with a weapon or any items that can be used as a weapon.
- Youth actively attempting to harm oneself, staff or others.
- Cell extractions.
- Any other situation where the device would aid in the protection of staff while subduing the individual(s) that are posing the threat.
- Any situation approved by the on-duty Institution Supervisor II.
Use of the Shield

Location of Shield(s) in the Facility:

- First Floor - Admissions Unit - Property room.
- Second Floor - Central Control - Control booth.

Reporting Use of Shield:

- Any incident where the shield is implemented to neutralize a threat, the Probation Staff will document the details of incident that warranted its use and how it was applied to combat the threat.
- The Incident Report will be submitted in accordance with Juvenile Hall Bulletin No. 210 Reporting of Incidents.

Training:

- Department designated MAB instructors shall provide shield training to all Juvenile Institution Officers and Institutional Supervisors.

Annual MAB training will cover use of force in conjunction with the shield mechanical restraints and chemical agents and will consist of:

- Classroom discussions of the policies and procedures that encompass the use of force, and all Department approved mechanical devices and chemical agents.
- Practical training during the mandatory updates.

Training will include:

- Shield grip, balance and holding
- Blocking
- Retention
- Trapping
- Deflection
- Transitions
Emergency Code Responses

530.1 PURPOSE AND SCOPE
In order to ensure the safety and security of the staff and youth in the John A. Davis Juvenile Hall it is the expectation that all Juvenile Hall Probation Staff respond quickly and efficiently to all emergency codes.

530.2 POLICY
Codes

Code 1
- Response will be initiated any time staff needs a show of force to gain the cooperation of an upset, defiant or despondent resident.
- With ample staff present, the resident may be more inclined to voluntarily comply with staff’s directives with the least amount of force needed to produce the desired outcome.
- When there is only one staff on the unit, Code 1 shall include a school “kick-out/removal” of compliant resident(s).
- 3. Staff Responses:
  - Responding staff will walk to Code 1 responses.

Code 2
Response will be initiated any time staff needs a show of force to gain cooperation and control in:
- Assistance in securing the group
- The use of physical force and restraints
- The deployment of chemical agents to manage a moderately unstable, potentially volatile, and/or combative situation isolated to two residents.

Examples of situations where a Code 2 would be appropriate are as follows:
- When two residents are preparing to engage in or already involved in a physical confrontation.
- When a resident escalates from being upset, defiant or despondent and begins to make threats against any staff or residents, which they have the ability to act upon.
- When any resident is in the act of harming himself or herself and such act is currently not life threatening.
- A resident is intentionally damaging county property.
- This list of examples is not all inclusive.
- Staff Responses - Responding staff will run to Code 2 responses.

Code 3
Emergency Code Responses

- Response will be initiated any time staff needs a show of force to gain the cooperation and control of/secure the group:
- The use of physical force and restraints, and/or the deployment of chemical agents are needed to neutralize the threats presented.
- Probation Staff shall call a Code 3 in any emergency situation in which an imminent threat is present that, without staff intervention, would likely result in great bodily harm and/or death.
- Any situation that would warrant a code being called that occurs when the building is already in a “code status” will be called as a Code 3 (Simultaneous codes called).

Examples of situations where a Code 3 shall be called:
- When three or more residents are preparing to engage in, or are already involved in, a physical confrontation or altercation.
- Any altercation between two residents where if the two unit staff do not intercede prior to support staff’s arrival, one or both residents are likely to sustain great bodily injury.
- Any assault, battery, gassing, or physical contact/attack on staff by resident(s); regardless if the resident(s)’ attempts were completed.
- Any situation where a resident is in possession of or in the act of using any type of weapon.
- When any resident is in the act of attempting suicide or harming one’s self when great bodily injury or death is imminent without immediate intervention.
- Any resident(s) who verbally threatens to attack, batter or kill a staff with the present ability to carry out the threat.
- Any situation when staff must physically engage, intercede or defend themselves or others from an imminent threat.
- This list of examples is not all inclusive

Staff Responses - Responding staff will run to Code 3 responses.

Code 3 Lockdown
Response will be initiated any time staff needs a show of force to gain control:
- The use of physical force and restraints, and/or the deployment of chemical agents are needed to overcome serious threats to the safety and security of staff, residents and the security of the building.

Examples of situations where a Code 3 Lockdown shall be called when:
- One or more residents are attempting to escape.
- One or more residents are attempting to gain control of a housing unit console.
- There is a riot or any attempts to riot.
- There is a hostage situation.
Emergency Code Responses

- There is any circumstance where the housing unit staff have lost possession of their radio, keys, OC spray, handcuffs, or 911 tool.
- The above list of example situations is not all inclusive.

Unit staff can initiate a Code 3 Lockdown:
- By placing a radio call for Central Control to lockdown the unit’s console.
- By pushing the unit’s console, “Shut Down” button.
- While the unit console is in ‘lockdown’ mode, the residents’ room doors must be keyed.
- Once the incident has been resolved, only Central Control can unlock the unit’s console.

Staff Responses
- Responding staff will run to Code 3 Lockdown responses.
- If Sierra Staff are responding from their unit to a Code 3 Lockdown, staff will respond with a shield, flex cuffs, and the riot OC spray canister.

The Building Supervisor will continue an on-going assessment of the incident to determine if or when local law enforcement will be called for emergency assistance.

Code 4

Code 4 is called when a unit under a security code has the incident under control and:
- There is sufficient staff present on the unit to maintain safety and security.
- Response initiated by an IS-I or if not present at the time of the incident, the Sierra Lead Juvenile Institution Officer or a Senior Staff can initiate the Code 4.
- Code 4 will be announced via radio, only when the resident(s) involved are handcuffed and non-combative, and enough staff present to safely lock down the group and/or combatants.

530.2.1 STAFF RESPONSE 7:00 AM - 11:00 PM
Staff Response to Codes - 7:00 AM-11:00 PM:

Code 1 Responses:
When Probation staff initiates a Code 1 response via the radio, the following staff are required to respond to the incident:
- At least one Sierra staff
- All IS-Is
- One staff on the sister unit
- Available Transportation, Visiting, Floater, Court Staff, and extra Probation Staff in the building due to increased population
Emergency Code Responses

Resident Lockdown:

- Any residents on the sister unit that are out of their rooms must be locked down prior to staff responding, with the exception of those residents in the housing unit classrooms.
- On all other units, staff should direct the residents not already secured in their room, or in the classroom, to take a seat on the couches.

Code 2 Responses:

When any Probation Staff initiates a Code 2 response via the radio or the school staff by activating the emergency response button on their radio, the following staff are required to respond to the incident:

- At least one Sierra Staff
- All IS-I’s
- One staff from every housing unit
- Any available Transportation, Visiting, Floater, Court staff and extra Probation Juvenile Institution Officer Staff in the building due to increased population.

Resident Lockdown

- Any residents that are out of their rooms must be locked down prior to staff responding with the exception of those residents in the housing unit classrooms

Code 3 Responses:

When any Probation Staff initiates a Code 3 response via the radio or by activating their emergency response button on their radios, the following staff are required to respond; the same as Code 2 responders (Section II. B.).

- At least one Sierra Staff
- All IS-I’s
- One staff from every housing unit
- Any available Transportation, Visiting, Floater, Court staff and extra Probation Staff in the building due to increased population

Resident Lockdown - Any residents that are out of their rooms must be locked down prior to staff responding, with the exception of those residents in the housing unit classrooms.

Code 3 Lockdown Responses:

When Probation Staff initiates a Code 3 Lockdown response via their radio or via the unit console Shut Down button, the following staff are to respond; the same as Code 2 responders (See Section II. B.).

- At least one Sierra Staff
- All IS I’s
Emergency Code Responses

- One staff from every housing unit
- Any available Transportation, Visiting, Floater, Court staff and extra Probation Staff in the building due to increased population

Resident Lockdown - Any residents that are out of their rooms must be locked down prior to staff responding, with the exception of those residents in the housing unit classrooms.

Simultaneous Codes Responses:
Any situation that would warrant a code being called that occurs when the building is already in a “code status” will be called as a Code 3.

Resident Lockdown
- When two or more codes have been called during the same time period, the building will be placed on lockdown.

Responding Staff
- Staff responding to the codes will report to units closest to their current locations.
- The on-duty IS I(s) will respond to the locations of the codes and assess if there are enough staff:
  - To safely resolve the incident
  - To direct staff to the site of the other code(s) called
  - Or to request additional staff to their location
- In the absence of an IS I, or Sierra Unit Lead Juvenile Institution Officer, Senior Staff may assess the staffing needs.
- An IS I or Sierra Lead Juvenile Institution Officer/Senior Staff shall relay all pertinent information to the on-duty Building Supervisor if they believe a request for outside law enforcement assistance be made.

Code 4 Responses:
When an IS-I, or in their absence the Sierra Lead Juvenile Institutions Officer, initiates a Code 4, Staff will take escorted residents in the hallways to their respective units.
- Responding staff not on scene, but in route to an emergency, are to clear the hallways of all non-escorted residents.
- Staff will also assist in escorting any group(s) of residents that may be in the hallways heading to/from their respective units.

Staff who are returning from an emergency will check the emergency doors and assure that the locks are re-engaged by opening then closing these doors.

All units are to remain on lockdown and there is to be no new movement of residents initiated within the facility until a “Sierra All Clear” has been communicated.
Emergency Code Responses

Given the building is still in code status, staff will continue to use their keys to open only necessary/required doors until the “All Clear” has been announced.

Note: In any instance where staff are uncertain what level of code to call, staff should side with caution and call the higher level of code. It is better to have more staff and not need them than to subject staff and residents to any undue risks.

Codes should also be constantly assessed as the incident unfolds. A code may be upgraded at any time if the threats presented escalate, any weapons are discovered, staff becomes injured/incapacitated, and/or the situation becomes riotous.

Procedure for Group Lockdown during a Code 2 or higher:

Housing units not involved in the code will lock down their group in a controlled and efficient manner.

- Tier 1 residents will be immediately directed to their assigned rooms/doors to await lockdown. Youth will be directed to take the most direct path to their respective rooms.
- Tier 2 youth will be directed to line-up at the bottom of the stairwell leading up to the second tier. These youth shall be directed to their rooms, one at a time, up the stairway. The next youth may not be allowed to go up the stairs until the previous resident reaches the top of the stairway.

On the housing unit where the code has occurred, staff will lock down their group in a controlled and efficient manner.

- Whenever possible, permanent staff assigned to the unit where the incident has occurred will lead in locking down the group. Responding staff will assist in the lockdown process.

Once the incident is under control and the youth involved are handcuffed and non-combative, the youth who are not involved will be locked down in the following manner:

- Staff will direct Tier 1 youth to return to their rooms by calling out no more than two room numbers at a time.
- Staff will also direct Tier 2 youth to return to their room calling out one room at a time. If the room has two occupants, the roommate will remain at the bottom of the stairwell until the stairway is clear.

530.2.2 STAFF RESPONSE 10 PM - 7 AM
Graveyard Code Response – 10:00 PM – 7:00 AM

- From 10:00 PM until 7:00 AM, the facility is on Maximum Security status.
- At 11:00 PM, after the PM Staff has departed, all emergency responses until 7:00 AM will be initiated as a Code 3.
Emergency Code Responses

- Probation Juvenile Institution Officers assigned to the Admission Unit and Graveyard Supervisor will be the only designated responders during 11:00 PM – 7:00 AM.

If additional staff are needed to gain cooperation or physical control after a Code 3 response has commenced, a Building Response will be initiated:

- The Building Response is to be initiated by the Building Supervisor, via the radio, and rebroadcast, via the radio, by Central Control.

- Probation Juvenile Institution Officers assigned to the Cypress, Aspen, Trinity and Tahoe (when occupied) housing units will be the designated responders to provide assistance. The remaining housing unit staff from Pine, Sequoia, Donner and Shasta will open the common unit doors in order to monitor the neighboring unit, as well as their own, through the duration of the emergency response.
Protective Spit Hood

531.1 PURPOSE AND SCOPE
Probation staff will utilize a protective spit hood in an effort to take reasonable precautionary efforts to protect themselves and others from those individuals presenting a risk of transmitting potentially infectious bodily fluids or saliva by means of spitting on others (also known as Gassing).

531.2 DEFINITIONS
Definition:

- The Protective Spit Hood is a temporary protective hood for use on those persons where there is a potential risk of exposure to infectious bodily fluids or saliva.

531.3 POLICY
The Institution Supervisor II may approve the circumstances for which the spit hood may be used for the purpose of preventing intentional or unintentional transmission of potentially infectious bodily fluids or substances.

If used properly, the protective hood can reduce the risk of the wearer transmitting fluids, saliva, and/or mucous from the facial area.

The spit hood can be used when persons are spitting, attempting to spit, or expelling substances from their mouth or nasal cavity.

Caution must always be exercised when using a protective spit hood, as improper use may cause injury or death by means of asphyxiation, suffocation, or drowning in one's own fluids.

Department Approved Name-Brand Protective Spit Hood:

- The Department has approved the use of the name brand “Tranzport” protective spit hood made by NIK Public Safe
- The following instructions in Section II apply to the application of the “Tranzport” Hood
- In the future, if the Department approves a different protective hood, Probation staff shall follow the manufacturer’s directions indicated for the new style/type of hood.

Conditions for Use:

- The individual wearing a spit hood must be under staff’s control and in restraints.
- The wearer must be under constant supervision and shall not be left unattended.
- An observation log shall be started at the time of application and maintained until the protective hood is removed.
- Probation staff shall not use a spit hood on any individual that is vomiting, having difficulty breathing, or is bleeding profusely from the area around the mouth or nose.
Protective Spit Hood

- Probation staff will remove the individual's eyewear and any jewelry prior to application.
- If there is any difficulty in applying the protective spit hood due to the large size of the individual's head, discontinue application/use.

Instructions for Applying and Removing the Spit Hood

Applying the Spit Hood for Use within the Juvenile Hall Facility:

- Probation staff will notify the Medical unit when the protective hood is applied on any individual.
- Probation staff will use any/all universal precautions when applying the protective hood.
- After applying PPE (gloves, glasses and mask), open and remove the protective hood from the sealed bag. The hoods are designed for single use and shall not be reused.
- Place the protective hood over the individual’s head with the mesh fabric positioned just below the eyes to allow the individual to see.
- For best fit, place the center elastic under the nose and over the ears of the individual.
- For better protection, the elastic may be placed above the nostrils.
- Carefully push the white plastic Secure-Lock tab down toward the top of the head while holding the top of the mesh fabric. This should take the slack out of the top and help secure the hood in position. Do not push so tightly as to make the hood unreasonably uncomfortable or impair the vision of the wearer.

Applying the Spit Hood for Use Outside the Facility

- Follow instructions For Use within the Juvenile Hall Facility.

Application During Transport:

- If a hood needs to be applied while a resident is being transported outside of the facility, the Transportation staff will call the Building Supervisor immediately after application and every 15 minutes to update the supervisor on the youth’s behavior status until it’s safe to remove the hood, or until the resident has been returned to the facility.

The Institution Supervisor II will facilitate the necessary documentation on behalf of the transport officer. The Institution Supervisor II will initiate and maintain the observation log until:

- Resident’s behavior has stabilized and the hood is removed.
- Resident has been delivered to their predetermined destination.
- Resident’s return to the facility.

After Resident Returns to Facility:

- If the youth is due to return to Juvenile Hall, before the youth's actual return, the Institution Supervisor II will inform the Nursing Department of the hood’s application.
**Protective Spit Hood**

- After the youth is returned to the facility, Transporting staff will notify the Medical unit of the return. Transportation or support staff will then be responsible to maintain the youth's on-going observation log.
- If the youth is being delivered to another facility, the Institution Supervisor II will call the receiving facility to inform them of the youth's hood application, behavior status, and their estimated time of arrival.

Removal and Disposal of Spit Hood:

- The protective spit hood shall not be reused.
- Probation staff shall use universal precautions and wear PPE when removing the protective hood.

Probation staff shall remove and discard the hood when:

- Fluid has accumulated inside the hood and a new hood needs to be applied. The transportation destination is reached and custody is transferred.
- The individual is no longer spitting or posing a threat of transmitting potentially infectious fluids.
- Directed by a supervisor.

Probation staff will ensure that the removal of the hood is noted in the individual's observation log.

Place the contaminated hood in a red biohazard bag and dispose of as medical waste.

**Reporting and Follow-Up**

**Documentation:**

- The Probation staff that applied the protective hood shall ensure that the details in the hood's application are included in their incident report and noted in the individual's observation log.
- The incident report(s) will be submitted in accordance to the incident report policy.

The SIR shall include:

- Staff present and assisting with the hood’s application.
- If/when medical staff were present during the application process.
- The individual’s actions which caused the application of the hood.
- Description of any visual marks or injuries on the individual prior to and post spit hood application.
- Complaints from the individual.
- Any refusal of medical attention.
- Names of any gassing victims.
Protective Spit Hood

Other Follow-up Procedures:

- The supervisor processing the incident report(s) regarding all protective hood applications will ensure that an observation log accompanies the report prior to distribution.
- The supervisor processing the report(s) will ensure that any gassing victims receive medical treatment

Storage and Inventory

Protective hoods will be stored for accessibility in the following locations:

- Admissions Unit-gear file cabinet
- Transportation office
- Central Control-in the control booth
- All Transportation vehicles
- IS II desk
- In each WRAP bag

Re-Stocking Inventory:

- When a protective hood is used, the staff that applied the hood will notify a supervisor that a replacement is needed.
- Replacement hoods are ordered by the Supply and Distribution Supervisor, and can be obtained by him/her as needed.
Aftercare

532.1 PURPOSE AND SCOPE
Youth leaving the Orin Allen Youth Rehabilitation Facility benefit from a period of closer supervision during their initial transition back into the community. This aftercare is implemented only when allowed by court order.

532.2 POLICY
Youth are eligible for a conditional release on aftercare unless the Court orders no aftercare.

I. Aftercare Conditions:

- Youth will be placed on aftercare for 180 days, effective the day of release.
- Youth sign and are given a copy of an Aftercare Contract with the specific conditions specified by the Court. Typically, curfew, school attendance, and participation in counseling programs are included.

II. Supervision/Enforcement:

- The Orin Allen Youth Rehabilitation Facility Deputy Probation Officer assigned to supervise the youth while he is in residence at the facility will maintain supervision responsibility of the youth’s case during the aftercare period.
- The supervising Deputy Probation Officer may file a Notice of Violation with the Court should the youth fail to adhere to directives of the DPO, the Court’s terms and conditions, or commits a new law violation.
- At the time the youth graduates from the Orin Allen Youth Rehabilitation Facility, a date will be scheduled for the review hearing, typically 180 days from the release date. The assigned DPO is responsible for the scheduling of the review hearing. The DPO will prepare a brief progress report for the Court. In most cases, the Court will address the status youth’s aftercare period at the hearing.
- Once the aftercare period has been completed, the youth’s case may be transferred to community supervision and supervision will be afforded by a DPO in one the Department’s community offices (Antioch, Martinez or Richmond). On occasions, the Court may terminate the youth’s wardship ultimately ending Probation Services or maintain the aftercare period with a review hearing set for a future date.
Graduation

533.1 POLICY
It is the policy of the Orin Allen Youth Rehabilitation Facility that each youth committed to the program shall have a summary of his stay prepared by his Juvenile Institution Officer upon either successful completion of the program or removal from the program. The summary should indicate progress a youth has made toward his treatment plan goals as well as aftercare plans.

Graduation Summary

- Graduation Summaries are to be completed at least one week before the youth’s release conference. The summary is a tool which will be used by the youth’s supervising Deputy Probation Officer (DPO) upon release.

Exit Summary

- Exit Summaries completed on youth who were not successful in the program are due within 5 days of the youth’s removal from the facility. These summaries assist the DPO in future planning for the youth and provide documentation for the court.

Summary Format

- The summary format which was developed provides the data needed to assist in the aftercare planning. Utilization of the summary provides the information necessary for the supervising DPO to assess the youth’s case work needs. The summary provides an opportunity for the youth’s JIO to document a youth’s accomplishments while at the Orin Allen Youth Rehabilitation Facility.
Chapter 6 - Youth Due Process
Youth Discipline

600.1 PURPOSE AND SCOPE
This policy addresses the application of youth rules and disciplinary sanctions for those who fail to comply. Criminal acts may be referred to the appropriate law enforcement agency.

600.2 POLICY
Discipline at the Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall promote acceptable behavior and be imposed at the least restrictive level. Reasonable behavioral expectations shall be consistent, easily understood by youth, and enforced in a timely manner.

When responding to behavior, Juvenile Hall/Orin Allen Youth Rehabilitation staff shall use a strengths based approach including the use of positive behavior interventions and supports. Interventions and discipline serve as a tool for behavioral modification and to promote a safe rehabilitative environment.

Discipline shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of the following is not permitted:

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

600.2.1 PROCEDURES
600.1 SANCTION PROCEDURE
600.2 JOHN A. DAVIS JUVENILE HALL ROOM SEPARATION PROCEDURE
600.3 DUE PROCESS PROCEDURE
Room Confinement

601.1 PURPOSE AND SCOPE
This policy provides guidance on removing youth from the general population for safety and security reasons (15 CCR 1354.5).

Separation of youth for housing is addressed in the Youth Classification Policy.

601.2 POLICY
It is the policy of the Contra Costa County Probation Department Juvenile Hall that room separation shall not be used as discipline. It is our policy to provide a safe environment in the least restrictive manner, allowing youth as much opportunity as possible to remain involved in group activities and unit programming. Evidence based interventions, Core Correctional Practices (CCP), Special Individualized Programming Plans (SIPP) and Safety Plans will be utilized to de-escalate and/or manage youth behavior that poses a risk to safety and to minimize their separation from group activities. Separating a youth from group activity by placing them in their room for more than 15 minutes shall only occur when there is an immediate and articulable risk to safety of the resident, staff, or other youth. When a youth poses a threat to safety they may be placed in their room. Specific protocols insure that the youth shall be removed from room separation as soon as the risk to safety is over. Youth shall be reintegrated into group activities and normal programming as quickly as possible. All separated youth shall receive basic services, except when necessary to accomplish the objective of separation/security. In-person educational services shall be provided to a youth in separation except where the youth presents an immediate and articulable risk to the teacher or staff.

- Separation as defined by the California Code of Regulations, Title 15 is “limiting a youth’s participation in regular programming for a specific purpose.”

- Room Separation may only occur and be authorized in situations in which there is an articulable and immediate threat or risk to the safety of the youth, staff, or other youth. Room separation is a period of separation that is used to address immediate threats or acts of aggression by placing a youth in their room. This type of Separation requires the Room Separation Checklist (attached) and an Incident Report.

- Staff may separate a youth from group activities in any situation in which there is an immediate and articulable risk/threat to the safety of the youth, other youth, or staff. At the time of the involuntary separation, a supervisor shall be notified of the incident. Room Separation in excess of 15 minutes is to be approved by either an Institutional Supervisor I, Institutional Supervisor II, or the individual designated as the Building Supervisor. JIO staff will complete a Room Separation Checklist and update the checklist at 12 minute intervals. This review provides oversight for continued separation. JIO staff will also enter the separation on the Separation Alert System (SAS) spreadsheet immediately following the separation. Staff will note in the youth’s case notes and on the Separation Checklist that the need for separation periods were reviewed every hour and that the room separation was evaluated by the Building Supervisor prior to exceeding three hours.
Room Confinement

- Staff must articulate the circumstances of the threat/risk to safety in an Incident Report involving situations that result in Room Separation longer than 15 minutes.
- Information regarding all room separations will be entered into the Separation Database.

601.3 ROOM SEPARATION PROTOCOL
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 prior to the Room Separation exceeding 15 minutes. Designated staff shall evaluate the situation and initiate a dialogue regarding the incident. If room separation is necessary to maintain safety and security the Building Supervisor shall be notified. As part of the initial contact with the youth, staff will inform the youth of the observable behavior changes necessary for the youth to be removed from room separation and CCP intervention attempts to begin.

- 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. The youth will be evaluated and their observable behavior will be documented every 12 minutes on the Separation Checklist.

- As soon as the youth is capable of positive interaction and is deemed safe to meet with staff, the resident 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. Room separation of a youth must be authorized by the Building Supervisor, or designee, at every hour (as indicated on the Room Separation Checklist). Mental Health staff may determine that the resident 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 resident to determine the youth’s amenability to engage in the process of de-escalation and resolve the situation. At any time, staff may contact Mental Health when a youth’s mental status...
Room Confinement

show signs of decline, or when the youth requests Mental Health involvement. Mental Health shall be notified prior to the room separation exceeding two hours.

• While the youth remains in separation, the staff will observe behaviors listed on the Room 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 youth behavior and to help the youth develop strategies to prevent similar behavior(s) in the future. The 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 resident 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. The time the separation ends, the time will be entered into the SAS spreadsheet.

• 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 Mental Health meet with him/her. If Mental 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 policy.

• 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 four hours, a Special Individualized Programming Plan (SIPP) will be implemented. The focus of the 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) must 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. A Safety Plan may be utilized in addition to a SIPP.

• If a youth remains in room separation for more than a 24 hour period, the youth shall be given notice 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.
Youth Access to Courts and Counsel

602.1 PURPOSE AND SCOPE
The purpose of this policy is to protect the constitutional rights of youth to access the courts and legal counsel.

602.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that all youth will have access to the courts and the ability to consult with legal counsel.

602.2.1 PROCEDURES
602.1 JOHN A. DAVIS JUVENILE HALL YOUTH SUBPOENA PROCEDURE
602.2 JOHN A. DAVIS JUVENILE HALL YOUTH COURT PROCEDURE
602.3 ORIN ALLEN YOUTH REHABILITATION FACILITY YOUTH SUBPOENA PROCEDURE

602.3 YOUTH ACCESS
Probation staff should not interfere with youth attempts to seek counsel, and where appropriate should assist youth with making confidential contact with attorneys and authorized representatives.

Access to courts and legal counsel may occur through court-appointed counsel, attorney, or legal assistant visits, telephone conversations, or written communication. To facilitate access, this facility will minimally provide:

- Confidential attorney visiting areas that allow the attorney and the youth to share legal documents.
- Telephones that enable confidential attorney-client calls.
- Reasonable access to legal materials.
- Unlimited postage free, legal correspondence and cost free telephone access.

The Director shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the youth handbook that is provided during youth orientation (15 CCR 1377).

602.4 CONFIDENTIALITY
All communication between youth and their attorneys is confidential, including telephone conversations, written communication, and video conferencing. The content of written attorney-client communication will not be reviewed or censored, but the documents may be inspected for contraband (see the Youth Mail Policy).
Youth Access to Courts and Counsel

602.5 YOUTH REQUEST FOR ASSISTANCE
Written materials addressing how a youth can access local attorneys and key legal documents shall be available in each housing unit. Staff shall provide these materials to any youth upon request. However, staff shall not provide legal advice or assist any youth in completing any legal document.

602.6 VISITATION RELATED TO LEGAL DEFENSE
Visits with youth that are related to legal defense, including attorneys, paralegals, and investigators, will be permitted only in the areas designated for legal visitation to ensure confidentiality (15 CCR 1377). Contact visits may be approved by the Director for special circumstances.

(a) Visits shall be of a reasonable length of time to discourage any allegation that the defense of the youth was hindered due to the length of time allowed for the legally authorized visit. These visits shall be of such a length of time that they do not interfere with the security, order, and discipline of this facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as medical examinations, meal service, or other required activities.

(b) Only materials brought to this facility by an approved legal assistant shall be allowed.

(c) All materials shall be subject to security inspections by the staff and shall be routed through the Institutional Supervisor for logging and distribution.

602.7 MAIL
Legal mail shall be handled in accordance with the Youth Mail Policy.
Youth Rights - Protection from Abuse

603.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that youth are afforded a safe, healthy environment free from abuse, physical punishment, harassment, intimidation, and theft, or other loss of property (15 CCR 1324).

603.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to make every reasonable effort to protect youth from abuse, physical punishment, injury, harassment, intimidation, or loss or damage to personal property by other youth or staff. Staff shall take reasonable actions to safeguard vulnerable youth from others, maintaining open communication with youth, and shall use the classification policies and procedures to make housing decisions that will provide for youth safety. Abuse of youth by staff or other youth will not be tolerated.

603.3 RESPONSIBILITY
It shall be the responsibility of all facility staff to adhere to policies, procedures, and practices to protect youth. These procedures include but are not limited to:

- Following the classification guidelines for youth housing.
- Closely supervising youth activities and interceding as needed to prevent violence, harassment, or abuse of youth.
- Using force only when necessary and to the degree that is reasonable.
- Reporting all youth injuries, investigating the cause of reported injuries, and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of youth conducting kangaroo courts or dispensing discipline toward any other youth.
- Conducting required safety checks of all youth housing areas (15 CCR 1328).
- Checking all safety equipment for serviceability and reporting any defective equipment to the appropriate supervisor or the Director.
- Referring sick or injured youth to a qualified health care professional without unnecessary delay.
- Maintaining high standards of cleanliness throughout the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
- Documenting all abuse protection efforts in facility logs and incident reports as applicable.
- Accepting, documenting, and reviewing all grievances (see the Youth Grievances Policy).
Youth Rights - Protection from Abuse

603.4 TRAINING
The Probation Manager shall be responsible for developing and delivering a training curriculum to all staff on the topic of protecting youth from abuse (15 CCR 1322). A roster of attendees shall be maintained from each class. Training completion documents shall be filed in each member’s training file.
Prison Rape Elimination Act

604.1 PURPOSE AND SCOPE
This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect, and respond to sexual abuse and sexual harassment (28 CFR 115.311).

604.1.1 DEFINITIONS
Definitions related to this policy include:

Bisexual - A person who is emotionally, romantically, and sexually attracted to both men and women.

Gender Non-Conforming - A person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex - A youth whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female (15 CCR 1302).

LGBTQI - Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex is a diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stands for "intersex" which is defined above. (15 CCR 1302).

Queer - Historically used as a derogatory term, queer has been widely reclaimed, especially by younger LGBTQI people, as a positive social and political identity. It is sometimes used as an umbrella term for all LGTBQI people.

Questioning - Refers to the active process in which a person explores her/his own sexual orientation, and/or gender identity, and questions the cultural assumptions that they are heterosexual and/or gender conforming

Sexual abuse of a youth by another youth - Any of the following acts:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)
- Voyeurism (28 CFR 115.6; 15 CCR 1302)
Youth detained in Contra Costa Juvenile Hall cannot give consent to engage in behavior defined as sexual abuse under this policy regardless of the youth's age.

**Sexual abuse of a youth by a staff member, contractor or volunteer** - Any of the following acts:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by staff members, contractors, or volunteers of their uncovered genitalia, buttocks, or breast in the presence of a youth

Youth detained in Contra Costa Juvenile Hall cannot give consent to engage in behavior defined as sexual abuse under this policy regardless of the youth's age.

**Sexual harassment** - Any of the following acts:

- Repeated and unwelcome sexual advances;
- Requests for sexual favors;
- Verbal comments, written comments, gestures, or actions of a derogatory or offensive sexual nature by one youth that are directed toward another; repeated verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Single Room Only (SRO) - SRO status is housing classification for youth signifying they are not to be housed in the same sleeping room with other youth. Separation reasons may include vulnerability to victimization; sexually aggressive behaviors; other specific information about individual youth that may indicate heightened needs for supervision/safety precautions; or to ensure privacy for transgender youth to dress and perform bodily functions without youth of the opposite gender viewing them.

**Transgender** - “Transgender youth” means a youth whose gender identity is different from the youth’s assigned sex at birth (15 CCR 1302).
Prison Rape Elimination Act

Voyeurism - An invasion of youth privacy by a staff member unrelated to official duties such as peering at a youth who is showering, or undressing in their room, or requiring a youth to expose themselves for reasons unrelated to official duties (28 CFR 115.6; 15 CCR 1302).

604.2 POLICY
The John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility have zero tolerance for sexual abuse and sexual harassment in the facilities. Each facility will take appropriate affirmative measures to protect all youth from sexual abuse and harassment, and promptly and thoroughly investigate all allegations of sexual abuse and sexual harassment.

604.2.1 PROCEDURES
604.1 PREA PROCEDURE

604.3 PREA COORDINATOR
The Director shall appoint a PREA coordinator, which shall be a manager with sufficient time and authority to develop, implement, and oversee facility efforts to comply with the PREA standards. The PREA coordinator shall review facility policies and practices, and make appropriate compliance recommendations to the Director (28 CFR 115.311).

The PREA coordinator’s responsibilities shall include:

(a) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators, and facility management to an incident of sexual abuse. The plan must also outline the facility's approach to identifying imminent sexual abuse toward youth and preventing and detecting such incidents (28 CFR 115.311; 28 CFR 115.365; 28 CFR 115.362).

(b) Ensuring that, within 10 days of intake, youth are provided with comprehensive age-appropriate education, either in person or through video, regarding their rights to be free from sexual abuse and sexual harassment, and to be free from retaliation for reporting such incidents, and regarding the Facility’s policies and procedures for responding to such incidents. The Facility shall maintain documentation of youth participation in these educational sessions (28 CFR 115.333).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect youth from sexual abuse. This includes maintaining the minimum required security-staff-to-youth ratios, documenting deviations from the staffing plan and the reasons for those deviations, and reviewing the staffing plan a minimum of once per year. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration (28 CFR 115.313):

1. Generally accepted juvenile detention and secure residential practices.
2. Any judicial findings of inadequacy.
3. Any findings of inadequacy from federal investigative agencies.
4. Any findings of inadequacy from internal or external oversight bodies.
Prison Rape Elimination Act

5. All components of the facility’s physical plant, including blind spots or areas where staff or youth may be isolated.

6. The composition of the youth population.

7. The number and placement of supervisory staff.

8. Institution programs occurring on a particular shift.

9. Any applicable state or local laws, regulations, or standards.

10. The prevalence of substantiated and unsubstantiated incidents of sexual abuse.

11. Any other relevant factors.

(d) Ensuring that, when designing, acquiring, expanding, or modifying facilities, or when installing or updating a video-monitoring system, electronic surveillance system, or other monitoring technology, consideration is given to the facility’s ability to protect youth from sexual abuse (28 CFR 115.318).

(e) Ensuring that any contract for the confinement of youth includes the requirement to adopt and comply with the PREA standards, including obtaining incident-based and aggregated data, as required in 28 CFR 115.387. Any new contract or contract renewal shall provide for facility contract monitoring to ensure that the contractor is complying with the PREA standards (28 CFR 115.312).

(f) Making reasonable efforts to enter into agreements with community service providers to provide youth with confidential emotional support services related to sexual abuse. The John A. Davis Juvenile Hall and Orin Allen Youth Rehabilitation Facility shall provide youth with access to outside victim advocates for emotional support services related to sexual abuse by giving youth mailing addresses and telephone numbers-including toll-free hotline numbers where available- of local, state, or national victim advocacy or rape crisis organizations. The John A. Davis Juvenile Hall and Orin Allen Youth Rehabilitation Facility shall enable reasonable communication between youth and these organizations and agencies in as confidential a manner as possible. The facility shall inform youth, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws (28 CFR 115.353).

(g) Implementing a process by which youth are provided with reasonable and confidential access to their attorneys (or other legal representation), and with reasonable access to parents or legal guardians (28 CFR 115.353).

(h) Implementing a process by which youth may report sexual abuse and sexual harassment to a public/private entity or an office that is not part of the Facility, and by which the outside entity or office is able to receive and immediately forward youth reports of sexual abuse and sexual harassment to the Director, allowing the youth anonymity (28 CFR 115.351).

(i) Establishing a process to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this facility, using a standardized instrument and set of definitions. Upon request, the Facility shall provide...
all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.387).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the U.S. DOJ.

2. The data shall be aggregated at least annually.

(j) Establishing a process to monitor the conduct and treatment of youth or staff who have reported sexual abuse, as well as youth who were reported to have suffered sexual abuse.

(k) Ensuring that the following are published on the facility's website, or by other means if no website exists:

1. Facility policy governing investigations of allegations of sexual abuse and sexual harassment or the referral of such investigations of sexual abuse or sexual harassment (unless the allegation does not involve potentially criminal behavior) (28 CFR 115.322)

2. Information on how to report sexual abuse and sexual harassment on behalf of a youth (28 CFR 115.354)

(l) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 (28 CFR 115.393).

(m) Implementing a protocol requiring mid-level or higher-level supervisors to conduct and document unannounced inspections to identify and deter sexual abuse and sexual harassment. The protocol shall prohibit announcing when such inspections are to occur, unless it is necessary for operational considerations (28 CFR 115.313).

(n) Ensuring agreements with outside investigating agencies include PREA requirements, including a requirement to keep the John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility informed of the progress of the investigation (28 CFR 115.371).

(o) Ensuring all transgender youth will be provided access to private showers.

604.4 REPORTING SEXUAL ABUSE, HARASSMENT, AND RETALIATION

Any employee, including medical and mental health staff, facility representative, volunteer, or contractor who becomes aware of an incident of sexual abuse, sexual harassment, or retaliation against youth or staff shall immediately notify a supervisor, who will forward the matter to a sexual abuse investigator (28 CFR 115.361). Staff may also privately report sexual abuse and sexual harassment of youth (e.g., report to the Director) (28 CFR 115.351).

Youths may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all youth requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously, or from third parties, and shall promptly document all verbal reports. The John A. Davis Juvenile Hall
and Orin Allen Youth Rehabilitation Facility shall provide youth with reasonable access to tools necessary to make a written report (28 CFR 115.351).

Threats or allegations of sexual abuse and sexual harassment, regardless of the source, shall be documented and referred for investigation. Sexual abuse and sexual harassment reports shall only be made available to those who have a legitimate need to know, and in accordance with this policy and applicable law (28 CFR 115.361).

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 Building Supervisor immediately and complete a Suspected Child Abuse Report (Attachment A) and Special Incident Report prior to leaving the building.

The Building Supervisor shall forward the written report to the appropriate agency as soon as possible but not later than 36 hours after receiving the report. The Building Supervisor shall also notify the appropriate assigned Probation Officer by phone.

A copy of the Child Abuse Form will be placed in the resident’s Sierra file.

604.4.1 REPORTING TO OTHER FACILITIES
If there is an allegation that a youth was sexually abused while confined at another facility, the Director shall notify the head of that facility as soon as possible but not later than 72 hours after receiving the allegation. The Director shall ensure that the notification has been documented (28 CFR 115.363).

604.4.2 ADDITIONAL REPORTING REQUIREMENTS FOR YOUTH VICTIMS
Upon receiving any allegation of sexual abuse of a youth (28 CFR 115.361):

(a) The Chief Probation Officer, or authorized designee shall be notified.

(b) All staff shall comply with mandatory child abuse reporting laws (Penal Code § 11166).

(c) The Director or authorized designee shall report the allegation to the victim’s parents or legal guardians unless the Facility is in possession of official documentation that the parents or legal guardians should not be notified.

(d) If the victim is under the guardianship of the child welfare system, the Director or authorized designee, shall report the allegation to the victim’s caseworker (instead of parents or legal guardians).

(e) If a juvenile court retains jurisdiction over the victim, the Director shall also report the allegation to the victim’s attorney or other legal representative within 14 days of receiving the allegation.
Prison Rape Elimination Act

604.5 RETALIATION
All youth and staff who report sexual abuse or sexual harassment, or who cooperate with sexual abuse or sexual harassment investigations, shall be protected from retaliation.

Protective measures, including housing changes, transfers, removal of alleged abusers from contact with victims, administrative reassignment or reassignment of the victim or alleged perpetrator to another housing area, and support services for youth or staff who fear retaliation, shall be utilized (28 CFR 115.367).

The Director or the authorized designee shall assign a supervisor to monitor, for at least 90 days, the conduct and treatment of youth or staff who report sexual abuse or sexual harassment, as well as youth who were reported to have suffered sexual abuse, to determine if there is any possible retaliation. The supervisor shall act promptly to remedy any such retaliation. The assigned supervisor should consider youth disciplinary reports, housing or program changes, negative staff performance reviews, or reassignment of staff members. Monitoring may continue beyond 90 days if needed. Youth monitoring shall also include periodic status checks. The Director should take reasonable steps to limit the number of people with access to the names of individuals being monitored and should make reasonable efforts to ensure that staff members who pose a threat of retaliation are not entrusted with monitoring responsibilities.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the John A Davis Juvenile Hall and Orin Allen Youth Facility shall take reasonable measures to protect that individual against retaliation (28 CFR 115.367).

604.6 FIRST RESPONDERS
If an allegation of youth sexual abuse is made, the first Juvenile Institution Officer to respond shall (28 CFR 115.364):

(a) Separate the parties.

(b) Request medical assistance as appropriate. If no qualified health care or mental health professionals are on-duty when a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim and shall immediately notify the appropriate qualified health care and mental health professionals (28 CFR 115.382).

(c) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(d) If the time period allows for collection of physical evidence, request that the alleged victim, and ensure that the alleged abuser, do not take any actions that could destroy physical evidence (e.g., washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, eating).

If the first responder is not Juvenile Institution Officer, the responder shall request the alleged victim to refrain from any actions that could destroy physical evidence and then immediately notify Juvenile Institution Officer.
Prison Rape Elimination Act

Should an investigation involve youth who have disabilities or who have limited English proficiency, the John A Davis Juvenile Hall and Orin Allen Youth Rehabilitation Facility shall not rely on youth interpreters, youth readers, or other types of youth assistants, except in limited circumstances where an extended delay in obtaining an interpreter could compromise youth safety, the performance of first responder duties, or the investigation of sexual abuse or sexual harassment allegations (28 CFR 115.316).

604.7 SEXUAL ABUSE VICTIMS
Youths who are victims of sexual abuse shall be transported to the nearest appropriate location for treatment of injuries and collection of evidence, and for crisis intervention services (28 CFR 115.382). Depending on the severity of the injuries, transportation may occur by a staff member or by ambulance, in either case with appropriate security to protect the staff, the youth, and the public, and to prevent escape.

A victim advocate from a rape crisis center should be made available to the victim. If a rape crisis center is not available, the John A Davis Juvenile Hall and Orin Allen Youth Facility shall make available a qualified member of a community-based organization, or a qualified health care or mental health professional from the John A Davis Juvenile Hall and Orin Allen Youth Facility, to provide victim advocate services. Efforts to secure services from a rape crisis center shall be documented. A rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 34 USC § 12511, to sexual assault victims of all ages. A rape crisis center that is part of a government unit may be used if it is not part of the criminal justice system (such as a law enforcement agency) and it offers a level of confidentiality comparable to the level at a nongovernmental entity that provides similar victim services (28 CFR 115.321).

604.8 EXAMINATION, TESTING, AND TREATMENT
Examination, testing, and treatment shall include the following:

(a) Forensic medical examinations shall be performed as evidentiary or medically appropriate, without financial cost to the victim. Where possible, these examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs). If neither SAFEs nor SANEs are available, other qualified medical practitioners can perform the examination. The John A Davis Juvenile Hall and Orin Allen Youth Facility shall document its efforts to provide SAFEs or SANEs (28 CFR 115.321).

1. Any evidentiary examination and the initial treatment of victims of sexual assault shall be conducted at a health facility separate from the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that is properly equipped and staffed with personnel trained and experienced in treating victims of sexual assaults.

(b) If requested by the victim, a victim advocate, a qualified facility staff member, or a qualified community organization staff member shall accompany the victim through the forensic medical examination process and investigatory interviews. That person
will provide emotional support, crisis intervention, information, and referrals (28 CFR 115.321).

(c) Provisions shall be made for testing the victim for sexually transmitted diseases (28 CFR 115.382).

(d) Counseling for the treatment of sexually transmitted diseases, if appropriate, shall be provided.

(e) Victims shall be offered information about, and given access to, emergency contraception, prophylaxis for sexually transmitted infections, and follow-up treatment for sexually transmitted diseases (28 CFR 115.382; 28 CFR 115.383). This shall be done in a timely manner.

(f) Victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. If pregnancy results from the abuse, such victims shall receive comprehensive information about, and access to, all lawful pregnancy-related medical services (28 CFR 115.383). This shall be done in a timely manner.

(g) Victims shall be provided with follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities or their release from custody (28 CFR 115.383).

(h) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.382; 28 CFR 115.383).

(i) The Health Services Administrator or mental health staff shall obtain informed consent from youth before reporting information to John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff about prior sexual victimization that occurred somewhere other than an institutional setting, unless the youth is under the age of 18 (28 CFR 115.381).

(j) Sharing of medical and mental health information related to sexual victimization that occurred in an institutional setting shall be limited to medical and mental staff and John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff to the extent necessary to inform treatment plans and security or management decisions (28 CFR 115.381).

1. Youths shall be informed at the initiation of services of the duty to report and the limits of confidentiality (28 CFR 115.361).

604.9 SEXUAL ABUSE AND SEXUAL HARASSMENT INVESTIGATIONS
An administrative investigation, criminal investigation, or both shall be completed for all allegations of sexual abuse and sexual harassment (28 CFR 115.322). Administrative investigations shall include an effort to determine whether the staff’s actions or inaction contributed to the abuse. All administrative and/or criminal investigations shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings. Only investigators who have completed facility-approved training on sexual abuse and sexual harassment investigation shall be assigned to investigate these cases (28 CFR 115.371).
**Prison Rape Elimination Act**

When practicable, an investigator of the same gender as the victim should be assigned to the case. Sexual abuse and sexual harassment investigations should be conducted promptly and continuously until completed. Investigators should evaluate reports or threats of sexual abuse and sexual harassment without regard to a youth’s sexual orientation, gender, or gender identity. Investigators should not assume that any sexual activity among youth is consensual.

The departure of the alleged abuser or victim from the employment or control of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility or Facility shall not provide a basis for terminating an investigation (28 CFR 115.371).

If the investigation is referred to another agency for investigation, the referral shall be documented. The John A Davis Juvenile Hall and Orin Allen Youth Facility shall cooperate with the outside agency investigation and shall request to be informed about the progress of the investigation (28 CFR 115.371).

Evidence collection shall be based on a uniform evidence protocol that is developmentally appropriate for youth, if applicable, and adapted from or otherwise based on the most recent edition of the DOJ’s Office on Violence Against Women publication, “A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents,” or similarly comprehensive and authoritative protocols developed after 2011 (28 CFR 115.321).

Youths alleging sexual abuse shall not be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with an investigation (28 CFR 115.371).

604.9.1 INVESTIGATIVE FINDINGS

All completed written investigations shall be forwarded to the Director or, if the allegations may reasonably involve the Director, to the higher authority. The higher authority or the authorized designee shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of evidence (28 CFR 115.371; 28 CFR 115.372).

The staff shall be subject to disciplinary sanctions, up to and including termination, for violating this policy. Termination shall be the presumptive disciplinary sanction for staff members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the staff member’s disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

All terminations for violations of sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to the law enforcement agency that would handle any related investigation and to any relevant licensing bodies (28 CFR 115.376).

604.9.2 REPORTING TO YOUTHS

The Director or the authorized designee shall inform a victim youth in writing whether an allegation has been found to be substantiated, unsubstantiated, or unfounded. If the Facility did not conduct
Prison Rape Elimination Act

the investigation, the Facility shall request relevant information from the investigative agency in order to inform the youth.

If a staff member is the accused (unless the Facility has determined that the allegation is unfounded), the youth shall also be informed whenever:

(a) The staff member is no longer assigned to the youth’s unit or employed at the facility.
(b) The Facility learns that the staff member has been indicted or convicted on a charge related to sexual abuse within the facility.
(c) Department’s obligation to report shall terminate if the resident is released from the Department’s custody.

If another youth is the accused, the alleged victim shall be notified whenever the Facility learns that the alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility.

All notifications or attempted notifications shall be documented. When notification is made while the youth is in custody, the youth shall be requested to sign a copy of the notification letter. The letter will be added to the case file (28 CFR 115.373).

604.10 SEXUAL ABUSE AND SEXUAL HARASSMENT BETWEEN STAFF AND YOUTHS
Sexual abuse and sexual harassment between staff, volunteers, or contract personnel and youth is strictly prohibited (28 CFR 115.311; 28 CFR 115.376). The fact that a youth may have initiated a relationship or sexual contact is not a defense to violating this policy.

Any incident involving allegations of staff-on-youth sexual abuse or sexual harassment shall be referred to the Administration for investigation.

604.10.1 SEXUAL ABUSE BY CONTRACTOR OR VOLUNTEER
Any contractor or volunteer who engages in sexual abuse within the facility shall be immediately prohibited from having any contact with youth. The contractor or volunteer shall be promptly reported to the law enforcement agency that would investigate such allegations and brought to the attention of any relevant licensing bodies (28 CFR 115.377).

604.11 SEXUAL ABUSE INCIDENT REVIEW
All allegations of sexual abuse or sexual harassment will be reviewed by the Director of the John A. Davis Juvenile Hall or Orin Allen Youth Rehabilitation Facility.

An incident review shall be conducted at the conclusion of every sexual abuse investigation unless the allegation has been determined to be unfounded (28 CFR 115.386). The review should occur within 30 days of the conclusion of the investigation.

The review team shall include upper-level management officials and seek input from line supervisors, investigators, and qualified health care and/or mental health professionals, as appropriate:
Prison Rape Elimination Act

(a) Consider whether the investigation indicates a need to change policy or practice in order to better prevent, detect, or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification status or perceived status; gang affiliation; or other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers may enable abuse.

(d) Assess the adequacy of staffing levels in the area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

(f) Prepare a written report of the team’s findings, including but not limited to determinations made pursuant to paragraphs (a)-(e) of this section, and any recommendations for improvement. The report should be submitted to the Chief Probation Officer and the PREA coordinator.

The Director or the authorized designee shall implement the recommendations for improvement or document the reasons for not doing so.

604.12 DATA REVIEWS
This facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection, and response policies, practices, and training by:

(a) Identifying problem areas.

(b) Identifying corrective actions taken.

(c) Recommending corrective actions.

(d) Comparing current annual data and corrective actions with those from prior years.

(e) Assessing the facility’s progress in addressing sexual abuse.

The reports shall be approved by the Director and made available through the facility’s website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated (28 CFR 115.388).

All aggregated sexual abuse data from John A. Davis Juvenile Hall and Orin Allen Youth Rehabilitation Facility and private facilities with which it contracts shall be made available to the public at least annually through the facility’s website. Before making aggregated sexual abuse data publicly available, the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall remove all personal identifiers (28 CFR 115.389).
Prison Rape Elimination Act

604.13 RECORDS
All case records and reports associated with a claim of sexual abuse and sexual harassment, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment or counseling shall be retained in accordance with confidentiality laws.

The John A Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Facility, plus five years unless the abuse was committed by a youth and applicable law requires a shorter period of retention (28 CFR 115.371).

All other data collected pursuant to this policy shall be securely maintained for at least 10 years after the date of the initial collection, unless federal, state, or local law requires otherwise (28 CFR 115.389).
Grooming

605.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure youth grooming standards are based upon legitimate governmental interests.

605.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to allow youth choice in personal grooming. The Director or the authorized designee shall establish youth grooming standards specific to youth classification, work status, facility safety and security, and youth health and hygiene. Any established standards should not unreasonably interfere with religious observances. Grooming standards should be identified in the youth handbook.

605.3 HAIRCUTS
Youths will be provided haircuts subject to established facility rules. If hair length, style, or condition presents a security or sanitation concern, haircuts may be mandatory. Youths who significantly alter their appearance, or who through time, development, or improved diet have significantly changed, may be required to submit to additional admission photos.

Youths shall not cut names, numbers, or other designs into their hair. Youth hair should not be in a style that would allow for concealment of contraband.

605.3.1 HAIR CARE SERVICES
The Director or the authorized designee shall establish written procedures for youth hair care services (15 CCR 1488; 16 CCR 979; 16 CCR 980). The procedures will include schedules for hair care services and allow rescheduling for conflicts, such as court appearances.

Youths shall receive hair care services once monthly (15 CCR 1488). Staff may suspend access to hair care services if the youth appears to be at risk of self-injury or to be a danger to others or to the safety and security of the facility.

605.4 SHAVING
Youths shall have access to a razor daily unless their appearance must be maintained for reasons of identification in court. All youth shall have equal opportunity to shave their face and body hair (15 CCR 1487). Facial hair shall be clean and well groomed. Youths may be required to trim facial hair if it poses a security or safety risk. Youths may be required to submit to new booking photographs if their appearance is significantly altered due to facial hair. Youths with facial hair who work around food shall wear appropriate facial coverings.

A youth may be denied access to razors if the youth appears to be at risk of self-injury or appears to be a danger to others, or if such access may jeopardize the safety and security of the facility.
Grooming

605.5 NAILS
Nail clippers will be issued to youth upon request. Youths with long nails may be required to trim their nails if there is a security concern.

605.6 PERSONAL CARE ITEMS
Youths are expected to maintain their hygiene using approved personal care items. No youth will be denied the necessary personal care items. For sanitation and security reasons, probation staff members should not allow personal care items to be shared.
Youth Nondiscrimination

606.1 PURPOSE AND SCOPE
The constitutional rights of youth regarding discrimination are protected during incarceration. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). This policy is intended to guide the staff toward nondiscriminatory administrative decisions by defining classes protected by the 1964 Civil Rights Act, Title II of the Americans with Disabilities Act (ADA), and detailing a complaint and discrimination investigation process (15 CCR 1324).

606.2 POLICY
All decisions concerning youth housed at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall be based on reasonable criteria that support the health, safety, security, and good order of the facility. This policy prohibits the staff from discriminating against youth based upon actual or perceived age, gender, race, religion, disability, national origin, sexual orientation, HIV status, or any other protected class (15 CCR 1324). It establishes a process by which the youth can report possible discrimination.

Reasonable and comparable opportunities for participation in vocational, educational, and religious programs shall be provided to all youth. Youth shall have comparable access to all services and programs regardless of gender, gender identity, and/or gender expression.

The Director should periodically conduct interviews with youth and staff to identify and resolve potential problem areas related to discrimination before they occur.

606.3 REPORTING DISCRIMINATION
Youth who wish to report an allegation of discrimination may communicate with facility management by way of the following:

(a) Youth Grievance Form provided by the facility staff

1. Youth Grievance Forms should be made freely available in the living units/dormitory

(b) Confidential correspondence addressed to the Chief Probation Officer or the authorized designee, or other government official, including the courts or legal representatives

(c) Verbally to any supervisor or other staff of the facility

606.3.1 HANDLING COMPLAINTS OF DISCRIMINATION
Probation staff shall promptly forward all written discrimination allegations by youth to the Institutional Supervisor. If the allegation is presented verbally, the receiving staff shall prepare an incident report identifying the circumstances prompting the allegation, the individuals involved, and any other pertinent information that would be useful to investigating the allegation.
Youth Nondiscrimination

Unless the grievance or written complaint submitted by the youth is clearly identified as confidential and addressed to the Chief Probation Officer or the authorized designee, or other official, the Institutional Supervisor shall review the complaint and attempt to resolve the issue. The Institutional Supervisor shall document the circumstances of the allegation and what actions, if any, were taken to investigate or resolve the complaint. All reports of alleged discrimination shall be forwarded to the Director for review and further investigation or administrative action as needed.

Administrative evaluations and response to allegations of discrimination shall be based upon objective criteria:

(a) The youth’s classification
(b) The youth’s criminal history
(c) Current and past behavior and disciplinary history
(d) Housing availability
(e) The availability of programs
(f) The ability to safely provide the requested services
Youth Grievances

607.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process by which youth may file grievances and receive a formal review regarding the conditions of their confinement (15 CCR 1361).

607.1.1 DEFINITIONS
Definitions related to this policy include:

Conditions of confinement - Any condition of a youth’s confinement in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility including health care services; classification decisions; program participation; telephone, mail, or visiting procedures; food; clothing; bedding; mistreatment; and harassment or violations of the Youth Nondiscrimination Policy (15 CCR 1361).

607.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that any youth may file a grievance relating to conditions of confinement.

Retaliation for use of the grievance system is prohibited.

607.2.1 PROCEDURES
607.1 JOHN A. DAVIS JUVENILE HALL YOUTH GRIEVANCE PROCEDURE
607.2 ORIN ALLEN YOUTH REHABILITATION FACILITY YOUTH GRIEVANCE PROCEDURE

607.3 ACCESS TO THE GRIEVANCE SYSTEM
All youth shall be provided with a grievance process for resolving complaints arising from John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility matters with at least one level of appeal. There shall be no time limit on filing grievances.

Youths will receive information about the grievance procedure during the intake/orientation process. Information will also be contained in the youth handbook. Information regarding the grievance process will be provided to youth in the language they understand.

The information will include (15 CCR 1361):

- A grievance form, free access, and instructions for registering a grievance.
- Instructions for resolving the grievance at the lowest appropriate staff level.
- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision of required time frames for responses.
- A provision for resolving questions of jurisdiction within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
- Consequences for abusing the grievance system.
Youth Grievances

- A provision for confidential filing or delivery to any supervisory custody staff.

607.4 YOUTH GRIEVANCE PROCEDURES
Staff shall attempt to informally resolve all grievances at the lowest level. If there is no resolution at this level, the youth may file a grievance.

A youth may help another youth prepare a grievance. Staff members may take reasonable steps to help the youth prepare a grievance if requested.

Upon receiving a completed youth grievance, the Institution Supervisor shall document receipt of the grievance, and gather associated paperwork and reports.

607.4.1 EXCEPTION TO INITIAL GRIEVANCE FILING
Youths may request to submit the grievance directly to a supervisor, or deposit the grievance in a locked box within their housing unit.

A parent/guardian may also mail a grievance via the United States Postal Service to the Director or submit it directly to a supervisor.

607.4.2 TIMELY RESOLUTION OF GRIEVANCES
Upon receiving a completed youth grievance form, the supervisor shall ensure that the grievance is investigated and resolved or denied in a timely manner.

Findings relating to the investigation will be forwarded to the Institutional Supervisor. Any appeals shall be forwarded to the Director as the final level of appeal.

Grievances related to health and safety issues shall be addressed as soon as practicable. A review and initial response to other grievances shall be provided to the youth within three business days (15 CCR 1361).

Resolution of grievances should occur within 10 business days, unless additional time is necessary. Youths shall be notified of any delay (15 CCR 1361).

607.4.3 APPEALS TO GRIEVANCE FINDINGS
Youths may appeal the finding of a grievance to the Director as the final level of appeal. The Director will review the grievance and either confirm or deny it. If the Director confirms the grievance, the Director will initiate corrective actions. In either case, the youth shall receive a written response to the appeal. Final resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame.

607.4.4 RECORDING GRIEVANCES
The Director should maintain a grievance log in a central location accessible to all supervisors. The supervisor who originally receives a grievance shall record the grievance along with its finding on the grievance log. Periodic reviews of the log should be made by the Director or the authorized designee to ensure that grievances are being handled properly and in a timely manner.
Youth Grievances

The original grievance should be retained in a file maintained by the Director or the authorized designee, and shall be retained in accordance with established records retention schedules.

607.4.5 STATE SPECIFIC REQUIREMENTS
At any level of the grievance process, the Director shall ensure (15 CCR 1361):

(a) The youth may elect to be present to explain the youth’s version of the grievance to a person not directly involved in the circumstances that led to the grievance.

(b) Provisions exist for a staff representative to assist the youth.

(c) Provisions exist for concerns of parents/guardians, staff, or other parties concerns to be addressed and documented within 14 days.

607.5 ADDITIONAL PROVISIONS FOR GRIEVANCES RELATED TO SEXUAL ABUSE
The following apply to grievances that relate to sexual abuse allegations (28 CFR 115.352):

(a) Youths may submit a grievance regarding an allegation of sexual abuse at any time.

(b) Third parties, including fellow youth, staff members, family members, attorneys, and outside advocates, are permitted to assist youth in filing such grievances and to file such grievances on behalf of youth. Staff members who receive a grievance filed by a third party, other than a parent or legal guardian, on behalf of a youth shall inquire whether the youth wishes to have the grievance processed and shall document the youth’s decision, and may condition the processing of the grievance on the youth’s consent. Staff members who receive a grievance filed by a parent or legal guardian of a youth shall process the grievance with or without the consent of the youth.

(c) Grievances may be submitted to any staff member and need not be submitted to the member who is the subject of the complaint.

(d) Staff receiving a grievance shall forward the grievance to a supervisor. Grievances shall not be forwarded to any supervisor who is the subject of the complaint. The supervisor receiving the grievance shall refer the grievance to the Institutional Supervisor for investigation. Youths and staff are not required to attempt to informally resolve grievances related to sexual abuse.

(e) The Institutional Supervisor should ensure that grievances related to sexual abuse are investigated and resolved within 10 days of the initial filing, unless additional time is necessary (15 CCR 1361). If a grievance is not resolved within 90 days, the Institutional Supervisor may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the youth shall be notified in writing and provided a date by which a decision will be made.

(f) At any level of the process, including the appeal, if the youth does not receive a response within the allotted time, including any properly noticed extension, the youth may consider the absence of a response to be a denial at that level.

(g) Youths may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the youth filed the grievance in bad faith.

(h) The facility shall provide youth with access to forms, writing implements, computers, or other tools necessary to make a written report (28 CFR 115.351).
Youth Grievances

607.5.1 EMERGENCY GRIEVANCES RELATED TO SEXUAL ABUSE
Youths who believe they are, or any other youth is, at substantial risk of imminent sexual abuse may file an emergency grievance with any supervisor, any facility staff or trusted adult. The supervisor shall determine whether immediate action is reasonably necessary to protect the youth and shall provide an initial response within 48 hours.

The supervisor shall refer the grievance to the Institutional Supervisor, who will investigate and issue a final decision within five calendar days.

The initial response and final decision shall be documented and shall include a determination whether the youth is in substantial risk of imminent sexual abuse and identify actions taken in response to the emergency grievance (28 CFR 115.352).

607.6 TRAINING
The Probation Manager shall ensure that all custody staff members receive initial and periodic training regarding all aspects of this policy.
Youth Voting

608.1 PURPOSE AND SCOPE
This policy establishes the requirement for providing eligible youth the opportunity to vote during elections, pursuant to election statutes.

608.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will assist youth who wish to vote in an election.

608.3 PROCEDURES
Prior to each election, the Probation Manager or designee will be responsible for assisting youth with registering youth who have requested to vote. Postage shall be provided by the Department for absentee ballots.

Youths should be advised of voting methods during the youth orientation.
Line-Up Participation

609.1 PURPOSE AND SCOPE
There are occasions when requests are made by law enforcement agencies that Juvenile Hall arrange for resident volunteers to participate in a line-up within Juvenile Hall. The Judge of the Juvenile Court has directed that Juvenile Hall residents shall not physically participate in police line-ups within the Juvenile Hall. This directive does not extend to photographic line-ups.

609.2 POLICY
When a Juvenile Court Judge or Commissioner requests the participation of John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility residents in a photo line-up, the request is to be referred to the Director or Manager of Juvenile Hall for direction to staff.

When a police agency requests that John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility residents participate in a photo line-up, the officer making the request is to be referred to the Director or Manager of Juvenile Hall.

The Director or Manager will notify the Sierra Unit Supervisor the request of the Court or the approved request of the police agency.

The Sierra Unit Supervisor will use the ARIES system to set up a photo line-up. Only residents in custody will be used.
Chapter 7 - Medical/Mental Health
Health Authorities

**700.1 PURPOSE AND SCOPE**
The purpose of this policy is to establish an ongoing collaboration between the Director, the Health Services Administrator, and the Head Nurse to maintain adequate health care for youth (15 CCR 1400).

**700.2 POLICY**
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will work with the Health Services Administrator and the Head Nurse, who, among other responsibilities, in developing and approving procedures to provide adequate care for youth who are being held in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

**700.3 DESIGNATED HEALTH AUTHORITIES**
A qualified person will be designated according to an agreement, contract, or job description as the Health Services Administrator for the facility. When the Health Services Administrator is not a physician, there shall be a designated Head Nurse who shall develop policy in health care matters involving clinical judgments (15 CCR 1400).

A qualified physician will also be designated according to an agreement or job description as the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s Head Nurse. The Head Nurse may also be the Health Services Administrator.

**700.3.1 RESPONSIBILITIES OF THE HEALTH CARE ADMINISTRATOR**
The Health Services Administrator is responsible for:

(a) Supervising all health care provided to youth.

(b) Working with the Head Nurse and the Director or the authorized designee to establish or approve procedures that are consistent with this Custody Manual chapter, reasonable standards of care, and legal standards. The procedures will address, at a minimum (15 CCR 1400; 15 CCR 1409):

1. Youth screening at the time of admission into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and any associated forms (15 CCR 1430).

2. Regular evaluations after admission (15 CCR 1432).

3. Suicide prevention and intervention (15 CCR 1329).

4. Receiving and evaluating youth requests for care (15 CCR 1433).

5. Emergency care for youth (including first-aid kits and automated external defibrillators (AEDs)).

Health Authorities

7. Dietary issues specific to care (15 CCR 1462).
8. Promotion of healthy lifestyles.
10. The delivery and administration of medication, including procedures so that youth who are taking prescribed medication at the time of admission continue to receive medications as necessary (15 CCR 1438; 15 CCR 1439).
   i. Procedures should identify limitations to the length of time medication may be administered without further medical evaluation.
11. Health-related devices that may need to remain with the youth, such as orthotics or eyeglasses (15 CCR 1436).
12. Continued care for youth being released or transferred (15 CCR 1437; 15 CCR 1437.5).
13. Care records and privacy (15 CCR 1406).
14. Notification of family or guardians.
15. Informed consent (15 CCR 1434).
16. Use of private physicians and specialists.
17. The process for determining when elective procedures may be approved or denied.
18. Procedures for members to voluntarily and safely report possible health care-related events or circumstances that adversely affect youth safety or care.
19. Procedures to implement a program wherein staff may possess and administer opioid overdose medication.
20. Procedures to clean and sanitize infirmary care housing (15 CCR 1510).
21. Procedures for treating victims of sexual assault and the reporting requirements when such incidents occur in the facility (see the Prison Rape Elimination Act Policy) (15 CCR 1453).
22. Procedures for the identification and management of alcohol and other drug intoxications (15 CCR 1431).
23. Procedures for monitoring youth who are experiencing intoxication or withdrawal, including frequency of monitoring, discontinuation, and documentation (15 CCR 1431).

(c) Ensuring proof of licensure, certification, or registration of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s qualified health care professionals is maintained and consistent with community standards and the needs of the facility population (15 CCR 1404: 15 CCR 1352.5).

1. The Health Services Administrator should work with the Administrative Services Director to develop requirements for health care positions that
Health Authorities

are consistent with community standards, consider cultural and linguistic competence, and otherwise comply with 15 CCR 1404.

(d) Ensuring that adequate space, supplies, and equipment are available for any health care services provided at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1402), including the inspection and maintenance procedures of equipment (15 CCR 1412).

(e) Approving the suicide prevention plan (15 CCR 1329).

(f) Developing a service delivery manual that is available to all health care staff and ensuring the health care manual is reviewed every two years, including documentation of the review process and the review approval signatures of the manual by the Director, Health Services Administrator, and the Head Nurse (15 CCR 1409).

(g) Ensuring staffing provides for each shift to have at least one health-trained staff member responsible for coordinating the delivery of health care services in the facility any time that qualified health care professionals are not available on-site (15 CCR 1323).

(h) Establishing systems for coordination among health care service providers (15 CCR 1400).

700.3.2 RESPONSIBILITIES OF THE RESPONSIBLE PHYSICIAN
The Head Nurse will supervise all clinical aspects of youth health care. Final clinical decisions are the sole province of the Head Nurse (15 CCR 1401).

The Head Nurse should:

(a) Review clinical judgments and treatment plan recommendations made by other qualified health care professionals.

(b) Approve all health care-related policies and procedures.

(c) Issue standing orders as deemed appropriate.

700.4 MAINTAINING QUALITY OF YOUTH CARE
The Health Services Administrator, the Head Nurse, and the Director shall work cooperatively to maintain adequate youth health care. Maintenance efforts should be documented and should include (15 CCR 1403):

(a) Quarterly meetings with the Director, the Health Services Administrator, and the Head Nurse and monthly meetings of any health care staff.

(b) A yearly audit of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s delivery of care, policies, and procedures.

(c) Formalized efforts to identify and make improvements to youth care, including:
   1. A continuous quality improvement program.
   2. A clinical performance enhancement process to evaluate a provider’s care.
   3. Review of youth’ complaints.
Health Authorities

(d) An annual report and a summary of statistical data of medical, dental, mental health, and pharmaceutical services provided shall be submitted at least annually to the Director (15 CCR 1403).

700.5 DESIGNATED CARE PROVIDERS (DESIGNEES)
The Health Services Administrator and the Head Nurse may designate qualified health care professionals (e.g., physicians, nurses, counselors, dentists, specialists) as required in 15 CCR 1402. The Health Services Administrator is responsible for:

(a) Ensuring designees are properly licensed, certified, or registered, that they maintain their applicable licenses, certifications, or registrations, and that current credentials are on file and available for review (15 CCR 1404; 15 CCR 1352.5).

(b) Limiting designees to providing care appropriate to their qualifications and licensing (15 CCR 1404; 15 CCR 1405).

(c) Ensuring appropriate protocols and standing orders are developed, and that all protocols and standing orders are understood by designees.

(d) Defining the extent of health care provided within the facility and delineating those services that shall be available through community providers (15 CCR 1402).

(e) Establishing procedures for parents/guardians to authorize and arrange for medical/mental/remedial treatment when permissible (15 CCR 1402).

A designee may include an agency or entity, such as a clinic, hospital, public mental health organization, or off-site medical office.

700.6 CARE LIAISONS
The Head Nurse and the Director shall ensure that a member or a non-member designee is available to act as a care liaison for youth whenever there are no qualified health care professionals in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. Care liaison responsibilities include:

(a) Reviewing initial screening forms.

(b) Triaging non-emergency health care requests.

(c) Reviewing sick call requests.

(d) Coordinating timely health care referrals as needed (15 CCR 1430).

(e) Assisting youth being released with follow-up health care referrals, appointments, and necessary medications.

(f) Following other written protocol, standardized procedures, and medical orders as described as prescribed by the Head Nurse (15 CCR 1405).
Youth Screening and Evaluations

701.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the screening and evaluation of youth for health care issues (15 CCR 1430).

This policy is limited to screening and evaluations. Subsequent care and treatment is addressed in the Availability and Standards of Care Policy and other related policies.

701.2 POLICY
The Probation Department recognizes that youth should be screened when they initially arrive at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and evaluated at regular intervals so all youth receive adequate health care.

701.2.1 PROCEDURES
701.1 JOHN A. DAVIS JUVENILE HALL PHYSICAL SCREENING PROCEDURE
701.2 JOHN A. DAVIS JUVENILE HALL INTAKE SCREENING PROCEDURE
701.3 JOHN A. DAVIS JUVENILE HALL SUICIDE SCREENING PROCEDURE
701.4 ORIN ALLEN YOUTH REHABILITATION FACILITY ADMISSION PHYSICAL PROCEDURE

701.3 YOUTHS NOT ACCEPTED INTO THE FACILITY
No youth with a reasonably identified condition that appears to require immediate medical care or another disqualifying condition identified by the Health Services Administrator should be accepted at the facility without a written medical clearance from a qualified health care provider (15 CCR 1430).

If a youth is not accepted into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, the circumstances and reasons for requiring a medical clearance shall be documented.

Conditions that require a medical clearance include when a youth presents as (15 CCR 1430):

(a) Unconscious or semi-conscious
(b) Bleeding profusely
(c) Severely disoriented
(d) Known to have ingested substances, intoxicated to the extent that the youth is a threat to the youth’s own safety or the safety of others, in alcohol or drug withdrawal, or otherwise in need of medical attention

701.4 INITIAL SCREENINGS
Trained staff shall perform a health care screening on each youth upon the youth’s initial arrival at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. This includes those
Youth Screening and Evaluations

transferred from another facility. Findings shall be recorded on the appropriate form. The screening will include the name of the screener, date and time of the screening, and information and observations regarding (15 CCR 1430):

(a) Current and historical medical, dental, and mental health care information, including any allergies.

(b) Current and historical use of medication, alcohol, and drugs, including types, amounts and frequency used, method of use, date or time of last use, and history of any problems after ceasing use.

(c) Suicide risk and mental health assessment (15 CCR 1329; 15 CCR 1350).
   1. Screening for suicide risk should include reasonable attempts to communicate with arresting or transporting Juvenile Institution Officers and family members regarding the youth’s past or present suicidal ideations or suicide attempts, if practicable.
   2. Youth who are identified to be at risk for suicide shall be referred to mental health staff consistent with the Suicide Prevention and Intervention Policy.

(d) Pregnancy and associated issues.

(e) Communicable disease risk assessment (15 CCR 1410).

(f) Special needs that would significantly impair a youth’s ability to adapt to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility environment, such as a learning disability.

(g) Other health care information as designated by the Head Nurse or the Health Services Administrator.

(h) Assessments of:
   1. Behavior/conduct.
   2. Signs of impaired consciousness or other health issues (e.g., coughing, sweating, tremors, sleepiness, trouble breathing).
   4. Skin (e.g., injuries, rashes, needle marks, sores).
   5. Other concerns as designated by the Health Services Administrator.

(i) Intoxication.
   1. A qualified health care professional shall conduct a medical evaluation on a youth showing signs of intoxicated behavior persisting over four hours (15 CCR 1431).

(j) Risk of sexual abuse (15 CCR 1350.5) (see the Youth Classification and Prison Rape Elimination Act policies.
   1. The Director or authorized designee shall develop:
      (a) Procedures to access and compile additional information to appropriately identify sexual abuse risk factors (e.g., medical and behavioral health...
Youth Screening and Evaluations

Youth screenings, court records, case files, facility behavioral records). The screening for risk of sexual abuse shall be completed within 72 hours of admittance.

(b) Protocols to safeguard the confidentiality of the information.

Any youth who cannot adequately answer the initial medical screening questions shall be referred to a qualified health care professional to determine whether the youth should be examined by an on-site qualified health care professional or, if one is not available, whether the youth should be transported to receive a medical clearance before acceptance into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

Youth who refuse to answer these questions should be placed under observation until the screening can be completed or until sufficient information is obtained to allow the staff to make appropriate decisions about housing and care.

Youth with an identified history of sexual victimization shall be offered a follow-up meeting with a medical or mental health provider within 14 days of intake screening (28 CFR 115.381).

Youth with an identified history of sexual perpetration shall be offered a follow-up meeting with a mental health provider within 14 days of the intake screening (28 CFR 115.381).

Initial screening forms should be forwarded to a care liaison for review.

All intakes without a MAYSI Questionnaire on file will complete this questionnaire with mental health staff as soon as feasible, but at least within 72 hours of admission into the facility.

701.4.1 SUCCESSIVE STAYS
If an adjudicated youth is identified as having previously stayed in this facility, but did not receive a health evaluation at that time, the youth shall receive an in-person health evaluation before the next scheduled commitment period or admittance (15 CCR 1430; 15 CCR 1432).

701.5 TRANSFER SCREENINGS
A qualified health care provider shall review the health record of any youth transferred into this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility within 96 hours of admission, excluding holidays (15 CCR 1432).

Youth transferred without a health record or initial screening from any other facility shall be screened when they arrive at this John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

701.6 HEALTH EVALUATIONS
Qualified health care professionals shall complete an in-person health evaluation of each youth within 96 hours, excluding holidays, after arrival at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and annually thereafter if the youth is still in custody. Health evaluations should include (15 CCR 1432; 15 CCR 1430):

(a) Review of the youth’s initial screening information.
Youth Screening and Evaluations

1. Health care professionals should collect additional data to complete the youth's health history during initial screening, including family health history, history of recent trauma-exposure which may require immediate attention, current traumatic stress symptoms, or background information that reasonably appears to require additional inquiry (15 CCR 1432).

(b) Collection of updated or additional data to complete the youth’s health care and immunization history. Immunizations shall be verified and, if necessary, a program shall be started within two weeks to bring the youth's immunizations up to date.

(c) Medical examination.

(d) Mental health assessment (15 CCR 1431; 15 CCR 1413).

(e) Dental examination.

(f) Tests to detect tuberculosis and other communicable diseases.

(g) A record of the youth’s height, weight, pulse, blood pressure, and temperature.

(h) Other tests and physical examination as determined by the Health Services Administrator.

(i) Initiation of care when appropriate, as well as any associated treatment plan.

(j) Identification of health issues that may affect decisions regarding housing, program participation, or other conditions of confinement.

(k) Identification of specific needs for accommodations (e.g., disabilities, gender identity).

The Head Nurse should review any evaluations conducted by other qualified health care professionals.

The Head Nurse may modify the health evaluation if the youth received an adequate examination within the last 12 months. In these cases, a review of the intake screening form and a face-to-face interview with the youth may be conducted when there is reason to believe that no substantial change is expected since the last full evaluation (15 CCR 1432).

Any findings that may significantly affect the health, safety, or welfare of the youth or others should be communicated to the Director or the authorized designee. Health care needs that may affect housing, program participation, or other conditions of confinement shall be communicated and documented.

701.6.1 CLEARANCE FOR WORK AND PROGRAM ASSIGNMENTS
The screening and health evaluations shall include monitoring procedures for work and program assignment participation (15 CCR 1414).
Availability and Standards of Care

702.1 PURPOSE AND SCOPE
This policy will provide overall guidance for the continued care of youth who need health care.

702.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is committed to providing humane and age-appropriate conditions of confinement by ensuring that youth receive adequate care to meet their health care needs.

702.2.1 PROCEDURES
702.1 JOHN A. DAVIS JUVENILE HALL MEDICAL CODE PROCEDURE
702.2 JOHN A. DAVIS JUVENILE HALL NON-EMERGENCY MEDICAL CODE PROCEDURE
702.3 JOHN A. DAVIS JUVENILE HALL MEDICAL EQUIPMENT PROCEDURE
702.4 JOHN A. DAVIS JUVENILE HALL EMERGENCY MEDICAL CODE PROCEDURE
702.5 JOHN A. DAVIS JUVENILE HALL MEDICAL PROCEDURE (PREGNANT YOUTH)
702.6 AMBULANCE/URGENT CARE MEDICAL PROCEDURE

702.3 YOUTH ACCESS TO HEALTH CARE
Youth may access health care in the following ways (15 CCR 1411; 15 CCR 1433):

(a) Sick call will be conducted as follows:
   1. As directed by the Health Services Administrator
   2. Scheduled so a youth’s custody status (e.g., at court, work assignment, other release program) does not preclude access

(b) Youth may request health care at any time by completing and submitting a sick call slip. All such written requests shall be forwarded to nursing as soon as practicable, but always before the end of the receiving staff’s shift.
   1. The facility shall provide opportunities for a youth to submit a confidential request for health care.

(c) Youth may request care for an emergency medical condition in any manner, to any staff. All such requests should be addressed appropriately and immediately by staff, including prompt notification of a care liaison and/or the appropriate medical care provider (15 CCR 1412).
   1. All health care requests shall be documented and retained in accordance with the Health Care Records and Confidentiality Policy.

(d) Youth may question or complain about their care or denial of care through the grievance system. Health care-related grievances are to receive priority attention and should be forwarded to an institution supervisor as soon as practicable. Grievances should be promptly forwarded by the an institution supervisor to the qualified health policy.
Availability and Standards of Care

1. An institution supervisor shall be notified as soon as practicable when a youth makes a claim of being denied emergency care for an emergency medical condition.

2. All youth’ care-related complaints shall be reviewed daily by health-trained staff (15 CCR 1433).

(e) Youth may be treated by a personal licensed physician, dentist, or mental health care provider at their own expense, with the approval of the Health Services Administrator and their parents/guardians (15 CCR 1402).

(f) Costs, including those related to security procedures, will not be used as justification for withholding necessary or emergency medical care.

(g) Any staff who becomes aware of or observes a youth who may be in need of medical care may access the sick call procedures on behalf of the youth. Any staff who becomes aware of a youth in need of first aid or emergency care will immediately provide such care or arrange for the youth to receive care (15 CCR 1412).

(h) Provisions shall be made to provide opportunities for both written and verbal communications for health care requests to those with disabilities, limited English proficiency, or limited literacy.

702.4 YOUTH PRIVACY
Youth information, treatments, and discussions regarding treatment should be held in private and in a manner that prevents such discussions from being observed or overheard by anyone not involved in the treatment or discussion (15 CCR 1407).

702.5 RESPONSIBILITIES
Clinical judgments involving health care are the responsibility of the health care professional qualified to make such a decision.

Staff shall accept clinical judgments and not deny access to care by making, assuming, or ignoring a clinical decision.

Institution staff and qualified health care professionals should work together to coordinate security and health care needs. Qualified health care professionals and custody staff should communicate with each other about youth health care needs that may significantly impact the health, safety, or welfare of the youth or others. Information regarding ongoing treatment plans should be communicated to custody staff to the extent necessary to coordinate and cooperate in the ongoing care of the youth.

Communication between institution staff and qualified health care professionals regarding health care needs that may affect housing, program participation, or other conditions of confinement should be documented. Health care restrictions shall not limit a youth’s participation in school, work assignments, exercise, or other programs (15 CCR 1413).
Availability and Standards of Care

702.5.1 STAFF OBSERVATIONS
Staff who observe a youth with obvious signs of medical or dental needs and/or mental/behavioral health issues, including the presence of trauma-related behaviors, injury, or illness, shall inquire about the possible health issue and communicate relevant information with qualified health care professionals (15 CCR 1433).

702.6 MEDICAL CARE
The treating qualified health care professional shall develop a written treatment plan for each youth requiring ongoing treatment, including any need for off-site treatment or a specialist.

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall have first-aid kits and Automated External Defibrillators (AEDs) readily available to staff in the housing and admission areas and any other location approved by the Health Services Administrator (15 CCR 1412).

Emergency dental care will be provided to [youths]. Emergency dental care will be available to all [youths] 24 hours a day. Severe dental pain qualifies as an emergency.

Dental care that is a necessary standard of treatment will be available to all [youths]. Decisions as to whether dental care is a necessary standard of treatment will be made by a qualified dental care professional. Treatment shall not be limited to extractions (15 CCR 1435).

Decisions to provide dental care that is not presently a necessary standard of treatment (i.e., elective) may include consideration of the [youth]’s expected release date and available resources. Procedures that are elective may be approved by the Director or the authorized designee. The [youth]’s parent/guardian will bear the cost.

Annual dental exams shall be provided to any [youth] detained for longer than one year (15 CCR 1435).

702.6.1 ELECTIVE PROCEDURES
Elective procedures will generally not be provided to youth. A determination regarding whether a procedure is elective or a component of a current, medically necessary standard of treatment will be made only by the Head Nurse. Procedures that are elective may be approved by the Director or the authorized designee after verification that the youth or the youth’s parent/guardian will pay all associated costs (15 CCR 1402). Parent/guardian consent is required if under the age of 18.

702.6.2 PREGNANT YOUTH
Medical care, prenatal care, postpartum care, and counseling services (mental health, social, drug and alcohol use, and religious) will be available to pregnant youth (15 CCR 1417; 15 CCR 1431).

Pregnant youth shall receive prompt prenatal care, including physical examinations, nutrition guidance, lactation, childbirth and parenting education, counseling, and provisions for follow-up care. Qualified medical professionals should develop a plan for pregnant youth that includes direct communication of medical information and transfer of medical records regarding prenatal care to the obstetrician who will be providing prenatal care and delivery.
Availability and Standards of Care

The facility provides meals for youth with special dietary requirements (e.g., youth with allergies, pregnant youth, youth with dental problems, youth with religious beliefs that require adherence to religious dietary laws or special timing of meals).

No staff shall interfere with or impede a youth’s decision to have an abortion, not to have an abortion, or to place the child for adoption. In jurisdictions where youth need parental consent to obtain an abortion, medical staff should inform youth about the requirement and any alternative ways of satisfying the requirement (e.g., having the youth's attorney seek judicial permission to proceed without parental consent). If a youth chooses to have an abortion, the youth shall be requested to sign a statement acknowledging that the youth has been provided the opportunity for related counseling and chooses to have an abortion. Any financial obligations for elective abortions will be the responsibility of the youth. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall provide necessary transportation and supervision for such services. Staff who object to facilitating a youth’s elective abortion (including arrangements, transportation, and security) should not be required to perform such duties.

The Director or the authorized designee should work with the pregnant youth, community agencies, or other relevant persons so the child is appropriately placed after the birth. Child welfare workers may interview and counsel the youth at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

Pregnant youth shall receive information regarding options for continuing the pregnancy, terminating the pregnancy, and adoption.

The Director shall develop written procedures consistent with the requirements in 15 CCR 1417, including the availability of a breast pump and procedures for storage, delivery, and disposal for lactating youth.

702.6.3 FOLLOW-UP CARE
The Head Nurse or the authorized designee should review all discharge and other orders issued for youth released from an emergency room visit or hospital stay, and should issue health care orders for any ongoing in-custody care.

The Health Services Administrator should ensure that youth receive education and instruction for any self-care that may be required to meet their individual health care needs.

702.6.4 HEALTH EDUCATION
Youth should be encouraged to maintain healthy lifestyles. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility should provide health education and wellness information through classes, audio and video presentations, brochures, and pamphlets.

The Director shall develop a health education and disease prevention program that addresses the topics required by 15 CCR 1415, including medical, dental, and mental health. The program should be developed in conjunction with the Head Nurse and should be updated as necessary to address current health and community priorities that meet the needs of the confined population (15 CCR 1415).
Availability and Standards of Care

702.6.5 REPRODUCTIVE AND SEXUAL HEALTH SERVICES
The Director shall develop procedures to assure that reproductive health services are available to both male and female youth. These procedures are to be made in conjunction with the Head Nurse and in accordance with current public health guidelines. Such services shall include but not be limited to those prescribed by Welfare and Institutions Code § 220 through Welfare and Institutions Code § 222 (15 CCR 1416; 15 CCR 1355).

702.7 MENTAL HEALTH CARE
Staff should refer any youth showing signs of mental illness or a developmental disability to Behavioral Health, who will arrange for an appropriate referral.

The following mental health care will be provided to youth (15 CCR 1437):

(a) Counseling and crisis intervention
(b) Management of acute psychiatric episodes
(c) Stabilization and treatment of mental disorders
(d) Medication support services
(e) Appropriate care of youth with developmental disabilities
(f) Behavioral health care for transgender and intersex youth by qualified health care providers (15 CCR 1352.5).

The youth shall be referred to the local Regional Center for the Developmentally Disabled for the purposes of diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends (15 CCR 1418).

Staff shall immediately refer youth to an on-site health care professional for evaluation if the youth reasonably appears to be gravely disabled or a danger to self or others (15 CCR 1437.5).

702.8 DENTAL CARE
Emergency dental care will be provided to youth. Emergency dental care will be available to all youth 24 hours a day. Severe dental pain qualifies as an emergency.

Dental care that is a necessary standard of treatment will be available to all youth. Decisions as to whether dental care is a necessary standard of treatment will be made by a qualified dental care professional. Treatment shall not be limited to extractions (15 CCR 1435).

Decisions to provide dental care that is not presently a necessary standard of treatment (i.e., elective) may include consideration of the youth’s expected release date and available resources. Procedures that are elective may be approved by the Director or the authorized designee. The youth’s parent/guardian will bear the cost.

Annual dental exams shall be provided to any youth detained for longer than one year (15 CCR 1435).
Availability and Standards of Care

702.9 TRANSPORTING YOUTH FOR HEALTH CARE
Youth shall be safely transported to all health care appointments in accordance with the Transportation of Youths Outside the Facility Policy. When a youth is being transported outside the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility:

(a) Transporting staff should have instructions regarding any medication or accommodation that may be necessary during transport.
(b) Patient confidentiality shall be maintained during transport.
(c) Any health care records transported by custody staff should be sealed.
(d) The date and time of the appointment will not be told to the youth.

702.10 EVIDENCE COLLECTION
A youth’s treating or regular care provider should not assist in evidence collection for purposes of prosecution, discipline, or any other adversarial proceeding. However, evidence may be collected from a victim of sexual assault with the consent of the victim (see the Prison Rape Elimination Act Policy). Forensic medical services conducted for the purpose of reporting and prosecution shall be in accordance with 15 CCR 1452 and 15 CCR 1453.

Qualified health care professionals from this facility are prohibited from being involved in psychological evaluations for use in adversarial proceedings.
Special Medical Care For Youths

703.1 PURPOSE AND SCOPE
The purpose of this policy is to address youth who may have special medical care needs.

703.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility for institution staff to work cooperatively with qualified health care professionals to ensure that youth with special medical care needs are provided adequate care.

703.3 CHRONIC DISEASE CARE
The Health Services Administrator should work with the Head Nurse and the Director to develop programs or procedures to assist youth with chronic diseases. The Health Services Administrator should identify the common chronic diseases at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility and the youth who would benefit from special medical care. The Health Services Administrator should maintain a list of these youth to facilitate the implementation of any treatment plan and follow-up care.

703.4 COORDINATED CARE
The Health Services Administrator should work with the Head Nurse and the Director to ensure youth with special medical care needs, including physical disabilities that require medical care, receive coordinated health care (15 CCR 1431). Youths with special medical care needs should be identified so institution staff can assist as necessary with any treatment plans.

703.5 DETOXIFICATION
Youths experiencing symptoms of drug or alcohol withdrawal should be seen promptly by a qualified health care professional or transferred to an off-site emergency facility for treatment (15 CCR 1431).

Any youth showing signs of drug or alcohol withdrawal symptoms shall be placed in a protective environment. Appropriate medical responses to youth experiencing intoxication or withdrawal reactions shall occur. When it is determined that the monitoring requirements can be discontinued, initiation of substance abuse counseling for case management and referral procedures for continuation upon release shall be instituted (see the Case Management and Discharge Plan policies) (15 CCR 1431).

Pregnant youth who use alcohol or other drugs shall receive counseling services as determined by their individualized treatment plan and in accordance with the Availability and Standards of Care Policy.
Special Medical Care For Youths

703.6 SUBSTANCE ABUSE CARE
Youths should receive substance abuse education or counseling and be referred for treatment as necessary (15 CCR 1431).
Counseling Services

704.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for providing counseling and crisis intervention services to youth (15 CCR 1356; 15 CCR 1437).

Mental health care for youth with signs of mental illness or a developmental disability is covered in the Availability and Standards of Care Policy.

704.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide counseling and crisis intervention services to any youth who requests services or is determined to need them.

704.2.1 PROCEDURES
704.1 JOHN A. DAVIS JUVENILE HALL PROGRAMMING PROCEDURE

704.3 MENTAL HEALTH REFERRAL FACTORS
When Juvenile Institutional Officers or Deputy Probation Officers become concerned or are notified of a concern with a resident’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 Mental Health Referral Form. The assessment by probation staff should include as much information on the Mental 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).
Counseling Services

- 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 ethnic group.
- Religious or ideological beliefs which effect thinking and behavior.

Juvenile Hall Conditions:
- High population and limited personal contact with JIO staff, probation officer, family or others.
- Attitude of staff toward resident 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 resident to the therapist by filling in the Mental Health Referral Form (J.H. 74) available on the living units, intake unit, or building supervisor’s desk.

Completed Mental 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.
Re...
Release, Transfers, and Continued Care

705.3.1 TRANSFER OF NON-CONFIDENTIAL INFORMATION
In circumstances when the facility does not have on-site health care staff, the Director shall ensure policy and procedures are developed that address forwarding non-confidential information on medications and other treatment orders prior to or at the time of transfer (15 CCR 1408).

705.3.2 TRANSFERS TO TREATMENT FACILITIES
In circumstances when psychiatric needs exceed the treatment capability of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, the Director shall ensure provisions exist for the timely referral and transportation of the youth to a licensed mental health facility (15 CCR 1437; 15 CCR 1437.5).

705.4 RELEASES
Information on upcoming medical or mental health appointments, including the name, address, and phone number of the provider, should be provided to the youth’s parent/guardian.

(a) Communicate the importance of continuing any current medication and, when reasonably practicable, arrange for a sufficient supply of current medication to be provided to the youth’s parent/guardian until the youth can be seen by a health care provider after release (15 CCR 1408).

(b) Provide the youth with appropriate community referrals, such as health care clinics or other community health professionals.

Upon request, health care information should be transferred to physicians or receiving health care facilities in the community with appropriate written authorization as set forth in 15 CCR 1408.5.
Suicide Prevention and Intervention

707.1 PURPOSE AND SCOPE
This policy is intended to reduce the risk of youth suicide through risk identification and appropriate intervention (15 CCR 1329).

707.1.1 DEFINITIONS
Suicide - Death caused by self-directed injurious behavior with an intent to die as a result of the behavior.

Suicide Attempt - A non-fatal, self-directed, potentially injurious behavior with an intent to die as a result of the behavior; might not result in injury.

Suicidal Behavior - Attempted suicides, suicidal gestures, self-mutilation, intentional injuries to self, and developing a plan or strategy for committing suicide.

Suicidal Ideations - Thinking about, considering, or planning suicide.

Self-Injury - Bodily harm inflicted upon oneself. One commonly seen form of self-injury is the cutting of one’s skin. Although self-injury has the potential to result in death, it is often done to produce a numbing effect, rather than to result in death.

Suicide Assessment - Refers to a more comprehensive evaluation done by a clinician to confirm suspected suicide risk, estimate the immediate danger to the patient, and decide on a course of treatment.

Suicide Screening - An interview or questionnaire designed to determine whether a youth is currently experiencing thoughts, feelings, impulses, or actual plans to commit suicide.

Warning Signs - Indications that an individual is at risk of a suicide attempt. Warning signs include threatening to hurt or kill one self, seeking a means to kill oneself, expressing feeling of hopelessness, increasing alcohol or drug use, and dramatic mood changes.

Suicide Precautions - The management of youth identified as being at risk for suicide, to include, but not limited to, provisions for safe housing, levels of observation, assessment/treatment by qualified mental health professionals, treatment planning, and follow-up treatment.

Treatment Plan - A description of the signs and symptoms of suicide; circumstances under which the risk for suicide is likely to recur; how recurrence of suicidal thoughts can be avoided; and actions that youth and staff will take if suicidal ideations reoccurs.

Close Observation (C02) - Deliberate focus on a youth in detention who is not actively suicidal but meets one or more of the following: (1) has expressed suicidal ideation, (2) has a recent history of self-destructive behavior, (3) has denied suicidal ideation or threatened suicide but demonstrated other concerning behavior (through actions, current circumstances, or recent history), indicating potential for self-injury. Staff shall observe such youth at staggered intervals at least every ten minutes.
Suicide Prevention and Intervention

Constant Observation (CO3) - More intensive than close observation, constant observation is reserved for youth you are actively suicidal, either forming a specific plan or engaging in suicidal behavior. Staff shall observe such youth on a continuous, uninterrupted basis.

Risk Factors - Characteristics that increase the likelihood that an individual will consider, attempt, or die by suicide. Examples include prior suicide attempts, substance abuse, mental health disorders, history of trauma, previous system involvement, and access to lethal means (e.g., hanging).

707.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will develop a suicide prevention plan to identify and monitor potentially suicidal youth and appropriately intervene.

707.2.1 PROCEDURES
707.1 MENTAL HEALTH REFERRAL PROCEDURE
707.2 SUICIDE PREVENTION COMMUNICATION PROCEDURE
707.3 CLOSE OBSERVATION PROCEDURE
707.4 ADDRESSING SUICIDAL THREATS PROCEDURE

707.3 STAFF RESPONSIBILITIES
Any staff who identifies a youth who displays suicidal signs shall immediately notify a supervisor and the appropriate medical/mental health staff as described in the Health Authorities Policy. The youth shall be personally monitored until a behavioral health professional approves another form of monitoring. The youth shall be provided direct visual supervision by staff until a behavioral health professional can be consulted regarding the level of supervision. The Director or the authorized designee shall determine the supervision level of all suicidal youth in consultation with the behavioral health professional (15 CCR 1329).

The care liaison will assist with contacting a behavioral health professional and implementing precautionary steps, as provided in this policy.

707.4 SUICIDE PREVENTION PLAN
The Health Services Administrator and the Director will develop a suicide prevention plan. The plan shall address the protocols and procedures set forth in 15 CCR 1329 (e.g., training for screening, housing, documentation, facility inspections, trauma-informed approaches for treatment strategies, and other precautionary practices).

Youths identified as at risk for suicide should not be denied the opportunity to participate in facility programs, services, and activities available to other youth, unless denial is deemed necessary for the safety of the youth or the security of the facility. Any deprivation of programs, services, or activities for youth at risk for suicide shall be documented and approved by the Director.

The suicide prevention plan should be developed with the Health Services Administrator, the Director, staff, treatment providers, and local public health agencies, as appropriate.
707.5 PRECAUTIONARY STEPS
The following youth should be placed on CO2 or CO3 watch:

- Any youth who has expressed suicidal thoughts
- Any youth who has a recent history of self-injurious behavior
- Any youth who has attempted to commit suicide or committed an act in furtherance of suicide

Youth placed on CO2 or CO3 watch shall be housed in a room designed to be suicide resistant which would be the room closest to the JIO booth (15 CCR 1329). Prior to placing a suicidal youth in any room, staff should carefully inspect the area for objects that may pose a threat to the youth’s safety.

Physical restraints should only be used as a last resort. The decision to use or discontinue use of restraints should be made in consultation with the Institutional Supervisor and a qualified health care professional.

If safety rooms or other temporary holding areas are not available, immediate arrangements should be made to transfer the youth to a designated medical or mental health facility.

Until the youth is evaluated by a behavioral health professional, the youth shall be subject to continuous direct visual observation. Behavioral Health or the authorized designee will determine when the youth no longer requires continuous direct visual observation.

A youth will be removed from suicide watch when the Head Nurse or a behavioral health professional determines the youth no longer poses a threat of self-harm, with the approval of the Director or authorized designee. The fact that the youth was on CO2 or CO3 watch shall be communicated to housing staff whenever and wherever a youth is assigned, throughout the youth’s detention (15 CCR 1329).

707.6 OBSERVATION LOGS
Observation logs shall be maintained and documented in at least 15-minute intervals for all youth on CO3 watch. Each staff member who is required to observe the youth shall make notations in the observation log, including the time of observation and a brief description of the youth’s behavior.

707.7 DOCUMENTATION
Staff shall document, in accordance with the Daily Activity Logs and Shift Reports policies, any time a youth’s CO2 or CO3 watch status and housing assignment changes, and the reasons for not providing clothing, personal items, and issued items as applicable.

The youth’s health care record should be updated by medical to reflect all contacts, treatment, and any other relevant information.
Suicide Prevention and Intervention

707.8 SUICIDE ATTEMPTS
Any suicide attempt is a medical emergency, and life-saving measures shall be initiated by trained staff until the staff is relieved by a qualified health care professional, who shall initiate appropriate medical evaluation and intervention.

Staff must ensure that they know the location and use of emergency medical equipment (First Aid Kits, Automated External Defibrillator-AED, 911 tool, etc.).

The Head Nurse or the authorized designee should be notified when referral and transportation to an emergency room or local hospital are required.

707.8.1 SUICIDES
All deaths resulting from suicide should be investigated and documented in accordance with the Reporting In-Custody Deaths and In-Custody Death Reviews policies (15 CCR 1329).

707.8.2 REPORTING
Reporting of suicides and suicide attempts resulting in hospitalization:

(a) The Institution Supervisor II shall immediately notify the following:
   1. Juvenile Hall Director. (In the event that the Director is unreachable, the Institution Supervisor II will notify a Juvenile Hall Manager to act on their behalf).
   2. Martinez Police Department (if not already on scene) In the case of a death, additionally notify:
   3. Sheriff Department/Coroner (per Government Code 27491) to investigate the circumstance and condition surrounding the death.

(b) The Juvenile Hall Director, or their designee, shall notify the following:
   1. 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)
   2. Assistant Chief Probation Officer;
   3. Juvenile Hall Managers (if not on-site);
   4. And as soon as reasonably practical notify:
   5. Facility Health Services Administrator (medical);
   6. Behavioral Health Program Manager;
   7. School Principal;
   8. Youth's Probation Officer; and
   9. Arrange for peer support for staff.

In the event of a death, notification which may include the Juvenile Court, parents, guardians or person standing in loco parentis, and the youth's attorney of record shall be done by the Chief Probation Officer, or their management team designee. The notification will be done in person with the assistance of the Department Chaplain or behavioral health, if available.
Suicide Prevention and Intervention

In the event of a death, the Contra Costa county Sheriff’s Office Dispatch will also be notified if the Protocol for Law Enforcement Fatal Incidents is invoked.

In the event of a serious suicide attempt, immediate parental notification is important and shall be done by telephone by the on-duty Building Supervisor.

All involved staff will complete Incident Reports; including staff that had contact with the youth prior to the suicide or attempt. The Building Supervisor will collect all staff Incident Reports.

The Incident Reports will be reviewed through the chain of command.

The Institutional Supervisor II will gather the unit log, 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 said items until forwarded to the Juvenile Hall Director.

The Institution Supervisor II will request that copies of camera recordings and computer safety checks logs be preserved in an electronic format, and sent to the Juvenile Hall Director.

If a police investigation was conducted, after completion all physical items removed from the area of the incident 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.

707.9 DEBRIEFING
Suicide of youth in detention is extremely stressful for all staff, including school staff, behavioral health and medical providers as well as the other residents.

Youth may experience the event as traumatic, which may lead suicide contagion, especially with already vulnerable youth. Youth in need of trauma counseling will be provided treatment by, or coordinated through, behavioral health services. Youth also have access to the Juvenile Hall Chaplain, along with other religious counseling/services.

Staff may experience a sense of misplaced guilt, and feel ostracized by fellow personnel and administration officials.

In an effort to provide comfort and support to staff, the facility will provide Critical Incident Stress Debriefing within 72 hours of the event to all staff involved; this includes Probation, Medical, School and Behavioral health staff. This debriefing is to assist staff who may be affected, and to identify those individuals in significant distress in order to provide them with individualized support and treatment.

In addition, staff will be reminded of the availability of Employee Assistance Program.

707.10 TRANSFER AND RELEASE
Ongoing care of suicidal youth during transfers and after release should be considered. When a youth is being transferred for observation or treatment, a staff member shall complete the necessary forms, documenting the reasons why the youth is believed to be suicidal. The completed forms shall accompany the released youth to the designated facility.
Suicide Prevention and Intervention

When a youth with a history or risk of suicide is transferred, the transporting Juvenile Institution Officer shall ensure that the suicide threat or other danger is clearly communicated to personnel at the receiving facility (15 CCR 1329).

Youth who are at risk for suicide and are being released should be encouraged to work with local or area behavioral health resources and shall be provided with the appropriate contact information.

707.11 REVIEW

Attempted Suicide/In-Custody Death Review:

A systematic review of critical incidents such as a serious suicide attempt will take place through a review. The review will be inclusive of staff from all levels and include, but will not be limited to, the Director, the Institution Supervisor II involved in the incident, the Detention Nurse Program Manager, the Behavioral Health Program Manager, responsible physician and other health care and supervision staff who are relevant to the incident.

Reviews will include a critical inquiry of:

- circumstance surrounding the incident
- facility procedures relevant to the incident
- relevant training of staff involved in the incident
- pertinent mental health and medical reports
- potential precipitants leading to the incident
- and recommendations for changes in existing policy, procedures, training, physical environment, medical and mental health services, and operational procedures.

In the event of a completed suicide, an In-Custody Death review will be conducted within 30 days.

707.12 STAFF TRAINING

Staff Training:

- Juvenile Hall youth may be at elevated risk for suicide. Issues such as: initial admission into the facility; being away from family; facing an uncertain court disposition; struggling with emotional setbacks; receiving bad news, or just feelings of hopelessness could trigger suicidal thoughts or behaviors.

- An essential component to any in-custody suicide prevention program is properly trained youth supervision staff. As suicides often occur during late afternoon/evening, or on weekends, (generally outside the customary hours of mental health support staff) it is vital that Juvenile Institution Officers, who form the front-line defense against suicide at the facility, be trained to prevent these incidents.

- Sworn Institutional staff and direct care medical staff members will receive regular training in recognizing the signs and symptoms of suicidal behaviors, prevention training, and procedures to keep actively suicidal residents safe until intervention can occur and prevention efforts can be put into place.
Suicide Prevention and Intervention

- All Juvenile Institution Officers and Institutional Supervisors I, and direct care medical personnel shall receive initial and on-going suicide prevention training.
- Juvenile Institution Officers will receive training on suicide prevention and intervention during new hire training and prior to working on a unit. Comprehensive suicide prevention training is provided during CORE training (within the first year of hire). Juvenile Institution Officers read and sign off on all policies and procedures within the first 30 days of hire.
- The Probation Department provides a yearly refresher during the “mini-camps” for all Juvenile Institution Officers and supervisor staff members who have direct supervision duties.
- Medical personnel receive initial and on-going suicide prevention training through the Health Services Department or their designated provider.
- In addition, Juvenile Institution Officers and medical staff who have routine contact with youth will receive Standard First Aid and Cardiopulmonary Resuscitation (CPR) training and on-going updates.
Medication

708.1 PURPOSE AND SCOPE
This policy contains guidance for medication services that are provided by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1438; 15 CCR 1439).

708.2 POLICY
Medications shall be securely stored and delivered and administered to youth in a safe and timely manner. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will never discipline a youth by use or deprivation of medication.

708.2.1 PROCEDURES

708.1 MEDICATION DISPENSING PROCEDURE

708.3 SECURITY AND CONTROL
The Head Nurse shall establish a list of all prescription and over-the-counter (OTC) medication that is available on-site for youth, including any medication authorized to be self-administered by youth.

The Health Services Administrator should work with the Director or designee and the Head Nurse to establish procedures for the appropriate storage, access, accounting, disposal, security, and control of all medication (15 CCR 1438).

Medication, needles, and delivery carts shall be kept locked when they are not being used and shall only be accessible to authorized qualified health care professionals. Youth shall never be allowed access to these items.

Medication shall be kept in original containers or otherwise legally packaged to reveal the contents, and shall be stored in clean, temperature-controlled, ventilated areas that are appropriate for the type of medication. All other federal and state laws regarding controlled substances shall be followed.

Youth should be supervised whenever they are in areas where medications, syringes, needles, sharp instruments, or medical supplies are located.

708.4 DELIVERY AND ADMINISTRATION
The Head Nurse shall ensure:

(a) Prescription medication is delivered or administered to a youth only when ordered by a physician or other legally authorized professional.

(b) Medication is delivered and administered by persons authorized to do so. Institution staff shall prevent youth from delivering medication from one youth to another (15 CCR 1438).
Medication

Youth admitted to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility continue to receive their current medications as previously prescribed, unless otherwise ordered by a qualified health care professional (15 CCR 1437).

The authorized person delivering medication shall confirm the identification of the youth and shall stand by to ensure the youth has taken/ingested the medication (15 CCR 1438). Each delivery and administration shall be documented. Refusals or adverse reactions to medication shall also be documented and reported to the Head Nurse or the authorized designee. Refused medication shall be returned to the medication storage area that is designated for this purpose and shall not be mixed with other stored medications. Unused medication and controlled substances shall be disposed of in accordance with applicable state and federal regulations.

The Head Nurse may identify medications that may be self-administered and the appropriate procedures to be followed. The length of time allowable for the Head Nurse's signature on verbal orders shall not exceed seven days (15 CCR 1438).

708.4.1 OTC MEDICATION
The Head Nurse shall develop guidelines for administration of OTC medication for youth. The guidelines should include (15 CCR 1438):

(a) Under what circumstances the youth may request medication.

(b) An approved list of OTC medication and the related symptoms that may require administration.

(c) A requirement that staff follow label instructions.

(d) Training for staff to administer approved OTC medication (see the Health Care Orientation and Training Policy).

All instances of a youth obtaining OTC medication should be documented.

708.5 PHARMACEUTICAL OPERATIONS
If the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility operates a pharmacy, the Head Nurse shall ensure:

(a) The Head Nurse inspects the pharmaceutical operation quarterly.

(b) An annual report on the status of the pharmaceutical operation is prepared and provided to the Health Services Administrator and the Director (15 CCR 1438).

(c) The pharmaceutical operation complies with all applicable laws and regulations.

(d) Dispensed drugs are packaged in accordance with the provisions of the federal packaging laws (15 USC § 1471 et seq.) and any other applicable state and federal law.

(e) Prescriptions are properly labeled.

(f) Pharmaceutical waste is separated from other types of medical waste and discarded appropriately.
Medication

(g) Current drug reference information, such as a Physician’s Desk Reference (PDR) or an approved website, shall be available to staff.

(h) Procurement and repackaging shall be done only by the Head Nurse, dentist, pharmacist, or other persons authorized by law (15 CCR 1438).

708.6 INVOLUNTARY ADMINISTRATION OF MEDICATION
Medication may only be administered involuntarily to a youth in emergency circumstances when it is necessary to protect the youth or others from imminent harm and only with a physician’s order (15 CCR 1437; 15 CCR 1439). The reason medication was involuntarily administered should be documented in the youth’s health care record.

A court order shall be sought or legal consent shall be obtained if the Head Nurse anticipates further dosage will be necessary or beneficial (15 CCR 1439).

708.6.1 PSYCHOTROPIC MEDICATION
The Head Nurse shall develop guidelines for the administration of psychotropic medication that include (15 CCR 1439):

(a) Protocols for health care providers' written and verbal orders in dosages appropriate to the youth's needs.

(b) The length of time voluntary and involuntary medications may be ordered and administered before re-evaluation is required.

(c) A provision that youth on psychotropic medications prescribed in the community will continue to receive the medications pending re-evaluation.

(d) A provision that continuation of psychotropic medications will be addressed in pre-release planning and prior to the transfer to another facility or program (see the Discharge Plan and the Release, Transfers, and Continued Care policies).

(e) A provision for regular clinical/administrative review of utilization patterns, including emergency situations.

(f) A prohibition on administering psychotropic medication for coercion, discipline, convenience, or retaliation.
Health Care Records and Confidentiality

709.1 PURPOSE AND SCOPE
This policy is intended to provide guidance in the management of, and access to, youth health care records, thereby ensuring that such records are available to those who need them, while controlling access to protect youth privacy.

709.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will protect youth health care records in compliance with the law.

709.3 RECORDS TO BE KEPT
The Health Services Administrator should establish the format of health care records. Individual youth health care records shall include but are not limited to (15 CCR 1406):

(a) Initial screening and subsequent health assessment records.
(b) Youth requests for care or complaints about care (15 CCR 1433).
(c) Consultation and treatment records, whether at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility or off-site, including the names of the care providers.
(d) Prescribed and/or delivered medication and any associated stop dates.
(e) Limitations and disabilities of the youth.
(f) Instructions for youth care, including what should be communicated to staff.
(g) Special diet instructions.
(h) Activity restrictions.
(i) Progress notes.
(j) Consent forms.
(k) Authorization for release of information.
(l) Copies of previous health records.
(m) Immunization records.
(n) Laboratory reports.
(o) Dates, times, and location of treatment.
(p) Individual treatment plan.

709.4 ACCESS TO RECORDS
Qualified health care professionals should have access to all records that may be relevant to the youth's health and treatment, including general institution records. Relevant information should be included in all mental health, medical, and dental records of the youth, including known allergies, current health problems, and medications.
Health Care Records and Confidentiality

The Health Services Administrator should help develop procedures to identify which health care providers may have access to custody records and under what circumstances (15 CCR 1406).

709.5 CONFIDENTIALITY

Physician/patient confidentiality applies to the youth’s health care records and to the youth’s care. These records shall be maintained in a locked area apart from the youth’s other records (15 CCR 1407).

Health care information obtained during screening or care shall be communicated to staff only when it is necessary to protect the welfare of the youth or others, to facilitate management of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, or to maintain John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility security and order. Staff who learn of a youth’s health condition incidental to their assignments shall keep that information confidential and shall not disclose that information to any unauthorized person (15 CCR 1407).

709.5.1 NON-ENGLISH TRANSLATION

Youths shall not be used to translate confidential medical information for other non-English-speaking youth (15 CCR 1407).

709.6 HEALTH CARE ADMINISTRATOR

The Health Care Administrator is responsible for all matters relating to the privacy of youth health care information. The Health Care Administrator shall (45 CFR 164.530):

(a) Develop a Health Insurance Portability and Accountability Act (HIPAA) compliance plan for the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

(b) Resolve complaints under HIPAA.

(c) Mitigate, to the extent practicable, any harmful effects known to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility regarding any use or disclosure of youth health care information in violation of this policy or HIPAA regulations.

(d) Ensure staff are trained in the proper handling of youth health care information and the requirements of HIPAA and state law.

(e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of youth health care information and to allow access only to those persons or software programs with access rights.

(f) Establish procedures for the release and disclosure of youth health care information.

709.7 STAFF RESPONSIBILITIES

Staff shall protect the security, confidentiality, and privacy of all youth. Unauthorized possession, release, or distribution of youth health care information is prohibited and may violate HIPAA and/or other applicable laws.
709.7.1 ELECTRONIC RECORDS
All computer workstations and servers in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall require appropriate security measures, such as user identification and login passwords, to access electronic health care records (45 CFR 164.308(a)(5)).

Staff with access to electronic data shall lock their workstations when they are left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic records (45 CFR 164.310; 45 CFR 164.312).

Remote access to John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility computer workstations requires that appropriate security measures be provided for access (45 CFR 164.312).

Youth health care information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic health care information traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

709.7.2 HARD COPIES
Hard copies of youth health care records shall be kept in a secured area when unattended by authorized personnel. An area is unattended when staff is physically outside the office area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

Hard copies of records should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Youth health care records shall not be removed from the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility without express authorization from the Health Services Administrator.

709.8 TRAINING
Staff with access to youth health care records and information shall receive training on maintaining confidentiality (45 CFR 164.530).
Informed Consent and Refusals

710.1 PURPOSE AND SCOPE
This policy addresses how medical or mental health care refusals by a youth are to be addressed and documented (15 CCR 1434).

710.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to respect the rights of youth to make informed decisions about their health care, including consenting to treatment and refusing to receive care.

710.2.1 PROCEDURES
710.1 JOHN A. DAVIS JUVENILE HALL CONSENT PROCEDURE

710.3 CONSENT
The Health Services Administrator should establish the requirements and form of consent for health care treatment in accordance with state and federal laws. The requirements shall, at a minimum, include:

(a) When informed consent is required (15 CCR 1434; 15 CCR 1439).
(b) When consent should be documented in writing.
(c) When consent may be necessary from a parent, guardian, legal custodian, next of kin, or court (Welfare and Institutions Code § 739; 15 CCR 1434).
(d) When consent is not required and health care may be rendered against the youth's will (e.g., life-threatening conditions requiring immediate care, emergency care of patients who do not have the capacity to understand the information, certain public health matters) (15 CCR 1439).

710.4 REFUSALS
When a youth refuses health care:

(a) The youth shall be counseled regarding the potential consequences of refusal.
(b) The counseling and refusal shall be documented.
(c) The youth and/or parent/guardian, legal custodian, or next of kin and the qualified health care professional should sign the refusal documentation. If the youth and/or parent/guardian refuses to sign, it should be witnessed by another staff member and/or medical personnel and noted on the refusal documentation.
(d) The Head Nurse should review each refusal and consider options to protect the youth and any other person who may be affected (e.g., staff, other youth).
(e) The refusal documentation, as well as documentation regarding the youth's mental status, shall be placed in the youth's health care record.
(f) The youth shall not be punished for any refusal.
Informed Consent and Refusals

(g) The refusal may be revoked at any time and does not waive the right to any future care.

(h) A youth may refuse, verbally or in writing, non-emergency medical, dental, and mental health care (15 CCR 1434).
Aids to Impairment

711.1 PURPOSE AND SCOPE
This policy addresses how staff should balance reasonable security concerns with a youth's need for an assistive or adaptive device that assists the youth in dealing with an impairment (15 CCR 1436).

711.1.1 DEFINITIONS
Definitions related to this policy include:

**Assistive or adaptive device** - A device used to increase, maintain, or improve functional capabilities of individuals with disabilities, including prostheses, orthoses, wheelchairs, prescription lenses, and hearing aids.

711.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that, in accordance with this policy and security and safety concerns, assistive and adaptive devices will be permitted or supplied in a timely manner when the health of a youth would otherwise be adversely affected or when such devices are necessary to reasonably accommodate a disability.

711.3 ASSISTIVE AND ADAPTIVE DEVICES
Subject to safety and security concerns, a youth should be permitted to retain assistive and adaptive devices prescribed by or recommended and fitted by a qualified health care professional. However, if the device presents a risk of bodily harm to any person, is a risk to the security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, or is not used for its intended purpose, it may be removed and stored with the youth's property. Procedures for the retention, removal, and return of assistive or adaptive devices shall comply with Penal Code § 2656.

The removal of an assistive or adaptive device and any accommodations made shall be reported to the supervisor and documented in the youth’s health care chart and behavior log. The device shall be returned to the youth when the risk abates. An incident report should be written at the direction of the supervisor whenever an assistive or adaptive device is removed or returned.

Within 24 hours of any removal of an assistive or adaptive device, the youth shall be examined by a qualified health care professional to determine whether the removal may be injurious to the health or safety of the youth. If the Director determines that an assistive or adaptive device should not be returned because of safety or security concerns, and as a result, the health or safety of the youth is a concern, options include:

(a) With qualified health care professional approval, modifying the device to meet the medical needs of the youth and the safety and security needs of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.

(b) Providing the youth with an opportunity to petition the court for the return of the device, in accordance with local, state, and federal law.
Aids to Impairment

(c) When all other alternatives have failed or are considered inappropriate by the Director, reclassifying the youth to another housing unit special housing and removing the youth from the general population.

Any assistive or adaptive devices that are brought to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility by family members or others after the youth has been detained shall be subject to a security check. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility shall accept no responsibility for loss of or damage to any assistive or adaptive device.

711.4 REQUESTS FOR ASSISTIVE OR ADAPTIVE DEVICES

All decisions regarding the provision of new or replacement assistive or adaptive devices shall be made on a case-by-case basis by the Head Nurse or the authorized designee and reviewed for approval by the Director. Considerations shall be based upon the following:

- Medical needs of the youth
- Anticipated length of custody
- Safety and security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility

Replacement batteries should be provided for approved hearing aids.
Drug and Alcohol Testing

712.1 PURPOSE AND SCOPE
Orin Allen Youth Rehabilitation Facility staff members shall follow Contra Costa County Probation Department’s uniform Policy regarding the responsibility to administer drug/alcohol use detection screenings to youth as directed by the Courts or as determined by Department procedures.

712.2 POLICY
Orin Allen Youth Rehabilitation Facility Juvenile Institution Officers shall be trained in the proper testing methodology and procedures necessary to use the Probation Department’s approved Drug Detection Systems.

Authorization to Test:

- Orin Allen Youth Rehabilitation Facility staff shall take urine and/or saliva specimens for drug testing from youth housed at the facility as ordered by the Court, at the request of Deputy Probation Officer for youth returning from a temporary release, or at such time when it has been determined that a youth may have been involved in the use of illegal drugs at the facility.

- Blood specimens shall not be taken for drug/alcohol testing by the facility Medical Department. Obtaining a Court ordered blood test is the responsibility of the assigned Deputy Probation Officer.

Drug Testing Procedure:

- Urine samples for drug testing will be taken by a Juvenile Institution Officer of the same sex as the youth being tested. Saliva samples for drug testing can be taken by a Juvenile Institution Officer of the opposite sex as the youth being tested. Staff taking the sample will use the approved drug detection screening to determine the presence or absence of illegal drugs. The drug detection screening will test for the following:
  1. THC (Marijuana)
  2. Cocaine
  3. Benzodiazepines
  4. Opiates
  5. Methamphetamine

- Testing of the presence or absence of alcohol will be conducted by a Juvenile Institution Officer using the onsite test. If the youth are positive for the presence of alcohol, and the youth denies, a second test shall be administered.

- The youth will be informed of the results of his drug screening and this information will be forwarded to his assigned Deputy Probation Officer.

If the results are positive for the presence of an illegal drug, and the youth denies, the sample will be forwarded to the laboratory.
Drug and Alcohol Testing

Procedure for Obtaining Specimens:

- When obtaining urine/saliva specimens for testing, staff shall adhere to all procedures put forth in the Probation Department Policy addressing Staff precautions against infectious disease.
- Obtain specimen container, plastic gloves, and necessary lists.
- The staff member collecting the urine specimen shall personally observe the youth urinate in the specimen container.
- The staff member collecting the saliva shall personally observe the youth place the collection swab into their mouth and remove the collection swab from their mouth.
- Plastic or rubber gloves shall be worn by the staff member who is conducting the screening test.
- Any screening indicating drug use will be labeled, copied and attached to an Institutions Incident Report describing the circumstances.
- Urine/saliva samples not forwarded to the laboratory will be disposed of after the testing process is completed. Samples will not be stored or sent to field offices.

Notification of Testing Results:

- Probation staff will notify the assigned Deputy Probation Officer of record of the test results.
- The Supervisor and Medical Department staff will be notified of any positive screening results.
Chapter 8 - Environmental Health
Sanitation Inspections

800.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances, and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility (15 CCR 1510).

800.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to maintain a safe and sanitary facility. To accomplish this goal, the Facility will maintain a written plan that contains schedules and procedures for conducting sanitation inspections of the facility.

800.2.1 PROCEDURES
800.1 UNIT CLEANING PROCEDURE

800.3 RESPONSIBILITIES
The Director or designee will ensure that the safety and sanitation plan addresses, at a minimum (15 CCR 1510):

(a) Schedules of functions (e.g., daily, weekly, monthly, or seasonal cleaning, maintenance, pest control, safety surveys).

(b) Self-inspection checklists to identify problems and to ensure cleanliness of the facility.

(c) Procedures, schedules, and responsibilities for coordinating annual inspections by the county health department, including how deficiencies on the inspection report are to be corrected in a timely manner.

(d) A list of approved equipment, cleaning compounds, chemicals, and related materials used in the facility, and instructions on how to safely operate, dilute, or apply the material.

(e) Record-keeping of self-inspection procedures, forms, and actions taken to correct deficiencies.

(f) Training requirements for custody staff and youth workers on accident prevention and avoidance of hazards with regard to facility maintenance (15 CCR 1322).

Consideration should be given to general job descriptions and/or limitations relating to personnel or youth assigned to carrying out the plan. Specialized tasks, such as changing air filters, cleaning ducts, and facility pest control, are more appropriately handled by the Facility or by contract with private firms.

Youth engaged in sanitation duties shall do so only under the direct supervision of qualified custody staff. When youth work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.
Sanitation Inspections

All staff shall report any unsanitary or unsafe conditions to a supervisor. Staff shall report repairs needed to the Facility and to equipment by notifying a supervisor. Institutional Supervisors will conduct daily cleaning inspections. The Director or the authorized designee will conduct weekly safety and sanitation inspections of the facility.

800.4 WORK ORDERS
All reports of unsafe or unsanitary conditions, as well as repairs needed to the Facility and equipment, shall be documented in a work order. The Director will designate a staff person to receive these work orders and take action to ensure the repairs are made or action is taken (15 CCR 1510). All work and action taken will also be documented. Requests for budget resources above and beyond already budgeted maintenance items shall be reported to the Director.

800.5 SAFETY DATA SHEETS
Materials and substances used in the operation and maintenance of the Facility may qualify as hazardous material. Hazardous material is required to have a companion Safety Data Sheet (SDS) that is provided by the manufacturer or distributor of the material. The SDS provides vital information on individual hazardous materials and substances, including instructions on safe handling, storage, disposal, prohibited interactions, and other details relative to the specific material.

The Director shall be responsible for ensuring that a written hazard communication plan is developed, implemented, and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes (29 CFR 1910.1200(e); 15 CCR 1324):

(a) A list of all areas where hazardous materials are stored.
(b) A Facility diagram and legend identifying the storage areas of the hazardous materials.
(c) A log for identification of new or revised SDS materials.
(d) A log for documentation of training by users of the hazardous materials.

800.5.1 SDS USE, SAFETY, AND TRAINING
All supervisors and users of SDS information must review the latest issuance from the manufacturers of the relevant substances. Staff and youth shall have ready and continuous access to the SDS for the substance they are using while working. In addition, the following shall be completed (29 CFR 1910.1200(e)):

(a) Supervisors shall conduct training for all staff on using the SDS for the safe use, handling, and disposal of hazardous material in areas they supervise.
(b) Upon completion of the training, staff shall sign the acknowledgement form kept with each SDS in their work area.
(c) Staff using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling, and disposal of any hazardous material.
Sanitation Inspections

800.5.2 SDS DOCUMENTATION MAINTENANCE
Changes in SDS information occur often and without general notice. Any person accepting a delivery, addition, or replacement of any hazardous material shall review the accompanying SDS. If additions or changes have occurred, the revised SDS shall be incorporated into the file and a notation shall be made in the SDS revision log.

Supervisors shall review SDS information in their work areas semiannually to determine if the information is current and that appropriate training has been completed. Upon review, a copy of the SDS file and all logs shall be forwarded to the Maintenance Supervisor or the authorized designee.

800.5.3 SDS RECORDS MASTER INDEX
The Material Manager or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of SDS information. The Material Manager will maintain this information in the safety office (or equivalent), with a copy to the local fire department. Documentation of the semiannual reviews will be maintained in the SDS master file. The master index should also include a comprehensive, current list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

800.5.4 CLEANING PRODUCT RIGHT TO KNOW ACT
In addition to SDS information, printable information regarding ingredients of certain products used by staff and youth shall be readily accessible and maintained in the same manner as an SDS (Labor Code § 6398.5; Health and Safety Code § 108952(f); Health and Safety Code § 108954.5(c)).
Hazardous Waste and Sewage Disposal

801.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system for disposing of hazardous waste. The Facility recognizes that the effectiveness of a disposal system depends not only on the written policies, procedures, and precautions, but also on adequate supervision and the responsible behavior of the staff and youth. It is the responsibility of everyone in the facility to follow hazardous waste disposal instructions, heeding prescribed precautions and using safety equipment properly.

801.1.1 DEFINITION
Definitions related to this policy include:

Hazardous waste - Material that poses a threat or risk to public health or safety or is harmful to the environment (e.g., batteries, paints, solvents, engine oils and fluids, cleaning products).

801.2 POLICY
It is the policy of this facility that any sewage and hazardous waste generated at the facility shall be handled, stored, and disposed of safely, in accordance with all applicable federal and state regulations, and in consultation with the local public health entity.

801.3 SAFETY EQUIPMENT
The Director and the county emergency manager shall ensure that appropriate safety equipment is available. All supervisors shall be knowledgeable in how to access the safety equipment. The county may coordinate with local fire departments or contracted vendors to obtain the necessary safety equipment.

801.4 TRAINING
The Probation Manager shall be responsible for ensuring that all facility personnel receive appropriate training in the use of appropriate safety equipment and the identification, handling, and disposal of hazardous waste. Training records shall be maintained, including the course roster, curriculum, instructor name and credentials, and testing instruments.
Housekeeping and Maintenance

802.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is kept clean, orderly, and in good repair in accordance with accepted federal, state, and local standards (15 CCR 1510).

802.2 POLICY
It is the policy of this facility to maintain a sanitation and preventive maintenance schedule to keep the facility clean and in good repair.

802.2.1 PROCEDURES
802.1 JOHN A. DAVIS JUVENILE HALL CLEANING PROCEDURE

802.3 RESPONSIBILITIES
The Director shall establish a plan for housekeeping and maintenance of the facility. The plan should include but is not limited to (15 CCR 1510):

(a) Schedules that determine the frequency of cleaning activities on a daily, weekly, or monthly timetable, by area of the facility.
(b) Supervision of the youth to ensure proper implementation of the procedures.
(c) Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, youth supervision) that also includes maintenance of restraint devices as addressed in the Restraints Policy (15 CCR 1510).
(d) 
(e) All youth responsibilities, which should be included in the youth handbook.
(f) A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
(g) Detailed processes for the procurement, storage, and inventory of cleaning supplies and equipment.
(h) A process for the preventive maintenance of equipment and systems throughout the facility.
(i) Staff supervision of the youth when using cleaning tools and supplies.

Cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic, or otherwise harmful substances shall be clearly labeled, kept in a locked storage area, and only used by staff.

802.3.1 JANITOR CLOSETS
At least one securely lockable janitor closet should be near or inside each housing unit. Each janitor closet should contain a mop sink and sufficient area for the storage of cleaning implements. Access to the janitor closets shall be controlled and supervised by staff.
Housekeeping and Maintenance

Youth should not be allowed access to the janitor closets except under direct staff supervision (24 CCR 1230.1.21).

802.4 SANITATION SCHEDULE
A regular cleaning schedule will be established. The facility staff should implement a site-specific plan for cleaning and maintenance of each area of the facility (e.g., housing, food preparation, laundry, loading dock/trash storage, storeroom, common areas). The following recommendations include but are not limited to specific areas and items (15 CCR 1510):

- Sweep and then wet mop the entire John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility floor
- Clean all housing areas
- Empty all trash receptacles
- Clean all toilets and sinks
- Clean all showers
- Dust bars and window ledges
- Clean air conditioning/heating grates
- Clean mattresses (mattresses are also to be cleaned prior to being issued to a new youth)
- Pour water down floor drains to test for flow
- Cleaning walls
- Cleaning ceilings

All custodial staff and youth workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals, and areas of responsibility.
Physical Plant Compliance with Codes

803.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the timeline, process, and responsibilities for facility maintenance, inspections, and equipment testing in compliance with all applicable federal, state, and local building codes.

803.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that all construction of the physical plant be reviewed and inspected in compliance with all applicable federal, state, and local building codes. All equipment and mechanical systems will be routinely inspected, tested, and maintained in accordance with applicable laws and regulations.

803.3 COMPLIANCE WITH CODES AND STATUTES
Plumbing, sewage disposal, solid waste disposal, and plant maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

803.4 RESPONSIBILITIES
The Director shall be responsible for establishing and monitoring the facility maintenance schedule and the inspection schedules of the Institutional Supervisors and Juvenile Institution Officers, and ensuring that any deficiencies discovered are corrected in a timely manner.

Copies of the local jurisdiction’s applicable health and sanitation codes shall be kept in the facility by the Director or the authorized designee. The Director or the authorized designee is responsible for developing internal health and sanitation inspection checklists; maintaining valid licensing, sanitation certificates, and inspection reports; and documenting proof of corrective actions.

803.5 PROCEDURE
All safety equipment (e.g., emergency lighting, generators) and/or an uninterruptible power source shall be tested, inspected, and documented at least quarterly (see the Emergency Power and Communications Policy).

Any remodeling or new construction shall have prior approval of the local fire, building, and health authorities. Any required plans and permits will be procured prior to the commencement of any changes to the facility in compliance with Title 24 of the California Code of Regulations and approval of the Board of State and Community Corrections (Penal Code § 6029).

Areas of the facility shall be inspected and evaluated for functionality, wear, and rodent or pest infestation in compliance with the General Industry Safety Order, including but not limited to (8 CCR 3362):

- Admissions.
- Food services.
Physical Plant Compliance with Codes

- Youth housing.
- Medical services area.
- Classrooms.
- Activity and program areas.
- Recreational areas.
- Laundry.
- Loading dock/trash storage.
- Storeroom
- Water systems and plumbing.
- Emergency generators.
- Fire safety equipment.
- The entire physical structure of the facility, including roof, walls, exterior doors, mechanical systems, and lighting.

803.6 PLUMBING - FLOOR DRAINS
Floor drains must be flushed weekly and all traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.
Vermin Control

804.1 PURPOSE AND SCOPE
The purpose of this policy is to establish inspection, identification, and eradication processes designed to keep vermin controlled in accordance with the requirements established by all applicable laws, ordinances, and regulations of the local public health entity (15 CCR 1484).

804.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to control vermin within the facility. The Director or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the facility medical staff and the local public health entity, for the sanitation and control of vermin, and to establish medical protocols for treating youth clothing, personal effects, and living areas, with specific guidelines for treating infested youth.

804.2.1 PROCEDURES
804.1 ORIN ALLEN YOUTH REHABILITATION FACILITY VERMIN PROCEDURE

804.3 VERMIN CONTROL SERVICES
The Director or the authorized designee shall be responsible for procuring the services of a licensed pest control professional to inspect the facility at least monthly and to treat areas as required to ensure that pests are controlled.

804.4 PREVENTION AND CONTROL
Many infestations and infections are the result of a recently admitted youth who is pest-infested or whose property is pest-infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. 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 and stored in a closed container so as to eradicate or stop the spread of the vermin.

Youth with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for youth undergoing treatment for lice should be used.

Because the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding, and other property suspected of being infested shall either be removed from the facility or cleaned and treated by the following methods, as appropriate or as directed by the pest control provider or the facility medical staff (15 CCR 1484):

- Washing in water at 140 degrees for 20 minutes
Vermin Control

- Tumbling in a clothes dryer at 140 degrees for 20 minutes
- Dry cleaning
- Storing in sealed plastic bags for 30 days
- Treating with an insecticide specifically labeled for this purpose

Head lice and their eggs are generally found on the head hairs. There may be uncertainty about the effectiveness of some pediculicides to kill the eggs of head lice. Therefore, some products recommend a second treatment seven to 10 days after the first. During the interim, before the second application, eggs of head lice could hatch, and lice could be transmitted to others.

Pubic lice and their eggs are generally found on the hairs of the pubic area and adjacent hairy parts of the body, although they can occur on almost any hairy part of the body, including the hair under the arms and on the eyelashes.

Pubic lice and their eggs are generally successfully treated by the available pediculicides. However, when the eyelashes are infested with pubic lice and their eggs, a physician should perform the treatment.

Successful treatment depends on careful inspection of the youth and proper application of the appropriate product. The area used to delouse youth must be separate from the rest of the facility. All the surfaces in the treatment area must be sanitized. There must be a shower as part of the delousing area.

The supervisor, or their designee, shall document the date of treatment, the area treated, the vermin treated, and the treatment used.

804.5 LABELING AND SECURE STORAGE OF COMPOUNDS
Containers of vermin exterminating compounds shall be conspicuously labeled for identification of contents. The containers shall be securely stored separately from food and kitchenware, and shall not be accessible by youth.
Water Supply

805.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility recognizes the importance of providing the facility with safe potable water. The purpose of this policy is to establish guidelines for testing the facility’s water to ensure that the water is safe to consume and that potable water is in compliance with the California Safe Drinking Water Act.

805.2 POLICY
In compliance with federal regulations regarding safety of public water systems, this facility will ensure the continued supply of safe potable water for use by youth, staff, and visitors through rigorous annual testing of water supplies (42 USC § 300f et seq.).

805.3 PROCEDURE
The Director shall ensure that the facility’s potable water source is tested by an independent public or private testing service at least once each year. Water quality will be certified to comply with all federal, state, and local regulations. Corrective measures shall be promptly taken if the test results fall below acceptable regulatory standards.

In the event that water testing reveals any significant hazards to the youth or staff at the facility, the Chief Probation Officer or the authorized designee and the Head Nurse shall take immediate action to mitigate the problem.

The testing results, valid certificates of the sampling entity, and the testing laboratory shall be kept in accordance with established records retention schedules.

Where the facility’s water supply is obtained from a private source, the source shall be properly located, constructed, and operated to protect it from contamination and pollution, and the water shall meet all current standards set by the applicable state and/or local authority regarding bacteriological, chemical, and physical tests for purity.

For facilities not served by a public or regulated private water supply, the water should be tested daily by the local authority within the facility’s jurisdiction.

805.4 EMERGENCY PLAN
The Director and the Head Nurse shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for at least three days, and should have contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.
Youth Safety

806.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a safety program to reduce youth injuries by analyzing causes of injuries and identifying and implementing corrective measures.

806.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide a safe environment for youth confined at this facility, in accordance with all applicable laws, by establishing an effective safety program, investigating youth injuries, and taking corrective actions as necessary to reduce accidents and injury.

806.2.1 PROCEDURES
806.1 JOHN A. DAVIS JUVENILE HALL HOSPITAL ADMISSION PROCEDURE
806.2 JOHN A. DAVIS JUVENILE HALL NOTIFICATION PROCEDURE
806.3 ORIN ALLEN YOUTH REHABILITATION FACILITY NOTIFICATION PROCEDURE

806.3 RESPONSIBILITIES
The Chief Probation Officer shall appoint staff who will be responsible for the development, implementation, and oversight of the safety program. This program will include but is not limited to (15 CCR 1510):

- A system to identify and evaluate hazards, including scheduled inspections to identify unsafe conditions.
- Analysis of youth injury reports to identify causes and to recommend corrective actions.
- Establishment of methods and procedures to promptly correct unsafe and/or unhealthful conditions and work practices.

806.4 INVESTIGATION OF REPORTED YOUTH INJURY
Whenever there is a report of serious illness, or an injury to a youth that results from accidental or intentional acts, other than an authorized use of force by custody staff, the Chief Probation Officer or the authorized designee will initiate an investigation to determine the cause of the injury and develop a plan of action whenever a deficiency is identified (15 CCR 1341). Injuries resulting from use of force incidents will be investigated and reported under the Use of Force Policy.

806.5 INVESTIGATION REPORTS
The Institutional Supervisor shall ensure that reports relating to a youth’s injury are completed and should include:

- Incident reports.
- Investigative reports.
Youth Safety

- Health record entries.
- Any other relevant documents.

806.6 NOTIFICATION
The Director should, in cooperation with the Health Services Administrator, develop procedures for notification of a youth’s serious illness or injury to the necessary parties (e.g., Juvenile Court, the parent/guardian, or person standing in loco parentis, the youth’s attorney) (15 CCR 1341).
Youth Hygiene

807.1 PURPOSE AND SCOPE
This policy outlines the procedures to ensure the personal hygiene of every youth in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is maintained. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility recognizes the importance of each youth maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services, and the issuance and exchange of clothing, bedding, linens, towels, and other necessary personal hygiene items.

807.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations. Compliance with laws and regulations relating to good youth hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for protecting all youth, but for the safety of the probation staff, volunteers, contractors, and visitors.

807.2.1 PROCEDURES
807.1 JOHN A. DAVIS JUVENILE HALL MATTRESS PROCEDURE
807.2 JOHN A. DAVIS JUVENILE HALL SHOWER PROCEDURE
807.3 JOHN A. DAVIS JUVENILE HALL SHIRT DESIGNATION PROCEDURE
807.4 JOHN A. DAVIS JUVENILE HALL HYGIENE/SHAVING PROCEDURE
807.5 JOHN A. DAVIS JUVENILE HALL LAUNDRY PROCEDURE
807.6 MISC PROCEDURE

807.3 RESPONSIBILITIES
The Director shall ensure the basic necessities related to personal care are provided to each youth upon entry into the general population.

Linen exchange, including towels, shall occur at least weekly and shall be documented in the daily activity log. The Institutional Supervisor shall review the daily activity log at least once per shift.

The Director or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

807.4 STORAGE SPACE
There should be adequate and appropriate storage space for youth's bedding, linen, or clothing. The inventory of clothing, bedding, linen, and towels should exceed the maximum youth population so that a reserve is always available (15 CCR 1483).
Youth Hygiene

The facility should have clothing, bedding, personal hygiene items, cleaning supplies, and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff shall ensure that the storage areas are properly maintained and stocked. The Director should be notified if additional storage space is needed.

807.5 BEDDING ISSUE
Upon entering a living area of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, every youth who is expected to remain in the facility overnight shall be issued bedding and linens, including but not limited to (15 CCR 1500):

(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered at least once a week (15 CCR 1501).

(b) One clean, firm, nontoxic fire-retardant mattress (16 CFR 1633.1 et seq.).

1. Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when a youth is released or upon reissue.

2. Mattresses shall meet the most recent requirements of the State Fire Marshal, the Bureau of Home Furnishings' test standard for penal mattresses, and any other legal standards at the time of purchase (15 CCR 1502).

3. The Director shall consider what mattress type is suitable for youths who are pregnant or with other medical related needs (15 CCR 1483).

(c) Two sheets or one sheet and a clean mattress cover.

(d) One clean bath towel.

(e) One clean washcloth (OAYRF only)

(f) One pillow and a pillowcase.

(g) One laundered bedspread (heavy blanket), monthly

Linen exchange, including towels, shall occur at least weekly and shall be documented in the daily activity log (15 CCR 1501). The Institutional Supervisor shall review the daily activity log at least once per shift.

The Director or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

807.6 CLOTHING ISSUE
A youth admitted overnight or longer and assigned to a living unit shall be issued a set of facility clothing. Issued facility clothing shall be clean, reasonably fitted, durable, easily laundered, and in good repair (e.g., free of holes and tears) (15 CCR 1480).

The issue of clothing appropriate to the climate for youth shall include but is not limited to:
Youth Hygiene

- Clean socks.
- Suitable outer garments.
- Undergarments that are freshly laundered and free of stains, including shorts and T-shirts for males, and bras for females.
- Footwear.
- New, non-disposable underwear.
- Suitable clothing for pregnant youth.
- Sweatshirt (seasonal)
- Jackets (OAYRF only)

A youth who is issued a change of clothing upon admission to the facility may have the youth’s personal clothing returned to parent/guardian after laundering, at the discretion of the Director.

Clothing shall be exchanged twice each week, at a minimum. All exchanges shall be documented on the daily activity log. The Institutional Supervisor or unit supervisor shall review the daily activity log at least once per shift. T-shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back in the exchange (15 CCR 1482).

Additional clothing may be issued for changing weather conditions or as seasonally appropriate. A youth’s personal undergarments and footwear may be substituted for the institutional undergarments and footwear, provided there is a legitimate medical necessity for the items, and they are approved by the medical staff. Should permission be granted, probation staff will search shoes prior to issuance.

For health and safety, residents are not allowed to walk around the unit/facility without shoes or socks, unless permitted by staff. Shower shoes are provided by housing unit staff at time of arrival to the unit. Shoes are cleaned/disinfected as needed.

Special color-coded shirts for medical/special needs identification:

(a) The special designated color of the youth’s shirt will inform probation staff how to respond to the youth in an emergency situation for the safety and/or wellbeing of the youth.

(b) 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.

Each youth assigned to a special work area shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment, which shall be exchanged as frequently as the work assignment requires (15 CCR 1481).

The Director or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing issuance policies and procedures are carried out in accordance with the applicable laws and regulations.
Youth Hygiene

The Director or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra clothing to ensure each youth shall have neat and clean clothing appropriate to the season.

A youth’s excess personal clothing shall be mailed, picked up by or transported to a designated family member or stored in containers designed for such purpose. All youth personal property shall be properly identified, inventoried, and secured. Youths shall sign and receive a copy of the inventory record.

807.6.1 TRANSGENDER AND INTERSEX YOUTHS
Transgender and intersex youth shall be permitted to present themselves in a manner consistent with their gender identity. The Director or the authorized designee shall ensure that the facility maintains an inventory of extra clothing sufficient to supply youth with clothing and undergarments consistent with their gender identity (15 CCR 1352.5).

807.7 LAUNDRY SERVICES
Laundry services shall be managed so daily clothing, linen, and bedding needs are met.

Clothing shall be laundered at the temperature required by local ordinance for commercial laundries, and dried completely in a mechanical dryer or other laundry method approved by the local health officer (15 CCR 1480).

807.8 YOUTH ACCOUNTABILITY
To ensure youth accountability, youth must exchange item for item when clean clothing, bedding, and linen exchange occurs.

Prior to being placed in a housing unit, youth shall be provided with a youth handbook listing this requirement.

807.9 PERSONAL HYGIENE OF YOUTHS
Personal hygiene items, hair care services, and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among youth in compliance with the requirements established by state laws as part of a healthy living environment (15 CCR 1485; 15 CCR 1486).

Youths shall be given an opportunity to brush their teeth after each meal (15 CCR 1486).

Each youth held overnight shall be issued, at a minimum, the following items (15 CCR 1485):

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shaving equipment, upon request
Youth Hygiene

- Toilet paper
- Materials for the special hygiene needs of females
- Deodorant
- Lotion
- Shampoo
- Post-shower conditioning hair products

The Director or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers (15 CCR 1485). Personal hygiene items should be appropriate for the youth’s gender. Additional hygiene items shall be provided to youth upon request, as needed (15 CCR 1485).

Youths shall not be required to share personal care items or disposable razors (15 CCR 1485). Used razors are to be disposed of into approved sharps containers. Other barbering equipment capable of breaking the skin must be disinfected between individual uses, as prescribed by the California Board of Barbering and Cosmetology to meet the requirements of 16 CCR 979 and 16 CCR 980 (15 CCR 1267(c)).

807.10 BARBER AND COSMETOLOGY SERVICES
The Director or the authorized designee shall be responsible for developing and maintaining a schedule for hair care services provided to the youth population and will have written policies and procedures for accessing these services (see the Grooming Policy). The Director or the authorized designee shall ensure that the rules are included in the youth handbook.

807.10.1 SCHEDULE FOR HAIR CARE SERVICES
Youths shall have the ability to receive hair care services once per month (15 CCR 1488). Records of hair care services shall be documented in the daily activity log.

Prior to being placed in a housing unit, youth will be given a youth handbook, which details how to request hair care services:

(a) The youth must have been in residence in the Juvenile Hall for a period of thirty (30) days and not scheduled for release at the time of the request.

(b) Hair trimming will be done by an authorized contractor approved by the facility or staff member who agrees to accept the written request made by the youth.

(c) Staff who agree to cut a youth’s hair must cut it in such a manner that it appears reasonably the same as the youth’s hair appeared at intake.

(d) The Institutional Supervisor II or a Probation Manager may authorize exceptions to this procedure for post-adjudicated youths.

(e) The Deputy District Attorney must approve exceptions for pre-adjudicated youths.
Youth Hygiene

(f) If a parent requests hair care for a youth who is eligible for a temporary release, the parent is to be advised of the Juvenile Hall policy and, if there is conflict, request that the parent contact the youth’s Probation Officer.

807.10.2 HAIR CARE SPACE
Due to sanitation concerns, the hair care services should be in a room designated for that purpose. The floors, walls, cabinets, countertops, and ceilings should be smooth, nonabsorbent, and easily cleanable. The room should be supplied with a hand washing sink with hot and cold water under pressure. The minimum hot water temperature must comply with local building and health department standards.

Each barbering room should have all the equipment for maintaining sanitary procedures for hair care, including approved, covered metal containers for waste, disinfectants, laundered towels, and a means of separating sanitized equipment from soiled equipment.

After each haircut, all tools that came into contact with the youth shall be cleaned and sanitized according to established guidelines and regulations (15 CCR 1488).

Regulations with detailed hair care cleaning and sanitation requirements shall be posted in a conspicuous place for use by all hair care personnel and youth. Single-use items, such as cotton pads and neck strips, shall be properly disposed of immediately after a single use.

Barbers or beauticians shall not provide hair care service to any youth when the skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other evidence of skin eruptions, unless it is performed under the specific written authorization of the Head Nurse. Any person infested with head lice shall not be given hair care service until cleared by the medical staff.

The hair care services area shall be maintained and kept clean according to the state or local board of barbering and cosmetology and the health department standards.

807.11 AVAILABILITY OF PLUMBING FIXTURES IN JOHN A. DAVIS JUVENILE HALL/ ORIN ALLEN YOUTH REHABILITATION FACILITY
Youths confined to rooms or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

The minimum number of plumbing fixtures provided for youth in housing units is:

- One sink/washbasin for every six youth (24 CCR 1230.2.2).
- One toilet to every six youth (one toilet and one urinal may be substituted for every 15 males) (24 CCR 1230.2.1).

Toilet areas should provide privacy for youth without interfering with staff’s ability to supervise.

807.11.1 AVAILABILITY OF PLUMBING FIXTURES IN JOHN A. DAVIS JUVENILE HALL/ ORIN ALLEN YOUTH REHABILITATION FACILITY CAMPS
The minimum number of plumbing fixtures provided for youth in camps is:
Youth Hygiene

- One sink/washbasin for every 10 youth (24 CCR 1230.2.2).
- One toilet to every 10 youth (one toilet and one urinal may be substituted for every 15 males) (24 CCR 1230.2.1).

Washbasins must be provided with hot and cold or tempered water. Toilet areas should provide privacy for youth without interfering with staff’s ability to supervise.

807.12 YOUTH SHOWERS
Youths will be allowed to shower upon assignment to a housing unit and daily thereafter (15 CCR 1486). There should be one shower for every six youth (24 CCR 1230.2.4). Showering facilities for youth housed at this facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of youth and staff. The temperature shall be recorded and maintained.

Youths shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine room checks (15 CCR 1352.5). Staff of the opposite gender shall announce their presence when entering a youth housing unit.

Transgender and intersex youth shall be given the opportunity to shower separately from other youth (28 CFR 115.342; 15 CCR 1352.5).

Shower areas shall provide privacy for youth without mitigating the staff’s ability to supervise (24 CCR 1230.2.4).

807.13 DELOUISING MATERIALS
Delousing materials and procedures shall be approved through consultation with the Head Nurse or qualified health care professionals (see the Pest Control Policy).
Chapter 9 - Food Services
Food Services

900.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility recognizes the importance of providing nutritious food and services to youth to promote good health, to reduce tension, and ultimately to support the safety and security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. This policy provides guidelines on the preparation of food services items and dietary considerations for youth housed in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1460 et seq.).

900.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that food services provide youth with a nutritionally balanced diet in accordance with federal, state, and local laws and with regulations for daily nutritional requirements, and that food services shall adhere to all applicable sanitation and food safety requirements. The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards set forth in Health and Safety Code § 113700 et seq.

The food service program at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility provides youth meals that meet or exceed the nutritional standards of the following:

- The Contra Costa County Public Health Department.
- State of California Title 15 Minimum Standards for Juvenile Facilities.
- United States Department of Agriculture National School Lunch Program.
- The USDA National School Program.

Food Preparation

- Meals are prepared on-site using standardized recipes in accordance with applicable sections of the California Retail Food Code.

900.2.1 PROCEDURES

900.1 JOHN A. DAVIS JUVENILE HALL MEAL PROCEDURE

900.2 JOHN A. DAVIS JUVENILE HALL MEAL COUNT PROCEDURE

900.3 FOOD SERVING PROCEDURE

900.3 MATERIAL MANAGER
The Material Manager shall be responsible for oversight of the day-to-day management and operation of the food services area, including (15 CCR 1321; 15 CCR 1464):

- Developing, implementing, and managing a budget for food services.
Food Services

- Ensuring sufficient staff is assigned and scheduled to efficiently and safely carry out all functions of food services operations.
- Establishing, developing, and coordinating appropriate training for staff and youth workers.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.
- Ensuring the food services operation is sanitary and meets the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with FDA and USDA requirements and standards.
- Other duties and activities as determined by the Director.
- Developing a food services plan (15 CCR 1464).

900.3.1 VENDOR SERVICES
The Material Manager or the authorized designee is responsible for seeing that vendor food services, where applicable, comply with the scope and quality of services specified in the contract (see the Equipment Inventory and Supplies and the Food Services Workers' Health, Safety, and Supervision policies).

900.4 MENU PLANNING
All menus shall be planned, dated, and available for review at least one month in advance. Menus shall provide a variety of foods reflecting the demographics of the youth/staff population and should consider appearance, dietary allowances, flavor, nutrition, palatability, temperature, and texture. Menus shall be approved by a registered dietitian or nutritionist before being served (15 CCR 1461; 15 CCR 1463).

Any changes to the meal schedule, menu, or practices should be carefully evaluated by the food services manager in consultation with the Director, dietitian, medical staff, and other professionals, and shall be recorded. All substitutions will be of equal or better nutritional value. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet (15 CCR 1463).

Menus as planned, including changes, shall be evaluated by a registered dietitian at least annually (15 CCR 1463). Facility menus shall be evaluated at least quarterly by the food services supervisory staff to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews, and quarterly evaluations should be maintained by the food services manager in accordance with established records retention schedules (15 CCR 1463).

A six week cycle menu is approved annually by a registered dietitian from the Contra Costa County Public Health Department.

Any change to the menu is recorded in the menu change binder and retained for three years.
Food Services

900.5 FOOD SAFETY
Temperatures in all food storage areas should be checked and recorded at the beginning of each shift. Holding temperatures for cold and hot foods shall be checked and recorded every two hours. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature as outlined in the Food Storage Policy.

One sample from each meal served shall be dated and maintained under refrigeration for testing in the event of a food-borne illness outbreak (15 CCR 1464). Sample meals shall be discarded at the end of three days if no food-borne illness is reported.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected.

900.6 THERAPEUTIC DIETS
The food services manager shall be responsible for ensuring that all youth who have been prescribed therapeutic diets by qualified health care professionals are provided with compliant meals. A diet manual, which includes samples of medical diets, shall be maintained in the food services areas.

More information can be found in the Prescribed Therapeutic Diets Policy.

900.7 RELIGIOUS DIETS
The Material Manager, to the extent reasonably practicable, will provide special diets for youth in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA) (15 CCR 1372).

When religious diets are provided, they shall conform to the nutritional and caloric requirements for non-religious diets (15 CCR 1461).

Youth with special religious needs require approval from the Probation Department Chaplain.

900.7.1 RELIGIOUS MEAL RECORDS
Religious diet orders should contain the following:

- (a) The youth’s name.
- (b) The dates and times of service.
- (c) The housing location or dining location where the meals will be delivered.
- (d) A list of items provided for the meal.

All meal records shall be retained in accordance with established retention schedules and applicable statutory regulations.
Food Services

900.8 FOOD SERVICES REQUIREMENTS
All reasonable efforts shall be made to protect youth from food-borne illness. Food services staff shall adhere to sanitation and food storage practices, and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers’ Health, Safety, and Supervision Policy and FDA and USDA requirements and standards.

Food production and services will be under staff supervision (15 CCR 1321). Food production, storage, and food-handling practices will follow the appropriate federal, state, or local sanitation laws in accordance with Health and Safety Code § 113947 (15 CCR 1464; 15 CCR 1465).

900.8.1 PREPARED FOOD
Food services staff may serve food prepared by an outside source provided that the food meets the nutritional standards contained in this policy and the Dietary Guidelines Policy (15 CCR 1321).

900.9 MEAL SERVICE PROCEDURE
Youth meals that are served in a dining room or dayroom should be provided in a space that allows groups of youth to dine together, with at least of 15 square feet of space per youth. A dining area shall not contain toilets or showers in the same room without appropriate visual barriers.

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food (15 CCR 1460). Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that youth receive meals that meet nutritional guidelines.

Youth must be provided at least 20 minutes of dining time for each meal. Youth on medical diets may be prescribed additional time by the Head Nurse. There must be no more than 14 hours between a substantial evening meal and breakfast (15 CCR 1460). A substantial evening meal is classified as a serving of three or more menu items at one time, including a high-quality protein, such as meat, fish, eggs, or cheese. The meal shall represent no less than 20 percent of the day’s total nutrition requirements. A nourishing snack shall be provided to all youth two to four hours after the evening meal (15 CCR 1460). If more than 14 hours pass between meals (or 16 hours between evening and breakfast meals), approved snacks should be provided. A nourishing snack is classified as a combination of two or more food items from two of the four food groups, such as cheese and crackers or fresh fruit and cottage cheese.

Youth who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal (15 CCR 1460). Approved snacks should be served to youth on medical diets in less than the 14-hour period if prescribed by the Head Nurse or registered dietitian. Youths on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal.

As the mealtime approaches, facility staff should direct the youth to get dressed and be ready for meals. Youth should be assembled and a head count taken to verify all youth in the housing location are present. Staff should watch for signs of injury or indications of altercations, and should
Food Services

investigate any such signs accordingly. Staff should remain alert to the potential for altercations during youth movement and meals. Meals shall be served under the direct supervision of staff.

Staff should direct an orderly filing of youth to the dining room or assigned seating in the dayroom. Staff should identify youth who have prescribed therapeutic or authorized religious diets so those youth receive their meals accordingly.

It shall be the responsibility of the Juvenile Institution Officers to maintain order and enforce rules prohibiting excessive noise and intimidation of other youth to relinquish food during mealtime.

The dining room shall have an area designated for youth who have been prescribed a longer time to eat by a qualified health care professional or a dietitian, or as deemed appropriate by a supervisor.

To the extent reasonably practical, an adequate number of food services staff and Juvenile Institution Officers should supervise feeding in central dining areas. If reasonably possible, the supervisor should be present (15 CCR 1321).

The Institutional Supervisor should make every attempt to be present during meal services in central dining areas to assess the meal service process, the quality of food, and any health or security issues.

In the interest of security, sanitation, and vermin control, youth shall not be allowed to take food from the dining area to their rooms/dormitory.

900.10 EMERGENCY MEAL SERVICE PLAN
The Material Manager shall establish and maintain an emergency meal service plan for the facility (15 CCR 1464).

Such a plan should ensure that there is at least a seven-day supply of food maintained in storage for youth. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Director may declare an emergency suspension of standards for the period of time the emergency exists.

During an emergency suspension, the food services manager shall assign a registered dietitian to ensure that minimum nutritional and caloric requirements are met.

In the event that the youth food supply drops below that which is needed to provide meals for two days, the Director or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.

Depending on the severity and length of the emergency, the Chief Probation Officer should consider requesting assistance from allied agencies through mutual aid.
Food Services Training

901.1 PURPOSE AND SCOPE
The purpose of this policy is to implement a training program for food services workers that includes food safety, proper food-handling techniques, and personal hygiene to ensure proper handling and delivery of food and reduce the risk of potential injury and contamination of food (15 CCR 1465).

901.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility ensures food services workers satisfactorily complete initial training prior to being assigned to food services.

901.3 TRAINING
The food services manager, under the direction of the Director, is responsible for ensuring that a training curriculum is developed in accordance with U.S. Department of Agriculture (USDA) guidelines and implemented in the use of equipment and safety procedures for all food services personnel, including staff and contractors (15 CCR 1321; 15 CCR 1465).

The training shall include, at a minimum:

(a) Work safety practices and use of safety equipment.
(b) Sanitation in the facility’s food services areas.
(c) Reducing risks associated with operating machinery.
(d) Proper use of chemicals in food services areas.
(e) Employing safe practices.
(f) Facility emergency procedures.

A statement describing the duties and proper time schedule should be developed for each job function in the facility’s kitchen and food services operation. The food services manager, at the direction of the Director, should establish an employee/kitchen worker training course, and all staff shall be trained on how to assemble, operate, clean, and sanitize kitchen equipment.

Information about the operation, cleaning, and care of equipment, including manufacturer’s literature, that is suitable for use as reference material shall be kept in the food services operation area. The reference material should be used in developing training on the use of the equipment and the maintenance and cleaning procedures.

Safety and sanitation shall be the primary consideration in equipment purchase and replacement. Placement and installation of equipment must be carefully planned to facilitate cleaning, sanitizing, service, and repairs. The equipment must also meet any applicable government codes.
Food Services Training

901.3.1 FOOD PREPARATION
In addition to kitchen equipment and safety procedures general training, the curriculum for staff and youth working in food services should include, at a minimum (15 CCR 1465):

- Proper hand-washing techniques and personal hygiene as it applies to food services work.
- Proper application and rotation of gloves when handling food.
- Proper use of protective hair coverings, such as hats or hairnets.
- Wearing clean aprons and removing aprons prior to entering toilet facilities.
- Maintaining proper cooking and holding temperatures for food.
- Proper portioning and serving of food.
- Covering coughs and sneezes to reduce the risk of food-borne illness transmission.
- Reporting illness, cuts, or sores to the custody staff in charge.
- Proper storage of all food items including refrigeration and freezing of food.
- Thorough understanding of meal components for a reimbursable meal.
Dietary Guidelines

902.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the nutritional needs of youth are met and that overall health is promoted through balanced, nutritious diets (15 CCR 1461).

902.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that diets provided by this facility will meet or exceed the guidelines established in the current publication of the U.S. Department of Agriculture’s Dietary Guidelines for Americans (DGA).

902.3 REVIEW OF DIETARY ALLOWANCES
The Material Manager is responsible for developing the facility’s menus and shall ensure that all menus served by food services comply with the DGA and U.S. Department of Agriculture (USDA) National School Breakfast and Lunch Program guidelines. Any deviation from the DGA or USDA guidelines shall be reviewed by the Food Service Manager or the authorized designee and the Head Nurse.

The food services manager or the authorized designee shall ensure that the facility’s menus and dietary allowances are evaluated annually by a registered dietitian, and that any changes meet the DGA and the requirements of 15 CCR 1461. A registered dietitian must approve menus before they are used (15 CCR 1463).

Menus should be evaluated at least quarterly by the food services manager or the authorized designee.

902.4 MENU CYCLE PLANNING
The food services manager or the authorized designee should plan the menus one month before their use.

Any changes to the menu must be recorded and kept until the next annual inspection. Any menu substitutions must use better or similar items (15 CCR 1463).

Menus should include dairy, vegetable, grain, and protein groups, including total dietary fat, as recommended by the DGA and USDA National School Breakfast and Lunch Program guidelines, specific to age and gender (15 CCR 1461).

902.5 REQUESTS FOR SPECIAL DIET
The food services manager or the authorized designee shall establish a written process for requests for special diets (e.g., vegetarian or vegan diets; see, also, the sections on religious diets in the Food Services Policy) (15 CCR 1461).
Food Services Workers' Health, Safety, and Supervision

903.1 PURPOSE AND SCOPE
The purpose of this policy is to establish basic personal health, hygiene, sanitation, and safety requirements to be followed by all food services workers and to ensure the proper supervision of food services staff (15 CCR 1464; 15 CCR 1465; 15 CCR 1467).

903.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will ensure that meals are nutritionally balanced, safe, and prepared and served in accordance with applicable health and safety laws.

903.3 MATERIAL MANAGER RESPONSIBILITIES
The Material Manager is responsible for developing and implementing procedures to ensure that all meals are prepared, delivered, and served only under direct supervision by staff.

Work assignments shall be developed to ensure that sufficient food services staff is available for food service preparation. The Material Manager should coordinate with the Institution Supervisor to ensure that sufficient staff is available for meal service delivery (15 CCR 1321).

The food preparation area must remain clean and sanitary. The Material Manager or the authorized designee shall post daily, weekly, and monthly cleaning schedules for the equipment and food preparation area.

903.4 MEDICAL SCREENING
The Material Manager shall work cooperatively with the Health Service Staff to develop procedures to minimize the potential for spreading contagious disease and food-borne illness. To prevent the spread of illness, the following shall be strictly observed (15 CCR 1414):

(a) All food services workers shall have a medical examination prior to performing food services activities to screen for transmissible illnesses or diseases. The examination shall be conducted in accordance with local regulations and repeated at scheduled intervals.

(b) Food services workers shall have education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.

(c) Supervisors monitor the health and cleanliness of food services workers, and remove anyone exhibiting any signs of food-transmissible disease from any food services area.

(d) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.
Food Services Workers’ Health, Safety, and Supervision

(e) Food handlers shall wash their hands with soap and water immediately prior to performing food services activities and after using toilet facilities.

(f) Aprons shall be removed and secured in a clean storage area before entering the toilet facility.

(g) Food services workers shall wear disposable plastic gloves and protective hair covering, such as a hat or a hairnet, when handling or serving food. Gloves shall be changed after each task is completed.

(h) Vendors must submit evidence of compliance with state and local food safety regulations.

(i) The use of tobacco products and electronic cigarettes is prohibited in any food services area.

(j) Documentation of compliance with all the above and with any other risk-minimizing efforts implemented to reduce food transmissible disease shall be maintained in accordance with established records retention schedules.

(k) All food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Any food services worker is prohibited from handling food or working in any food services area if the food services worker reports symptoms such as vomiting, diarrhea, jaundice, or sore throat with fever, or has a lesion containing pus, such as a boil or infected wound that is open or draining. Food services workers shall only return to work in food services areas when cleared by a qualified health care professional.

903.5 SUPERVISION OF FOOD PREPARATION AND DELIVERY

Only staff authorized to work in the food preparation area will be allowed inside. The Director will appoint at least one qualified staff member who will be responsible for the oversight of daily activities and ensuring food safety (15 CCR 1321). The appointed staff member must be certified by passing the American National Standards Institute food safety manager certification examination.

Food services workers should adhere to the following:

- Correct ingredients are used in the proper proportions.
- Food is maintained at proper temperatures.
- Food is washed and handled properly.
- Food is served using the right utensils and in the proper portion sizes.
- Utensils such as knives, cutting boards, pots, pans, trays, and food carts used in the preparation, serving, or consumption of food are properly washed and sanitized after use. Disposable utensils and dishes will not be reused.
Food Services Workers' Health, Safety, and Supervision

- All utensils are securely stored under sanitary conditions when finished.

903.6 SUPERVISION OF THE FOOD SUPPLY

The risk of conflict and protest is reduced when the youth population has confidence in the safety and quality of their food. Custody staff should supervise the transport and delivery of food to the respective serving areas. Custody staff should ensure the food is protected during transportation and delivered to the right location efficiently and under the right temperatures (15 CCR 1464).

Food services staff should report any suspected breach in the safety or security of the food supply. Staff should be alert to youth behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Staff should report any suspicion of youth unrest to a supervisor.

Any change to the published menu or the standard portioning should be documented and reported to the food services manager as soon as practicable.
Food Preparation Area

904.1 PURPOSE AND SCOPE
This policy is intended to ensure the proper design and maintenance of the food preparation area (15 CCR 1464).

904.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to comply with all federal, state, and local laws and regulations concerning the institutional preparation of food.

The Material Manager and senior staff cooks provide orientation to all new food service staff. The facility also collaborates with other county departments to provide training in safe food handling.

Maintenance and Repair

- The Contra Costa County Public Works Department, Facilities Maintenance Division is responsible for the maintenance and repair of the kitchen facility. The Probation Department maintains open purchase orders for maintenance of food service equipment within the kitchen.

904.3 COMPLIANCE WITH CODES
The Director is responsible for ensuring that food preparation and service areas comply with all applicable laws and regulations and that food preparation areas are sanitary, well lit, and ventilated, and have adequate temperature-controlled storage for food supplies (15 CCR 1466).

Any physical changes in the food preparation area, such as changing equipment or making major menu changes (from cold production to hot food), must be approved by the local public health entity to ensure adequate food protection.

Living or sleeping quarters are prohibited in the food preparation and food services areas (Health and Safety Code § 114286).

The food preparation area must avoid cross-contamination and remain free from pest infestation (Health and Safety Code § 114259).

904.3.1 COMPLIANCE WITH OUT-SOURCED FOOD SERVICES
The Director shall ensure the requirements of Health and Safety Code § 114381 are met when youth prepare meals for self-consumption or when frozen meals or pre-prepared food from other permitted food facilities is reheated and served (15 CCR 1466).

904.4 CONSTRUCTION REQUIREMENTS
All remodeling and new construction of food preparation areas shall comply with federal, state, and local building codes, comply with food and agricultural laws and standards, and include any required approvals from any local regulatory authority (Health and Safety Code § 113700).
Food Preparation Area

The size of the food preparation area shall be adequate for the facility’s population.
Floors, floor coverings, walls, wall coverings, and ceilings should be designed, constructed, and installed so they are smooth, nonabsorbent, and attached so that they are easily cleanable (Health and Safety Code § 114268; Health and Safety Code § 114271).

Except in the area used only for dry storage, porous concrete blocks or bricks used for interior walls shall be finished and sealed for a smooth, nonabsorbent, easily cleanable surface.

Food storage areas shall be appropriately clean, sized, typed, and temperature-controlled for the food being stored (Health and Safety Code § 114047).

Lighting throughout the kitchen and storage areas shall be sufficient for staff and youth to perform necessary tasks (Health and Safety Code § 114252).

Mechanical ventilation of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, noxious odors, smoke, and fumes shall be provided, if necessary (Health and Safety Code § 114149(a)).

All equipment used in the food preparation area shall be commercial grade and certified by the American National Standards Institute or approved by a registered environmental health professional/sanitarian (Health and Safety Code § 114130).

Dishwashing machines will operate in accordance with the manufacturer recommendations, and hot water temperatures will comply with federal, state, and local health requirements (Health and Safety Code § 114101).

Equipment must be smooth, easy to clean, and easy to disassemble for frequent cleaning. Equipment should be corrosion resistant and free of pits, crevices, and sharp corners.

Dry food storage must have sufficient space to store at least 15 days of supplies. All food must be stored in sealed containers at least 6 inches off the floor (Health and Safety Code § 114047).

904.5 TOILETS AND WASHBASINS
A sufficient number of toilets and washbasins shall be located near the food preparation area for convenient sanitation and proper hygiene. Toilet facilities shall be enclosed and shall have tight-fitting, self-closing, solid doors, which shall be closed except during cleaning and maintenance.

Signs shall be conspicuously posted throughout the food preparation area and in each restroom instructing all food services staff and youth workers to wash their hands after using the restroom. Signs shall be printed in English and in other languages as dictated by the demographics of the youth/staff population.

To reduce the potential for contaminants being brought into the food preparation area, toilet facilities near the food preparation area should be limited to use by the food services staff and youth workers only. Anyone working in the food services area must store their aprons in a designated clean area before entering the toilet facilities.

The food services manager shall be responsible for procedures to ensure:
Food Preparation Area

(a) All fixtures in the toilet facilities are clean and in good operating condition.

(b) A supply of toilet tissue is maintained at each toilet. Toilet facilities used by women shall have at least one covered waste receptacle.

(c) The hand-washing station located adjacent to the toilet facility has warm water available and is kept clean and in good operating condition. Single-dispensing soap and a method for drying hands shall be provided (Health and Safety Code § 113953.3).

If the toilet facility is outside of the kitchen area, food services workers must wash their hands after using the toilet facility and again upon returning to the kitchen area before preparing or serving food.
Food Budgeting and Accounting

905.1 PURPOSE AND SCOPE
The purpose of this policy is to establish processes that will enable the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility food services to operate within its allocated budget, and for developing specifications for purchasing food, equipment, and supplies for the delivery of food services.

905.2 POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility food services shall serve nutritious meals in an efficient and cost-effective manner in accordance with applicable laws and standards.

Budget and Food Cost Accounting:

• Labor, food, and equipment costs are reviewed annually and is developed by the Probation Department with input from the Material Manager.

905.3 MATERIAL MANAGER RESPONSIBILITIES
The Material Manager is responsible for the per-meal, per-youth budget for food, equipment, and supplies that are needed for the effective operation of the facility food services.

The volume for purchasing should be based upon the food services needs and storage availability. The Material Manager is responsible for establishing and maintaining detailed records and proper accounting procedures, and should be prepared to justify all expenditures and establish future budget requirements (15 CCR 1321).

Purchasing:

• Food and related food service equipment is purchased according to established governmental purchasing practices and those policies set forth by the Contra Costa County Public Works Department, Purchasing Division, and the Contra Costa County Board of Supervisors.

905.4 PROCEDURE
The Material Manager is responsible for ensuring that food services are delivered in an efficient and cost-effective manner by employing the following procedures, including but not limited to (15 CCR 1464):

(a) Ensuring that accurate meal record data is collected and maintained. Meal records should include but are not limited to the date and time of service and the number of:

1. Meals prepared and served for each meal period.
2. Meals served per location.
Food Budgeting and Accounting

3. Prescribed therapeutic diet meals served.
4. Authorized religious diet meals served.

(b) Ensuring that food is purchased from an approved wholesale/institutional vendor to ensure food safety.

(c) Bulk-purchasing nonperishable items to maximize the budget dollars.

(d) Continuous monitoring and improvement to minimize poor food management and/or accounting, including but not limited to:
   (a) Following planned menus.
   (b) Inspecting food deliveries to ensure the right product and quantity is delivered and the condition of the food is acceptable.
   (c) Purchasing food that is in season.
   (d) Purchasing the grade of product best suited to the recipe.
   (e) Following standard recipes.
   (f) Producing and portioning only what is needed.
   (g) Minimizing food production waste and establishing food storage and rotation practices, including proper refrigeration.
   (h) Establishing minimum staffing requirements based on the layout and security requirements of the facility.
   (i) Budgeting adequately for equipment repair and replacement, factoring in any labor cost savings and the need for heavy-duty equipment.

(e) Establishing purchasing specifications, which are statements of minimum quality standards and other factors, such as quantity and packaging. A basic specification should contain:
   (a) The common name of the product.
   (b) The amount to be purchased.
   (c) The trade, federal, or other grade or brand required.
   (d) The container size and either an exact number or a range of the number of pieces in a shipping container.
   (e) The unit on which prices are to be quoted (e.g., 6/#10 cans, 10/gallons).

(f) Establishing accounting procedures for financial statements and inventory control.

(g) Maintaining records of invoices, purchase orders, meal count sheets, food production records, therapeutic and religious diet records, and inventory of food, supplies, and equipment for the required period of time, as mandated by the governing body of the facility (15 CCR 1321).
Food Budgeting and Accounting

905.5 MONTHLY REPORTING

The Material Manager is responsible for ensuring that accurate meal record data is collected and maintained (15 CCR 1321). Meal records should include but are not limited to the number of (15 CCR 1464):

(a) Meals prepared and served for each meal period.
(b) Meals served per location.
(c) Prescribed therapeutic diet meals served.
(d) Authorized religious diet meals served.

All meal records shall be retained in accordance with facility retention schedules and state statutory regulations.
Food Services Facilities Inspection

906.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and youth.

906.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled inspections, both by facility staff and by an independent third party as required by law.

906.3 CLEANING AND INSPECTIONS BY STAFF
The Lead Cook shall ensure that all equipment, appliances, and utensils in the food preparation areas and dining areas are inspected weekly. Adequate hot and cold water shall be available in the kitchen. The water temperature of all fixtures should be checked daily to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A cleaning schedule for each food services area shall be developed and posted for easy reference by staff, and shall include areas such as floors, walls, windows, and vent hoods. Equipment, such as chairs, tables, fryers, and ovens, should be grouped by frequency of cleaning:

- After each use
- Each shift
- Daily
- Weekly
- Monthly
- Semiannually
- Annually

The food Material Manager is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules (15 CCR 1321). At the direction of the Director or the authorized designee, the Material Manager shall take prompt action to correct any identified problems.

906.3.1 SAFETY INSPECTION CHECKLIST
The following items should be part of the Lead Cook's weekly inspection:

- Lighting is adequate and functioning properly.
- Ample working space is available.
- Equipment is securely anchored.
Food Services Facilities Inspection

- There are suitable storage facilities, minimizing the risk of falling objects.
- Floors are clean, dry, even, and uncluttered.
- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- Fire extinguishers and sprinkler systems are available, not expired, and are tested regularly.
- The food preparation area has good ventilation (15 CCR 1466).
- Furniture and fixtures are free from sharp corners, exposed metal, and splintered wood.
- All electrical equipment complies with codes and regulations.
- All workers wear safe clothing, hair coverings, gloves, and protective devices while working.
- All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety.
- All ranges, ovens, and hot holding equipment are clean and in good operating condition.
- Mixers and attachments are clean and in good operating condition.
- Dishwashing machines are clean and in good operating condition, and proper chemicals are in use.
- Water temperatures for hand sinks, washing sinks, and dishwashing machines meet minimum acceptable temperatures as required in 15 CCR 1466.
- Appropriate hand-washing stations are provided.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- All temperature charts and testing documents are current, accurate, and periodically reviewed and verified by the food services manager.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in, first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

906.4 REQUIRED INSPECTIONS
The Material Manager is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.
Food Services Facilities Inspection

The Material Manager shall ensure bi-annual inspections are conducted of the food services facilities and equipment in accordance with Health and Safety Code § 101045 (15 CCR 1313). Documentation of the inspections, findings, deficiencies, recommended corrective actions, and verification that the corrective standards were implemented will be maintained by the facility in accordance with established records retention schedules.

The inspection should include but is not limited to the following components:

(a) The inspector should conduct a pre-inspection briefing with the Director and other appropriate personnel, including the Material Manager, to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.

(b) The inspector should audit the policies and procedures of the food services operation.

(c) During the inspection, the inspector should study and report on whether the following meet acceptable standards:

1. Walls, ceilings, and floors are in good condition, smooth, and easily cleanable.
2. The kitchen layout is properly designed to avoid cross-contamination.
3. The kitchen is properly lighted and ventilated.
4. The temperature-controlled storage areas are in good operating condition and proper temperatures are being maintained.
5. Dry foods are properly stored off the floor, away from the walls and ceilings.
6. There is no sign of pest infestation.
7. All equipment is properly maintained, in a sanitary condition, and is certified by one of the American National Standards Institute certification agencies (e.g., Underwriters Laboratories, the National Science Foundation product certification mark).
8. The dishwashing equipment is clean, in good operating condition, and maintains proper washing and rinsing temperatures.
9. There is no evidence of cross-contamination between the potable and contaminated water systems.
10. The dishware washing area is clean and supplied with proper chemicals and Safety Data Sheets.
11. The food is properly stored, labeled, and rotated according to first-in, first-out procedures.
12. The food services workers are wearing clean uniforms and practice proper personal hygiene.
13. All food services workers are trained for proper food handling, and there is a person in charge who is responsible for the food safety of the facility.
14. Appropriate hand-washing stations are provided.
Food Services Facilities Inspection

Any deficiencies should be noted by the inspector in the inspection report, with recommendations made for corrective action.

At the exit interview, the inspector should cite any violations according to the government health and safety codes.

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The Material Manager should provide the Director with a plan to implement the recommended corrections in a timely manner and schedule a post-correction inspection with the original independent inspector.
Food Storage

907.1 PURPOSE AND SCOPE
The purpose of this policy is to establish food storage methods that are designed to meet manufacturer’s recommendations, health and safety codes, state laws, and local ordinances, and to safely preserve food, extend storage life, and reduce food waste (15 CCR 1464).

907.2 POLICY
Food and food supplies will be stored in sanitary and temperature-controlled areas in compliance with state and local health laws and standards.

907.3 PROCEDURES
The food services manager shall be responsible for establishing procedures to ensure the safe preservation and storage of food in the most cost-effective manner, beginning with the receipt of the raw materials through the delivery of prepared meals.

When receiving food deliveries, food services staff shall inspect the order for temperature, quality and freshness and shall ensure that the order is correct by checking the order received against the order form. A cursory search of all delivery vehicles shall be done by food services staff to make certain that the vehicles are clean, free from pest infestations, and maintained at the appropriate temperature for the food being carried.

If food quality and freshness do not meet commonly accepted standards or if it is determined that proper storage temperatures have not been maintained, the employee checking the order in will refuse the item and note the refusal on the invoice.

Any food destined for return to the vendor should be stored separately from any food destined for consumption. The Lead Cook will contact the vendor and arrange for replacement of the unacceptable food items.

Storage temperatures in all food storage areas should be checked and logged daily. Records of the temperature readings should be maintained in accordance with established records retention schedules.

An evaluation system should be established for food stored in any area with temperature readings outside the normal range and should include contingency plans for menu changes, food storage relocation, or food destruction, as indicated. All actions taken to ensure the safety of the food served should be documented and retained in accordance with established records retention schedules.

907.4 DRY FOOD STORAGE
Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees. Temperatures shall be monitored and recorded once each day on a checklist.
Food Storage

All dry items shall be stored at least 6 inches off the floor and at least 6 inches away from any wall. All open containers and packages shall be appropriately stored.

All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in, first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

907.4.1 MAINTENANCE OF DRY FOOD STORAGE AREAS
Staff should clean the storage areas as needed by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Food services staff should inspect the storage areas regularly to ensure they are clean and orderly. Staff will document the inspection and record the daily temperature on the storage area checklist.

907.5 REFRIGERATED AND FROZEN STORAGE
Unless health codes dictate otherwise, refrigerators must be kept between 32 and 41 degrees. Other than the defrosting cycle, all freezers must maintain a temperature of 0 degrees or lower.

All freezer and refrigerator storage areas should have at least two thermometers to monitor temperatures. One thermometer should have a display visible to the outside. The second thermometer shall be placed in the warmest place inside the storage area. Daily temperature readings shall be recorded on the storage area checklist. Any variance outside the acceptable temperature range shall be immediately addressed.

All food must be covered and dated when stored. Cooked items shall not be stored beneath raw meats. Cleaned vegetables shall be stored separately from unwashed vegetables. Storage practices shall use a first-in, first-out rotation method.

907.5.1 STORAGE OF CLEANING SUPPLIES AND MATERIALS
Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poisonous materials should be kept in a separate, locked storage area to prevent cross-contamination with food and other kitchen supplies.

907.6 WASTE MANAGEMENT
The food services manager shall develop and maintain a waste management plan that ensures the garbage is removed daily. This plan also should include methods to minimize the waste of edible food and to dispose of non-edible or waste food material without utilizing a landfill (15 CCR 1464).

Waste Management:

• The Contra Costa County Public Works Department Custodial division is responsible for refuse disposal and recycling.
Prescribed Therapeutic Diets

908.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that youth who require prescribed therapeutic diets as a result of a diagnosed medical condition are provided with nutritionally balanced therapeutic meals that are medically approved and meet nutritional and safety standards (15 CCR 1460; 15 CCR 1462).

908.2 POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide therapeutic diet meals as prescribed by qualified health care professionals.

908.3 PROCEDURES
The Head Nurse, in consultation with the food services manager, shall (15 CCR 1462):

(a) Develop written procedures that identify individuals who are authorized to prescribe a therapeutic diet.

(b) The therapeutic diets utilized by this facility shall be planned, prepared, and served with consultation from a registered dietitian.

(c) The Food Service Manager shall comply with any therapeutic diet prescribed for a youth.

(d) The Food Service Manager and the Head Nurse shall ensure that a diet manual including sample menus of therapeutic diets shall be available to both health services and food services workers. A registered dietitian shall review, and the Head Nurse shall approve, the diet manual annually.

As a best practice, all therapeutic diet prescriptions should be reviewed and rewritten, if appropriate, on a quarterly basis. This is to reduce the risk of a youth developing an adverse medical condition or nutritional defect as the result of a diet that is inconsistent with the youth’s current medical needs. A diet request form should be provided to youth.

Pregnant and lactating females shall be provided a balanced, nutritious diet approved by a physician (15 CCR 1417; 15 CCR 1461).

908.4 STAFF COMMUNICATION/COORDINATION
It is the responsibility of the Head Nurse to compile a daily list of all youth prescribed therapeutic diets. The list should contain:

(a) The youth’s name.

(b) The housing location or dining location where the meals will be delivered.

(c) The youth’s therapeutic diet type.

(d) Special remarks or instructions.
Prescribed Therapeutic Diets

Any time youth are assigned to a different housing area, staff must notify the food services personnel immediately.

908.5 PREPARATION AND DELIVERY OF MEALS
The Lead Cook is responsible for reviewing the therapeutic diet lists prepared by the Head Nurse, counting the number and type of therapeutic meals to be served, and preparing the food according to the therapeutic menu designed by the registered dietitian.

Therapeutic diets may include snacks and oral supplements. Snacks and supplements should be distributed with regularly scheduled meal service or may be distributed with youth medications. Individual labels or written documents clearly identifying each meal and any included snacks should be prepared by the food services staff and should contain:

(a) The youth’s name.
(b) The housing location or dining location where the meals will be delivered.
(c) The youth’s therapeutic diet type.
(d) A list of items provided for the meal.

The staff responsible for meal distribution shall ensure that any youth prescribed a therapeutic meal by the Head Nurse or the authorized designee receives the prescribed meal.

Unless a therapeutic diet was prescribed with a specific end date, only the Head Nurse or the authorized designee may order that a therapeutic diet be discontinued.

If prescribed by the Head Nurse, supplemental food shall be served to youth more frequently than the regularly scheduled meals. A youth who misses a regularly scheduled meal shall receive the prescribed meal.
Meal Count

909.1 POLICY
The food service program at Contra Costa County Probation Department provides residents meals at the Juvenile Hall and Orin Allen Youth Rehabilitation Center. These meals meet or exceed the nutritional standards for the National School Meal Programs and the State of California. Residents receive a well-balanced diet that is planned and prepared to consider the nutritional needs of children and food preferences of the age group served.

The Contra Costa Probation Department participates in both the National School Lunch Program and the National School Breakfast Program. Both programs are under the auspices of the California Department of Education. These programs allow the County to be reimbursed for breakfasts and lunches served to the youths in our care that meet the meal requirements set by USDA. Accurate records are maintained for all meals served. These records are required for fiscal accounting, dietary purposes, and budget planning. (15 CCR 1464)

909.2 PROCEDURE JOHN A. DAVIS JUVENILE HALL
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 resident 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 youths will be offered a reimbursable meal. A reimbursable meal consists of a meal in which the youth is served at least three components, one of which is at least one half cup fruit and/or vegetable. Certain meals such as hamburgers may count as more than one component. Multi-component items will be indicted on the meal sheet.
- 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.
- All eligible meals will be totaled on a monthly basis. These numbers will be forwarded to the Food Service Office for consolidation.

909.3 PROCEDURE ORIN ALLEN YOUTH REHABILITATION FACILITY
To accomplish accurate counts, the following steps will be followed:
Meal Count

- The kitchen staff prepares and serves the meals to the youths. The youths can refuse the item(s) they do not want.
- At the end of the serving line, a staff member verifies that a reimbursable meal (at least 3 components, one must be one half cup fruit/vegetable) is taken and records it on the Food and Meal Report. Seconds are not counted. The final number marked will be written on the front of the Food and Meal Report.
- At the end of service, the kitchen staff verifies that the number of meals claimed does not exceed the number of youths in attendance.
- All eligible meals claimed are recorded on a monthly roster that is sent to the Food Service Office at the Probationary Department by the 5th of the following month.

909.4 EDIT CHECKS
Prior to submitting the claim for reimbursement, the Food Service Office compares the number of meals claimed with the reported attendance for the day to verify that the site is not over-claiming meals.
Staff, Department Personnel, and Guest Meals

910.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility kitchen shall serve three meals per day. Kitchen staff shall not prepare food for themselves or others different from that indicated on the posted facility menu.

910.2 POLICY
Probation staff who are in a pay status during their meal period are considered on call, expected to respond accordingly, and do not have a protected meal period. Employees in pay status during their meal period are entitled to a meal without cost. Juvenile Hall Staff who are not in a pay status, have a protected meal period, and are on their own time during their meal period may purchase a meal. The Juvenile Hall Director may authorize other County employees to purchase meals.

Employees in Pay Status During Meal Period
- Juvenile Institution Officers (JIO), Institutional Supervisor I’s, Institutional Supervisor II’s, and Juvenile Hall Intake Probation Officers, without a protected meal period are authorized to have meals without cost when on duty at mealtime.

Juvenile Institution Officers and Supervisors, without a protected meal period, may eat with the residents during regular meal times as part of their supervisory duties, but must remain in a position that affords them the ability to continue to provide direct visual supervision of the residents under their care. Juvenile Institution Officers are also permitted to eat before or after the residents' mealtime, at a time conducive to unit operations. Authorized meals are those served during the regularly scheduled mealtime.

Institution Supervisor II may authorize meals during non-standard times, for Juvenile Institution Officers or other facility employee (entitled to a meal without cost), who has been away from the facility on authorized County business during the prescribed mealtime. The meal is to be eaten in the staff break room, or other approved area (e.g. employee’s office).

Authorized meal times and meals without cost are as follows:
- Breakfast: 7:30 am, Lunch: 12:00 pm, and Dinner 5:00 pm.
- Housing units alternative hours are: Dinner 4:45 pm and/or 5:15 pm.
- 7:00 a.m. – 3:00 p.m. shift: Juvenile Institution Officers and Authorized staff may have breakfast and lunch prior to, or immediately after, supervising residents.
- 3:00 p.m. – 11:00 p.m. shift: Juvenile Institution Officers and Authorized staff may have dinner prior to, or immediately after, supervising residents.
- 11:00 p.m. – 7:00 a.m. shift: A meal is to be left in the kitchen for authorized probation staff and intakes. The Graveyard supervisor will relocate the meals to the Sierra Kitchen for service.

Employees with Protected Meal Period, Support Staff and Guests

- Continued on next page -
Staff, Department Personnel, and Guest Meals

- Service, support staff, and other employees who work an 8 ½ - 9-hour day with a protected meal period are on their own time during their meal period. All Juvenile Hall employees not authorized meals without cost and other approved personnel may purchase a meal.

- The Juvenile Hall Director or a Probation Manager may authorize the serving of a meal without cost to officials, volunteers, and/or guests at Juvenile Hall.

- Probation Department personnel and County School Department personnel who work at the institution are invited to have meals on the housing unit without cost, if they eat with the residents, have approval of the Lead JIO, and remain seated in the dining area until the residents are excused. They should advise the Lead JIO of the housing unit at least three hours prior to meal service so the kitchen can be notified and a meal can be provided.

Purchasing Meal Tickets

- A. Persons wishing to purchase a meal at Juvenile Hall including employees, authorized personnel, and guests, may obtain meal tickets from the clerk located in the Administration wing of the building between 9:00 a.m. and 11:00 a.m.

- B. The designated Institutional Service Worker (ISW) overseeing meal service is not authorized to allow complimentary meals, beverages or tableware.

- C. The designated ISW is not permitted to accept IOUs or cash.

- D. The designation ISW shall promptly report any person refusing to pay for meals/items taken, or abide by meal guidelines, to the Materiel Manager, or Juvenile Hall Administration.

Redeeming Purchased Meal Tickets

- Meal tickets will be collected by the designated ISW at the point of service.

- Meals should be consumed in the staff break room or other approved area (e.g. employee’s office).

- The redeemed meal tickets are forwarded to the Materiel Manager or designee to be reconciled weekly.

Procedure for Staff Authorized to Receive a Meal at no Cost

- The Juvenile Hall Facility will maintain a current checklist of staff authorized to receive meals without cost.

- The checklist will be updated weekly by a designee appointed by the Materiel Manager.

- The designated ISW will ensure employees initial the checklist beside their name in the appropriate column.

- By initialing the checklist, the employee is indicating that they have read and meet the guidelines for a meal at no cost as outlined in Bulletin No. 112, section I.
Chapter 10 - Programs, Activities, and Education
Youth Mail

PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the receipt, rejection, inspection, and sending of youth mail (15 CCR 1375).

POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will provide ample opportunity for youth to send and receive mail, subject to restriction only when there is a legitimate government interest.

1000.2.1 PROCEDURES
1001.1 JOHN A. DAVIS JUVENILE HALL YOUTH MAIL PROCEDURE

MAIL GENERALLY
Youth may send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of staff, visitors, or other youth, or pose an unreasonable disruption to the orderly operation of the facility (15 CCR 1375).

However, youth may store three mail items in their housing area as determined by the Director. Excess mail will be stored with the youth’s personal property and returned when the youth is released.

CONFIDENTIAL CORRESPONDENCE
Youth may correspond confidentially with courts, legal counsel, officials of this facility, elected officials, John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility inspectors, government officials, and officers of the court (15 CCR 1375).

The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will also accept and deliver a fax or interoffice mail from these entities.

John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff may inspect incoming confidential correspondence for contraband. John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff may inspect outgoing confidential correspondence for contraband before it is sealed. If confidential correspondence is inspected, staff shall limit the inspection to a search for physical items that may be included besides the correspondence and shall not read or copy the content of the correspondence itself. All inspections shall be completed in the presence of the youth (15 CCR 1375).

SUSPENSION/RESTRICTION OF MAIL PRIVILEGES
Mail privileges may be suspended or restricted upon approval of the Director whenever staff learn that mail sent by a youth involves:
Youth Mail

(a) Threats of violence against any member of the government, judiciary, legal representatives, victims, or witnesses.

(b) A threat to the security of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, members, or the public.

(c) If restrictions are placed on a youth’s correspondence, the “clear and convincing” reason for such restrictions must be fully documented on an Incident Report.

The District Attorney or County Counsel should be consulted where criminal charges are considered against a youth or there is an apparent liability risk to the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility that relates to suspension or restriction of mail privileges.

PROCESSING AND INSPECTION OF MAIL BY MEMBERS

Staff should process incoming and outgoing mail as expeditiously as reasonably possible. Incoming and outgoing mail should be processed within 24 hours and packages within 48 hours. Mail processing may be suspended on weekends, holidays, or during an emergency.

Assigned Juvenile Institution Officers should open and inspect all incoming and outgoing general mail of current youth. The incoming correspondence, other than confidential correspondence, may be read as frequently as deemed necessary to maintain security or monitor a particular problem (15 CCR 1375). Mail for youth no longer in custody should not be opened.

Outgoing general mail may not be sealed by the youth and may be read by staff when

(a) There is reason to believe the mail would:
   1. Interfere with the orderly operation of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility.
   2. Be threatening to the recipient.
   3. Facilitate criminal activity.

(b) The youth is on a restricted mail list.

(c) The mail is between youth in custody.

When mail is considered inappropriate under the provisions of this policy or when a youth is sent material that is not prohibited by law but is considered contraband by the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, the material may be returned to the sender or held in the youth’s property to be given to the youth upon release.

Youth shall be notified in writing whenever their mail is held or returned to the sender. Mail logs and records, justification of censoring or rejection of mail, and copies of hold or return notices shall be maintained in the youth’s unit file in accordance with established records retention schedules.

Letters to and from friends, family members, etc. may be read by staff only if there is a clear and convincing evidence to justify such actions and authorized by a supervisor. If the youth's mail
Youth Mail

(incoming or outgoing) is to read, the youth is to be informed of the reason(s) and the reason(s) is/are to be documented on an Incident Report.

Mail (letters or packages) will be opened for inspection but not read, this will be accomplished by the Juvenile Institution Officer (JIO) (See C. above). If illegal substances are found in the incoming mail, this is sufficient justification for restricting further mail from the sender. The postal authorizes shall be notified when illegal substance is found. If contraband, but not illegal, items are found in incoming mail, such items will be confiscated or placed in the youth's property (e.g., cash) for return to him upon release. he sender of such mail is to be informed by the Probation Director, or designee that any further violation of the mail policy will result in the loss of the privilege of corresponding resident. All such actions taken by staff under this section are to be fully documented on an Incident Report.

Youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth. There shall be no limit on the number of letters a youth can write to such person.

All incoming mail is logged in on the youth's Mail Sheet by the graveyard staff.

FORWARDING OF MAIL
Any non-legal mail received for a former youth should be returned to the sender. Obvious legal mail should be forwarded to the former youth’s new address if it is reasonably known. Otherwise, legal mail should be returned to the sender.

YOUTH REQUESTS FOR WRITING MATERIALS
Youth may receive the opportunity to write letters and be provided with writing materials weekly, as provided by an approved schedule established by the Director. Writing materials should include at a minimum (15 CCR 1375):

(a)  Postage for seven letters per week.
(b)  Six sheets of writing paper.
(c)  One pencil.

Youth shall receive writing paper sufficient to maintain communication with courts, legal counsel, officials of this facility, elected officials, inspectors with the Board of State and Community Corrections, government officials, and officers of the court (15 CCR 1377).

Youth should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor.
Youth Mail

OTHER CORRECTIONAL FACILITIES/INSTITUTIONS
Youth shall not correspond with or receive mail from persons incarcerated in California Department of Correction and Rehabilitation Facilities, County Adult Detention Facilities, juvenile detention facilities/program, jails, prisons or other correctional institutions without written permission of the youth’s parent or legal guardian on file.

Written authorization from a youth’s assigned Deputy Probation Officer is required for correspondence between a youth and his or her incarcerated parent.

California Department of Corrections and Rehabilitation Facilities as well as County Jails and most other correctional facilities do not permit incoming mail without permission. After parental authorization is on file, direct all such correspondence to youth’s assigned Deputy Probation Officer who can request the necessary authorization.

Juvenile Hall youth may not correspond with youth in other Probation Department operated Juvenile Facilities, or with residents of other living units within the Juvenile Hall.
Programs, Exercise, and Recreation

PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines and procedures ensuring that the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will have sufficiently scheduled programs, exercise, and recreation periods, and sufficient space for these activities, as required by law (15 CCR 1371).

DEFINITIONS
Definitions related to this policy include:

Exercise - The physical exertion of large muscle groups.

Programs - Structured programs designed to enhance socialization that provides a positive, pro-social experience to build positive youth development.

Recreation - Activities that may include table games, watching television, or socializing with other individuals.

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide youth with access to programs, exercise opportunities, and recreation activities in accordance with state laws or requirements. The intent is to minimize the time youth are in their rooms or bed area.

PROCEDURES
JOHN A. DAVIS JUVENILE HALL MOVIE PROCEDURE

JOHN A. DAVIS JUVENILE HALL DAILY SCHEDULE/PROGRAM PROCEDURE

ORIN ALLEN YOUTH REHABILITATION FACILITY AUDIO/VIDEO PROCEDURE

RESPONSIBILITIES
Youth shall be provided the opportunity for programs, recreation, and exercise at least three hours a day during the week and five hours a day each Saturday, Sunday, or non-school day, of which one hour shall be an outdoor activity, weather permitting.

A schedule shall be posted in the dormitory or recreation area which outlines the activity/exercise times as well as other elements of the daily routine such as school, meals and bedtime.

A youth's participation in programs, recreation, and exercise may be suspended only upon written finding by the Director that a youth represents a threat to the safety and security of the facility.

The Director or the authorized designee shall be responsible for ensuring there is sufficient secure space for programming, physical exercise, and recreation. A schedule should be developed to ensure accessibility for all youth without interfering with other daily activity requirements (meals, education, religious services, and other regularly scheduled events). The recreation and exercise schedule shall be posted in the living unit (15 CCR 1371).
**Programs, Exercise, and Recreation**

The Institutional Supervisor shall use the approved daily activity log sheet to document the actual time of an activity and if a youth has declined participation.

Daily activity log sheets should be collected monthly and forwarded to the supervisor. Log sheets shall be maintained in accordance with established records retention schedules.

There will be an annual written review of the programs, exercise, and recreation to ensure content is current, consistent, and relevant to the population.

If the Director or the authorized designee denies any youth or group of youth the programs, exercise, or recreation time period, documentation should exist that verifies that the denial is based on good cause in relation to a security need.

**ACCESS TO EXERCISE**

Youth shall have an opportunity for at least one hour of large-muscle activity each day. When weather permits, the youth’s exercise time shall be outdoors (15 CCR 1371).

**ACCESS TO RECREATION**

All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and shall include orientation, and may include coaching of youth. Televisions, table games, and other items may also be provided to enhance recreation time (15 CCR 1371).

Television and DVD viewing, playing video games, 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.

1. Television viewing on the living units 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 majority of the youth watching the television. The selected program shall be documented thoroughly in the unit log. Unit staff are to have complete control of audiovisual devices at all times.

2. Youth who are on special programs or otherwise confined to their rooms may view television during their exercise period if this is the youth’s choice. It is not permitted when it interrupts school programming.

3. 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/recreation area to insure maximum supervision.

4. Television viewing or video game playing may be permitted for youth assigned work details after the work assignments are completed.

5. The television set is to be turned off when no youth is viewing television and during the time period youth are secured in their rooms/or in the dormitory, while school is in session and during the graveyard shift.
6. The subject matter on the television, radio, CD’s, DVD’s, video games 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” rated, “Unrated” and/or “NC “explicit lyrics” labels are not permitted.

ACCESS TO PROGRAMS
All youth shall be provided with the opportunity for at least one hour of daily programming. The program should be structured and designed to enhance socialization, and youth participation shall be monitored.

John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility programs shall include any additional activities required under 15 CCR 1371 (e.g., trauma-focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate; prosocial intervention and activities designed to reduce recidivism).

1001.6.1 COMPUTER AND INTERNET ACCESS
The Director may authorize providing a youth with reasonable access to computer technology and the internet so that the youth can maintain relationships with family members (Welfare and Institutions Code § 851.1; Welfare and Institutions Code § 889.1).

SECURITY AND SUPERVISION
The staff supervising youth during programs, exercise, and recreation time shall document when each youth actively participates on the youth face sheet.

Staff shall be responsible for inspecting exercise and recreational equipment to ensure it appears safe for use. Broken equipment or equipment that is in an unsafe condition shall not be used. Youths may not use equipment without supervision. All equipment shall be accounted for before youth return to their housing unit.

The youth on disciplinary status shall have the opportunity for recreation and exercise a minimum of three hours a day during the week (including P.E.), and five hours a day each Saturday, Sunday, or other non-school day

INABILITY TO MEET REQUIREMENTS
In the event that the youth population exceeds the ability of the facility to meet the exercise and recreation requirements, the Director should notify the governing body that there is a deficiency in space for exercise, that the deficiency may violate the law and/or space requirements, and that the Director requests funds to remedy the situation. The Director should document all action taken to try to remedy the situation, including funding requests, population reduction requests, and all responses to those requests.
Youth Educational Services

PURPOSE AND SCOPE
This policy provides guidelines and assigns responsibilities for establishing and maintaining an education program that complies with federal, state, and local laws and educational requirements (15 CCR 1370).

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to insure that facility youth receive a free and appropriate public education in accordance with current state and federal law.

The Probation Department and County Office of Education operate the juvenile detention facilities education programs under a Memorandum of Understanding (MOU) regarding the provision of educational services to youth detained in the John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility. The MOU outlines the responsibilities of each agency.

1002.2.1 PROCEDURES

ORIN ALLEN YOUTH REHABILITATION FACILITY SCHOOL ADMITTANCE PROCEDURE

JOHN A. DAVIS JUVENILE HALL SCHOOL ATTENDANCE PROCEDURE

EDUCATION PROGRAM GOALS
It is the goal of this facility to prioritize educational services conducive to learning, provide safe and adequate conditions for learning, and provide the behavioral and social support services necessary to address individual needs. This includes the needs of youth with disabilities and communication barriers according to state and federal guidelines.

It is the goal of this facility to provide special education and related services to all youth with disabilities as required by state and federal laws.

It is the goal of this facility to create a safe, healthy facility-wide climate for education. When providing instruction, culturally responsive and trauma-informed approaches should be applied. Education staff should collaborate with the Director to use technology to facilitate learning and ensure safe technology practices (15 CCR 1370).

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

EDUCATION PROGRAM COORDINATOR
The Director should work in conjunction with school administrators to develop and manage the facility education program. The Education Program Coordinator shall (15 CCR 1370):
Youth Educational Services

(a) Advance an education program for youth that is consistent with state and federal educational standards and requirements (Individuals with Disabilities Education Act, 20 USC § 1400 et. seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC § 701 et. seq.; the Americans with Disabilities Act, 42 USC § 12101 et. seq.)

1. The program shall observe laws and regulations specific to youth with suspected disabilities, including child find (e.g., identifying students with disabilities entitled to special education including speech, therapy, counseling), continuum of alterative placements, and manifestation determination reviews.

(b) Coordinate and consult with local school board officials, state education officials, or private educational consultants for guidance and assistance on implementing an education program that is consistent with federal, state, and local requirements.

1. The Director shall coordinate the required annual review of each element of the education program with the Superintendent of Schools in accordance with 15 CCR 1370 and implement corrective action on any deficiencies.

(c) Confirm that procedures are in place for the screening and placement of all youth at intake.

1. The screening process should include procedures for obtaining and reviewing education records from a youth’s previous placement facilities or schools at which the youth was previously registered, including grades, standardized test scores, educational assessments, discipline problems, migrant status as defined by the Education Code, and any special education plans.

2. If needed, state-required or provided testing should be considered to determine the appropriate placement.

(d) Develop and maintain procedures for identifying youth who need special education services, and coordinate with appropriate state educational agencies to ensure that special education programs satisfy state and federal standards (IDEA, Part B).

(e) Confirm that the education program includes social, emotional, and behavioral skills development for youth with special needs as outlined by federal, state, and local education laws and regulations.

(f) Confirm that procedures are in place to ensure that the program’s educational staff are qualified.

1. Procedures should include ensuring that all staff meet and maintain applicable education credentials and licensing.

(g) Develop, in conjunction with the educational staff, procedures that address the rights of any student who has continuing difficulty completing a school day.

1. Procedures should consider education program requirements for youth who are separated from the general population, have a high-risk security classification, or are on a discipline status.

(h) Maintain education records for all youth.
Youth Educational Services

(i) Confirm that procedures are in place for the retention and forwarding of youth education records to the next educational placement facility or school where the youth is registered, along with appropriate credit for course work completed while the youth was in the care of the Facility, in compliance with local, state, and federal laws (20 U.S.C. § 1232g).

(j) Confirm that the Facility designates adequate space for youth education.

(k) Develop guidelines to ensure that security concerns, availability of space, temporary confinement (based on youth classification/disruptive behaviors), classroom management, and safety are considered in the delivery of educational services.

(l) Conduct an annual needs assessment of the education program.

(m) Confirm that procedures are in place for identifying and addressing English learners (EL) in accordance with state and federal laws and regulations.

(n) Coordinate with the Superintendent of Schools to develop procedures to meet the transition needs of youth, including the development of an education transition plan.

(o) Coordinate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth with appropriate technology, when practicable.

(p) Ensure that youth are provided reasonable access to computer technology and the Internet for educational purposes (Welfare and Institutions Code § 851.1; Welfare and Institutions Code § 889.1).

COURSE OF STUDY
Youths shall be provided with a quality education program that responds to the different learning styles and abilities of students (15 CCR 1370).

The minimum school day shall be consistent with State Education Code requirements for juvenile court schools. John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility procedures to deliver youth to their educational program shall not interfere with the time afforded for the minimum instructional day. The education staff shall document absences, time out of class, or educational instruction, both excused and unexcused (15 CCR 1370).

The course of study shall comply with the State Education Code and include but not be limited to courses required for high school graduation as well as preparation for career entry, post-secondary education, as well as information and preparation for the High School Equivalency Test for eligible youth (15 CCR 1370):

Supplemental instruction shall be provided to youth who do not demonstrate sufficient progress towards grade level standards (15 CCR 1370).

ADDITIONAL COURSE OFFERINGS
Youth who have obtained a high school diploma or GED equivalent may participate in college courses offered with the approval of the school. Youth may participate in vocational programs with the approval of the Education Program Coordinator. Beyond mandated education requirements,
Youth Educational Services

additional educational services and curriculum may be offered to youth, including but not limited to:

(a) English as a second language (ESL).
(b) Basic literacy.
(c) Substance use and healthy lifestyles education.
(d) Parenting courses.
(e) Basic computer instruction.
(f) Basic life skills.
(g) Vocational skills such as:
   1. Cooking and food services.
   2. Landscaping and horticulture.
   3. Basic woodworking.
   4. Auto body repair and painting.
   5. Basic auto repair.
   6. Basic office skills.
(h) Other courses as deemed appropriate by school administrators.

DISCIPLINE

The education program is integrated into the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s overall behavioral management system and security program. Any violations committed while participating in the education program will be handled under the Youth Discipline Policy and in accordance with the BMS.

Educational staff will be advised of and updated on disciplinary issues with any youth and will be notified of administrative decisions made by John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility staff that may affect educational services.

The expulsion or suspension of a youth from the education program shall be undertaken only when other means of correction appear unsuccessful or when otherwise consistent with the requirements and protections of the State Education Code. Educational staff shall document other means of correction used before the suspension or expulsion(15 CCR 1370).
Library Services

PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for use of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility library.

POLICY
It is the policy of this Facility to provide access to library services provided by the Contra Costa County Library system.

1003.2.1 PROCEDURES
1003.1 JOHN A. DAVIS JUVENILE HALL LIBRARY PROCEDURE

LIBRARY FUNDING AND MAINTENANCE

The Facility may reject library materials that may compromise the safety, security, and discipline in the operation of this facility (see the Youth Mail Policy for examples of materials that may be rejected), or are determined not to be age-appropriate for the population.

Books and other reading material should be provided in languages that reflect the population of the facility.

LEISURE LIBRARY MATERIALS
Each youth is allowed to have no more than three library material at any given time. Existing selections must be returned before new material may be selected by a youth. Youth who destroy library materials will be subject to sanctions and may have to pay for the material. If staff believes the destruction was intentional, the matter may be referred for criminal prosecution.
Youth Work Program

PURPOSE AND SCOPE
The purpose of this policy is to establish the guidelines and requirements regarding the fair and consistent assignment of youth to work programs. Working allows youth to improve and/or develop useful job skills, work habits, and experiences that will facilitate a successful transition back to the community (15 CCR 1373).

WORK CRITERIA
Work assigned to a youth shall be meaningful, constructive, and related to vocational training or increasing the youth’s sense of responsibility (15 CCR 1373).

Work programs shall not be imposed as disciplinary measure (15 CCR 1373).

1004.2.1 PROCEDURES
1004.1 JOHN A. DAVIS JUVENILE HALL POWER TOOL PROCEDURE

YOUTH WORKER SELECTION
The Youth Work Program coordinator/Lead Juvenile Institution Officer shall be responsible for selecting and assigning youth to work.

(a) All eligible youth will be assigned to a work assignment weekly.

(b) Select youth will be assigned to honor jobs, which include Kitchen Worker, Laundry Worker, Landscaper, Bathroom Worker (dormitory), Storeroom Worker, Administrative Office Worker, and Trash/Recycling Collector.

(c) Work assignments are listed on the daily roster and the weekly work assignments sheet.

(d) Youth shall only be removed from a work assignment by the Lead JIO or an Institutional Supervisor.

(e) Youth may be suspended for up to 48 hours from a work assignment only as the result of a work-related Behavioral Progress Report or Incident Report, pending review by an Institutional Supervisor for permanent removal from that assignment.

(f) Youth may be suspended from any work assignment in the interest of the safety and security of the institution at the discretion of the Institutional Supervisor or Lead JIO.

The coordinator/Lead Juvenile Institution Officer should solicit input from other staff to assist with youth selection and assignment. Youths who have posed a threat in the past or have been charged with escape should be carefully screened for youth work projects. Staff shall take into consideration these eligibility criteria:

(a) The youth’s charges and classification are such that the youth will not pose a security risk to other youth, staff, or the public.

(b) The youth’s capacity to perform physical tasks, including which tasks can be performed by the youth while pregnant, will match the job requirements.
Youth Work Program

(c) The youth is able to learn the necessary work routines.
(d) The special interests, abilities, or craft of the youth will benefit the work assignment.

Youth must be able to pass a health screening test under the policies contained in this manual, and must meet all statutory and regulatory requirements. Health screening shall be done for youth who work in the kitchen around food products or who serve meals to the youth population (15 CCR 1414).

YOUTH WORKER TRAINING
Youth from the Youthful Offender Treatment Program (YOTP) who are involved in the YOTP Work Experience Program (WEP) will have the opportunity to learn and practice the proper use of power tools. The use of power tools by youth will be preceded by staff instruction and demonstration of the proper use, function, and safety precautions regarding each type of tool. Every youth in the YOTP Work Experience Program is required to sign a waiver of liability prior to participation in the program. For youth under the age eighteen, their parent/guardian will also be required to sign a waiver of liability.

YOUTH WORKER INCENTIVES
The Director is responsible for establishing an incentive program for youth assigned to the Youth Work Program. Incentives for youth may include:

(a) In conjunction with Mount McKinley-Byron High School, certain youth are eligible for school credit based on the guidelines outlined by the school policy.
(b) The amount of credit granted is determined by the policy of the school department and is augmented by classroom education.

APPRENTICESHIP PROGRAMS
Occasionally, the facility has the opportunity to offer apprenticeship programs. These programs give the youth exposure to members of the trade community who provide on-site job training for selected youth. Those youth who are selected and complete the program are provided with certificates of completion which also provide a list of the job competencies each youth has learned. Participants in these programs are selected by an Institutional Supervisor and may be subject to additional requirements depending on the nature of the program.
Youth Telephone Access

PURPOSE AND SCOPE
This policy establishes guidelines for permitting youth to access and use telephones (15 CCR 1376).

POLICY
To encourage and maintain positive relationships within the family and community, the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will provide access to telephones for use by youth consistent with federal and state law.

PROCEDURE
The Director or the authorized designee shall develop written procedures establishing the guidelines for access and usage. All youth will be provided a copy of the telephone usage rules as part of their youth orientation during the admission process.

Youth housed in general population will be permitted reasonable access to public telephones, if available, at scheduled times in the dayrooms for collect calls unless such access may cause an unsafe situation for the facility, staff, or other youth.

Youths are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency.

In the event of a facility emergency, or as directed by the supervisor or the Director, all telephones will be turned off.

Teletypewriter/telecommunications device for the deaf (TTY/TDD) or equally effective telecommunications devices will be provided to youth who are deaf, hard of hearing, or have speech impairments to allow them equivalent telephone access.

The minimum time allowed per call should be 10 minutes, unless there are substantial reasons to justify further limitations. Reasons for denial of telephone access shall be documented and a copy placed into the youth’s file. The rules governing the use of the telephone will be provided to youth during orientation and posted near the telephones.

The staff shall monitor the use of public telephones to ensure youth have reasonable and equitable access and that the rules of use are observed. Any youth refusing to cooperate with the telephone rules may have the call terminated; telephone privileges suspended, and/or incur sanctions.

Requirements relating to the telephone use during admission are contained in the Youth Reception Policy.

1005.3.1 PROCEDURES
1005.1 TELEPHONE ACCESS PROCEDURE
Youth Telephone Access

COURT-ORDERED TELEPHONE CALLS
If a court order specifying free telephone calls is received by the facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific youth, the supervisor may direct that a youth use a facility telephone at no charge. Calls placed from a facility telephone should be dialed by a staff member. The staff shall be responsible for ensuring that the youth is not calling a number that has been restricted by a court order or by request of the recipient.

ATTORNEY-CLIENT TELEPHONE CONSULTATION
At all times through the period of custody, youth will have non-recorded telephone access to an attorney provided to the youth at no charge to either the attorney or to the youth, in accordance with the Youth Access to Courts and Counsel Policy (15 CCR 1377).
Religious Programs

PURPOSE AND SCOPE
This policy provides guidance regarding the right of youth to exercise their religion and for evaluating accommodation requests for faith-based religious practices of youth (15 CCR 1324; 15 CCR 1372).

DEFINITIONS
Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. For such a policy to be valid, there must be a compelling government interest that is necessary or crucial to the mission of the Facility, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Facility adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the youth’s sincerely held religious beliefs.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Facility that places a youth in a position of having to choose between following the precepts of the youth's religion and forfeiting benefits otherwise generally available to other youth, or having to abandon one of the precepts of the youth's religion in order to receive a benefit

- When the Facility pressures youth to substantially modify their behavior in violation of their beliefs

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to permit youth to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate government objectives of the facility.

STAFF RESPONSIBILITIES
Staff shall not show favoritism or preference to any religion and will not discriminate or retaliate against any youth for participating or not participating in any religion or religious practice. Youth are not required to participate in religious programs or activities.

Staff shall provide youth choosing not to participate in religious programs with alternative activities (15 CCR 1372).
Religious Programs

Staff will not allow their personal religious beliefs to influence them in the daily management of the youth population, particularly as it relates to religious practices (15 CCR 1324).

CHAPLAIN
The Chief Probation Officer in collaboration with the Interfaith Council shall select an individual to serve as the chaplain for the facility. The chaplain shall be responsible for assisting the Director with supervising, planning, directing, and coordinating religious programs. The chaplain may be responsible for duties including but not limited to:

(a) Coordinating religious services.
(b) Maintaining a list of accepted religious practices approved by the Director and ensuring the current list is available to the staff.
(c) Reviewing requests for religious accommodations.
(d) Providing or arranging for grief counseling for youth.
(e) Distributing a variety of religious texts.
(f) Developing and maintaining a liaison with a variety of religious faiths in the community.
(g) Making reasonable efforts to enlist religious leaders from outside the community as necessary.
(h) Seeking donations for religious programs from the community, when appropriate.
(i) Working with youth families when requested.
(j) Periodically surveying the facility population to assist in determining whether current resources are appropriate for the youth population.
(k) Guiding the Chief Probation Officer or the authorized designee on issues related to religious observance.

ADDITIONAL REQUIREMENTS
The chaplain shall ensure access to religious services and/or counseling at least once each week for youth who elect to attend (15 CCR 1372).

RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS
Youth are not required to identify or express a religious belief. Youths may designate any belief, or no belief, during the intake process and may change a designation at any time by declaring their religious beliefs in writing to the chaplain. Youth seeking to engage in religious practices shall submit a written request to the Chaplain. Requests to engage in practices that are on the facility’s list of accepted practices should be granted. Requests to engage in religious practices that are not on the approved list shall be processed as provided in this policy.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved (15 CCR 1324). Equal and consistent treatment of all religions and religious beliefs shall not always require that all youth of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to a
Religious Programs

supervisor. In determining whether to grant or deny a request for accommodation of a religious practice, the supervisor will work with the chaplain to determine the sincerity of the youth's religious claim. Requests should be denied only if the denial or reason for denial would further a compelling interest of the facility and is the least restrictive means of furthering that compelling interest.

A supervisor who does not grant the accommodation, either in part or in full, should promptly forward the request to the Chief Probation Officer or the authorized designee, who, after consultation with legal counsel as appropriate, should make a determination regarding the request within 14 days following the youth’s original request. The Chief Probation Officer or the authorized designee will respond to the requesting youth as soon as reasonably practicable.

The chaplain should make any necessary notifications to staff as necessary to meet an approved accommodation.

All youth requests for religious accommodations and related determinations shall be fully documented in the youth’s record and shall include a description of the accommodation and justifications for any denials.

SUSPENSION OR REVOCATION OF ACCOMMODATIONS
In an emergency or extended disruption of normal facility operations, the Director may suspend any religious accommodation. The Director may also revoke or modify an approved religious accommodation if the accommodated youth violates the terms or conditions under which the accommodation was granted.

APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS
Youths may appeal the denial, suspension, or revocation of an accommodation through the youth grievance process.

DIETS AND MEAL SERVICE
The Director should provide youth requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the facility. The chaplain shall provide a list of youth authorized to receive religious diets to the food services manager. The food services manager shall establish a process for managing religious meal accommodations (see the Food Services and Prescribed Therapeutic Diets policies) (15 CCR 1372).

(a) The length or period of time of the modifications to diets to accommodate religious beliefs/practices will be designated by the Department Chaplin.

(b) The youth’s designated modifications to their diets to accommodate religious beliefs/practices will be forwarded to the facility’s cook and posted on the Diet Modification Board within the facility’s Kitchen.
Religious Programs

HAIR STYLES AND GROOMING
Unless it is necessary for the health and sanitation of the facility, youth who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair. To the extent reasonably practicable, alternative housing may be considered to accommodate the need for religious hair and grooming, while meeting the health and sanitation needs of the facility.

Any youth whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

RELIGIOUS TEXTS
Religious texts should be provided to the requesting youth, if the texts available do not pose a threat to the safety, security, and orderly management of the facility.

UNAUTHORIZED PRACTICES OR MATERIAL
The following list, which is not intended to be exhaustive, includes materials or practices that shall not be authorized:

(a) Animal sacrifice
(b) Language or behaviors that could reasonably be construed as presenting a threat to facility safety or security
(c) Self-mutilation
(d) Use, display, or possession of weapons
(e) Self-defense or military training
(f) Disparagement of other religions
(g) Nudity or sexual acts
(h) Profanity
(i) Use of illegal substances or controlled substances without a prescription

RELIGIOUS SYMBOLS AND IMPLEMENTS
Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety, or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

RELIGIOUS GARMENTS AND CLOTHING
Youth who practice a religion that requires particular modes of dress, garments, or headgear, other than standard-issue clothing, should generally be accommodated subject to the need to identify youth and maintain security.
Religious Programs

Head coverings shall be searched before being worn in the housing areas of the facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of facility-supplied head coverings when available and appropriate.

Youth wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so desire. Religious garments that substantially cover the youth’s head and face shall be temporarily removed during the taking of booking and identification photographs. To the extent reasonably practicable, alternative housing may be considered to accommodate youth’ need for religious attire, while meeting the security needs of the facility.

SPACE AND EQUIPMENT FOR RELIGIOUS OBSERVANCES
The Director shall ensure that there are sufficient facilities and resources for the chaplain to serve the youth population, including providing access to areas of the facility. Space for group worship will be dictated by the availability of secure areas and the classification status of the youth to be served. All recognized religious groups should have equal access to the space, equipment, and services which the facility normally provides for religious purposes.

COMMUNITY RESOURCES
The chaplain may minister a particular faith and any other similar faiths to youth but should also establish contacts with clergy of other faiths who can provide services to youth of other religious denominations.

Whenever the chaplain is unable to represent or provide faith-based services to youth, a religious leader or other volunteer from the community, credentialed by the particular faith, should be sought to help provide services. All individuals providing faith-based services should be supervised by the chaplain. All efforts to contact faith-based representatives should be documented and retained in accordance with established records retention schedules.
Youth Visitation

PURPOSE AND SCOPE
The purpose of this policy is to establish rules for visitation and provide a process for youth visits and visitors.

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to support, encourage, and allow reasonable and equitable visitation, for all youth. Parents/guardians shall have the right to visiting privileges unless prohibited by the court.

PROCEDURES
The Facility shall provide adequate facilities for visiting, including appropriate space for the screening and searching of youth and visitors and secure storage of visitors’ personal belongings that are not allowed in the visiting area.

The Director shall develop a written procedure and rules for visitation that should be posted at the visitors’ entrance or provided to visitors upon entry. Youths shall be allowed to receive visits by parents, guardians, or persons standing in place of a parent, at reasonable times. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the Director or the authorized designee, and in conjunction with the youth’s case plan or in the best interest of the youth (15 CCR 1374). Opportunity for visitation shall be a minimum of two hours per week (15 CCR 1374). The procedures are subject to safety and security requirements and should consider:

- The facility’s schedule.
- The designated secure area or space to accommodate visitors.
- Postings printed in English, Spanish, and other languages indicating fire escape routes, which should be located throughout the visiting area.
- Whether an emergency or other conditions justify a limitation on visiting privileges.
- Space to allow programming and activities to continue for youth who do not have a visitor during a scheduled visiting time.

The visiting area shall accommodate youth and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to an Institution Supervisor. Reasonable accommodations will be granted to youth and visitors with disabilities to facilitate a visitation period.

Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need (15 CCR 1374).

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.
Youth Visitation

Access to technology (video visiting) may be provided as an alternative to, but not as a replacement for, in-person visiting.

VISITOR CHECK-IN AND IDENTIFICATION
All visitors must check-in and produce a valid state, military, tribal, or other government identification deemed appropriate by the Institution Supervisor II. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

(a) Information must include the visitor’s name, address, and the relationship to the youth.

(b) A valid identification shall include:
   1. A photograph of the person.
   2. A physical description of the person.

(c) An official visitor shall present proof of professional capacity (e.g., attorney license/Supreme Court card, law enforcement identification, a business card/letterhead of business with the visitor’s name).

Failure or refusal to provide a valid identification is reason to deny a visit.

AUTHORIZATION TO SEARCH VISITORS
Individuals who enter the secure perimeter/fence of the John A. Davis Juvenile Hall/Orin Allen youth Rehabilitation Facility are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the facility property or into the facility. All searches shall be made in accordance with current legal statutes and case law (15 CCR 3173.2).

VISITING SCHEDULE
The Director shall designate a person to develop a schedule for youth visitation that includes daytime, evening, and weekend hours. Each youth shall receive a copy of the visitation schedule in the youth handbook at orientation. The visiting hours will also be posted in the public area of the facility.

DENIAL OR TERMINATION OF VISITING PRIVILEGES
The Director or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied.

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including but not limited to:

(a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.

(b) The visitor refuses to submit to being searched.

(c) The visitor or youth violates facility rules or posted visiting rules.
Youth Visitation

(d) The visitor fails to supervise and maintain control of any minors accompanying the visitor into the facility.

(e) The visitor attempts to enter this facility with contraband.
   1. In addition to being denied a visit, the visitor may face criminal charges.

(f) The staff determines that the visitor's criminal history poses a safety risk.
   1. A visitor shall not be denied visitation solely for having a criminal history. The staff shall determine on a case-by-case basis whether the visitor's criminal history poses a safety risk (15 CCR 1374).

Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented. If visitation is withheld, the visitor should be notified as soon as reasonably possible. A copy of the documentation will be placed in the youth's file, and another copy will be forwarded to the Director.

GENERAL VISITATION RULES
All visitors and youth will be required to observe the following general rules during visitation:

(a) Parents/guardians will be permitted to visit.

(b) Children of youth may be permitted to visit (upon approval from the Director or designee).

(c) A youth may refuse to visit with a particular individual.

(d) Those youth who are named as restrained persons in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.

(e) Visitors must be appropriately attired prior to entry into the visitor’s area of the facility.

(f) Inappropriate clothing, such as transparent clothing, halter tops, excessively tight or revealing clothing, hats and bandanas, or any other clothing associated with a criminal gang or otherwise deemed by the staff to be unacceptable, will not be permitted.

(g) All visitors must have footwear.

(h) Visitors will leave all personal items outside the secure area. Visitors who enter the facility with handbags, packages, or other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The facility is not responsible for lost or stolen items.

(i) Food and drink are only permitted in the visitor's area at the Orin Allen Youth Rehabilitation Facility.

SPECIAL VISITS
The Institutional Supervisor may authorize special visitation privileges, taking into consideration the following factors (15 CCR 1374):

- The purpose of the visit
- The relationship of the visitor to the youth
Youth Visitation

- The circumstances of the visit
- Distance traveled by the visitor

Whenever a special visit is denied, an entry into the duty log will be made. The entry will include the requesting visitor’s name and the reason the visit was denied.

Family therapy and professional visits should be accommodated when practicable and within the discretion of the Director or the authorized designee.

ATTORNEY AND PROFESSIONAL VISITS

Visits from attorneys and/or their representatives, investigators, and other professionals associated with the youth shall not be restricted unless the youth is exhibiting disruptive behavior and it is determined by the Director or the authorized designee that allowing the visit could threaten the safety or security of the staff, other youth, visitors, or the facility (15 CCR 1374) (see the Youth Access to Courts and Counsel Policy).
Behavior Management System

PURPOSE AND SCOPE
This policy provides guidelines for the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility’s Behavior Management System (BMS).

POLICY
Youth of John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will be granted the opportunity to earn privileges based on their good behavior. By following rules, attending school and getting along with staff and peers youth will be able to earn, through an incentive program, extra privileges in the form of extra time out, work assignments and purchasable commodities.

1008.2.1 PROCEDURES
JOHN A. DAVIS JUVENILE HALL POINTS PROCEDURE
ORIN ALLEN YOUTH REHABILITATION POINTS PROCEDURE

RESPONSIBILITIES
The Director should designate a BMS coordinator responsible for:

(a) Establishing a BMS that is incentive-based, with rewards and sanctions (positive and negative reinforcement) to help manage behaviors. This should include a point or other system to encourage and reward appropriate behavior.

(b) Identifying appropriate behavior that earns rewards, such as:

1. Actively participating in programming.
2. Following staff directives.
3. Complying with facility rules and regulations.
4. Participating in daily chores.
5. Maintaining room standards.
6. Communicating positively.
8. Making an effort to exercise self-control, and developing self-control skills.
9. Respecting other people including staff and other youth.
10. Respecting property.
11. Other appropriate conduct.

(c) Identifying rewards that may be earned such as:

1. Special visits.
2. Later bedtime.
3. Extra telephone calls.
Behavior Management System

4. Additional recreational privileges.
6. Extra TV time.
7. Housing unit – single room or status housing.
8. Food such as pizza, ice cream.
9. Special movies and videos.
10. Other special activities.

(d) Identifying the types of behavior that may result in sanctions under the BMS such as:
1. Failing to maintain proper order of living area.
2. Littering.
3. Being out of assigned area without authorization.
4. Not participating in a required program activity.
5. Engaging in horseplay.
6. Disrespecting others.
8. Irritating or harassing others.
10. Intimidating/bullying.

(e) Maintaining procedures to identify when behavior may result in sanctions under the BMS, when behavior should be handled as discipline pursuant to the Youth Discipline Policy, and when behavior may result in both sanctions under the BMS and discipline.

(f) Maintaining procedures for interventions such as behavioral contracts.

(g) Establishing procedures for using additional strategies such as temporary immediate removal of youth from an area, mental health referrals, and individual or group counseling.

(h) Maintaining adjustment record for each youth to track rewards, sanctions, and interventions, record progress, and identify improved behavior.

(i) Maintaining procedures to incorporate behavioral therapies as appropriate.

(j) Monitoring and documenting each youth’s activities throughout the program.

(k) Ensuring the orientation handbook includes information on the BMS including rules, regulations, and the grievance procedures (see the Youth Orientation Policy).

STAFF RESPONSIBILITIES
Staff should develop professional relationships with youth and encourage open communication in an effort to prevent inappropriate behaviors from escalating to more serious acts/actions.
Behavior Management System

Staff should be consistent, fair, and objective in the application of the BMS. Staff are responsible for:

(a) Identifying to youth alternative appropriate behavior to avoid sanctions.
(b) Awarding points or other rewards consistent with the BMS when a youth engages in appropriate behavior.
(c) Documenting in the adjustment record for the youth, or forwarding documentation to the BMP coordinator for inclusion in the log:
   1. Observed progress and improved behavior.
   2. Any points or other awards used to reward appropriate behavior.
   3. Sanctions imposed for inappropriate behavior.
   4. Recommendations for additional or alternative interventions as appropriate.

GRIEVANCES AND SUGGESTIONS
Complaints or disputes regarding the BMS or its application made by youth or their parents/guardians should be processed as provided in the Youth Grievances Policy.

Suggestions made by youth or their parents/guardians should be forwarded to the BMS coordinator for review.

TRAINING
The Director should develop an employee training program to ensure staff becomes familiar with the behavioral management system. The training should include how to develop effective goals and objectives, and techniques for achieving them, that can be effectively implemented in an incentive-based program.
Use of Playfield

PURPOSE AND SCOPE
The purpose of the play field is to allow youth of Juvenile Hall an opportunity to participate in structured, supervised outdoor recreational activities. The play field is marked with out of bounds lines approximately 6 feet from the north, south and east fences. A large slopping area to the west is also marked and is out of bounds. At no time shall a youth be permitted out of bounds.

POLICY
Prior to the play field being used the following steps will be taken:

- The on-duty Building Supervisor must grant permission.
- A Juvenile Institution Officer (JIO) or Institutional Supervisor I (IS1) must conduct a security check of the play field and fence just prior to its use.
- The group shall be orientated as to the rules and expectations while on the living unit. All youth will be required to participate in the activities. Youth on NO OUTS are not permitted on the play field.
- A physical count of the youth going to the play field will be conducted on the Housing unit and Central Control will be notified, via radio, of the number of youth just prior to departure.
- A minimum-staffing ratio of 1 to 8 must be secured and all staff must conduct a radio check prior to leaving the living unit.

Upon arrival to the play field the following steps will be taken:

- Staff will conduct a secondary radio check and the count will be verified with Central Control.
- All youth must participate in 5 to 10 minutes of organized staff facilitated warm-up exercises if they have not attended P.E. earlier in the day.
- One or more staff shall facilitate the structured activity. Staff shall position themselves in a manner that provides optimum supervision; the southeast corner and the southwest corner at the out of bounds marker.
- The maximum amount of time a group can be on the play field shall not exceed one hour.

Prior to returning to the living unit the following steps will be taken:

- A physical count of the youth will be conducted.
- Central Control will be notified via radio of the number of youth returning to the housing unit.

Emergency Response to the play field.

- Codes will be called in the same manner in the interior of the Building. Examples: defiant resident = Code 1, one on one fight/O.C. deployment = Code 2, fight involving
Use of Playfield

3 or more persons = Code 3. All residents will be directed to lay face down until the code is cleared and further directives are given.

- In the event of an escape or an escape attempt a Code 3 will be called via the radio. Example: Code 3 TO PLAY FIELD EAST PERIMETER RESPONSE. Fences will be marked indicating all four directions.

- JIOs will respond through the main play field hallway. One Sierra staff member shall report to Central Control to assist.IS1s may respond through the fire exit doors on the courtyards. Other responding staff from that unit may respond with them. The door will need to be keyed open, by a supervisor.

- In the event of an escape or escape attempt, available staff in the administration section of the building will respond through the staff entrance or front lobby doors and toward Glacier Drive.

- If a resident escapes, 911 will immediately be called by Central Control staff.

- Should a member(s) of the public, from the exterior of the fence, attempt to communicate or contact any resident on the play field, a JIO on the play field will direct the public member(s) to cease communication and leave the area immediately.If the member(s) of the public does not comply, JIO staff will radio Central Control noting an exterior disturbance to the play field. Central Control will contact the Martinez Police Department on the non-emergency telephone number and request assistance.Should the public member(s) not disengage, JIO staff will terminate the given play field activity and assemble the residents in order for an immediate return to their respective living unit.

Staff Expectations:

- Staff shall be in full compliance with uniform policy.
- Staff will be allowed to wear Probation Department hats. Hats must be on straight and forward. Hats are not to be altered in any fashion.
- Sunglasses of a conservative style may be worn. Mirrored sunglasses will not be permitted.
- Sunblock will be supplied to the units for use by the residents and staff.
- Staff shall remain standing on their feet. Chairs are not permitted on the play field.
- At least 3 staff must be present, 2 of which, must be authorized to carry O.C. spray.
Holiday Safety Regulations

1010.1 PURPOSE AND SCOPE
The John A. Davis Juvenile Hall celebrates important holidays with appropriate decorations and programs in public areas of the Juvenile Hall building, in the residential living units and school classrooms. Decorations shall meet all County Policies and Safety Codes. All safety practices shall be followed in the placement of decorations. All decorations will contain non-discriminatory verbiage.
Juvenile Hall Auxiliary

PURPOSE AND SCOPE
The following is the statement of purpose of the Juvenile Hall Auxiliary:

To supplement in all ways possible, and consistent with the laws governing the department, the work of the Contra Costa County Probation Department in their work with at risk youth by providing tools, materials, and services as needs are expressed by the department.

To promote greater understanding in our county of the work of the Probation Department, and to publicize with every means at our command the facts as they are known regarding causes and the nature of delinquency patterns and what an enlightened community can do about them.

To further cooperate with and encourage the work of other groups concerned with the welfare of youth in all ways consistent with these by-laws.

To establish Juvenile Hall Auxiliary Units throughout Contra Costa County to supplement and assist the Corporation in its activities, efforts and endeavors.

Volunteers have worked individually and in groups toward the goal of contributing “something extra” and giving personal support to at risk youth of Contra Costa County and to wards of the court under the supervision of the Probation Department.

Community groups, individual volunteers, and interested citizens augment the professional staff of the Juvenile Court in providing supplementary materials, equipment, and personal services. The motto of the Juvenile Hall Auxiliary is “The Community Cares”.

Various volunteer groups support special events. Christmas gifts are collected throughout the year and after Christmas. The remainder of the donated gifts is stored for use as birthday gifts during the year. The Auxiliary serves as a liaison for interested groups to do something tangible for at risk youth.

Churches, businesses, individuals, and youth groups donate large donations of candy and special holiday items.

The Auxiliary supports small monthly funds at Juvenile Hall and Orin Allen Youth Rehabilitation Facility to help pay for the “extras” that are not covered by the County budget.

The Auxiliary grants a variety of financial requests such as scholarships, orthodontic care, eyeglasses, special courses, graduation needs, clothing, and numerous other requests that would have special benefit for an individual youth.

The financial health of the Juvenile Hall Auxiliary depends largely on the Hall Closet Thrift Shop. Donations from the community for sales by the Hall Closet volunteers are received at the Hall Closet located in the old Juvenile Hall building. All contributions are deductible from State and Federal income, gift, estate, and inheritance taxes. Memorial Fund contributions are also tax deductible. Youth recently released may obtain donated merchandise for their benefit.
Juvenile Hall Auxiliary

by visiting the Hall Closet during store hours, or by arrangement made with the Administrative Assistant.

Direct service volunteers, volunteers working directly with Juvenile Court youth, are screened and trained. Fingerprinting and a background record check are required. Direct service volunteers must be 21 years of age or over, of sound character, and must be in good health. Contra Costa County cannot be held liable for injury or accident.

POLICY

Request for Available Items:

- Donated or purchased items are the property of the Juvenile Hall Auxiliary. A Living Unit or an individual resident may obtain donated items for use. The Institutional Supervisor II or Unit Supervisor can obtain birthday gifts by selecting items from the Auxiliary Gift Bag Closet. All other special requests for incentive items or items for the Living Units use must be filled by the Auxiliary Administrative Assistant.

Unavailable Items, Purchase Requests over $100

- Items requested to be purchased with Juvenile Hall Auxiliary funds require the approval of the Juvenile Hall Auxiliary Board. A grant application can be obtained from the Auxiliary Administrative Assistant. The Auxiliary Administrative Assistant may request the Institutional Supervisor II or Unit Supervisor to attend the next Board meeting to answer questions and present the application. If the Institutional Supervisor II or Unit Supervisor is unable to attend, the Auxiliary Administrative Assistant will present the request to the Board. The Administrative Assistant will report to the Institutional Supervisor II or Unit Supervisor the board’s decision.

- Needs for individual residents are to be submitted in writing to the Institutional Supervisor II or the Unit Supervisor, either will be the liaison to the Juvenile Hall Auxiliary. This request may involve a single item, or service, based on unique circumstances involving an individual resident or items for the entire Living Unit. The Auxiliary Administrative Assistant will advise the individual who made the request of the Board’s decision. If approved, either the individual making the request or the Auxiliary Administrative Assistant will arrange the purchase of the item or service.

Requests for items are to be submitted by the Institutional Supervisor II or Unit Supervisor, who will be the liaison to the Juvenile Hall Auxiliary Administrative Assistant, who will, if possible, fill that request.

The Juvenile Hall Auxiliary Board reserves the right to approve or disapprove any request involving Auxiliary funds.
Donations and Contributions

PURPOSE AND SCOPE
The Juvenile Hall Auxiliary is the officially designated organization to accept donations and/or contributions to Juvenile Hall. Food products are the exception.

POLICY
All monetary contributions or donated items, regardless of value, (other than food products) shall be received through the Juvenile Hall Auxiliary.

- Donations will be accepted at the Hall Closet.
- Donors will be requested to complete the Juvenile Hall Auxiliary form J.H. #43, located at the Hall Closet. This form is the donor’s receipt.
- As appropriate, the Auxiliary will acknowledge donations or contributions in writing unless the donor requests otherwise. All donations and contributions are tax deductible.
- All donations are the property of the Juvenile Hall Auxiliary. Juvenile Hall staff or other unauthorized persons may not issue, give, or take donated items.
- The Probation Department Director, or designee, will attend Board Meetings to update the Department regarding donations, contributions and bequests.

Telephone calls received inquiring how to donate foodstuffs or offering foodstuffs to use at Juvenile Hall are to be referred to the Storekeeper or, in his/her absence, the Building Supervisor who will determine suitability and, if suitable, will arrange for delivery to Juvenile Hall.

- All donations of homemade goods from private citizens will be referred to the Juvenile Hall Auxiliary.
- When donated foodstuffs are accepted, the Storekeeper or Institutional Service Worker in charge of food supplies will discuss with the Lead Cook when and how the donated items will be integrated into the menu.
- It is the responsibility of the Lead Cook to change the menu and recipes, when necessary, to accommodate the use of the donated foodstuffs. The Cooks are responsible for following the changed menu and recipes as directed.
- Unusable or unsuitable donations brought to Juvenile Hall will be disposed of by the Lead Cook or designee.
- If the quantity of donated foodstuffs is insufficient to be incorporated into the menu, the Lead Cook or designee will notify the Building Supervisor who will:
  - Authorize the extra foodstuffs to be served for snacks (fruit, pastry, etc.) or to be prepared and served as a menu supplement, if feasible.
  - Authorize disposal by the kitchen.
- If the quantity of donated food is more than we can use, the Building Supervisor will be notified by the kitchen or storeroom staff. To prevent this food from being thrown
Donations and Contributions

away, the Building Supervisor can authorize the extra food be donated to a charity (such as a homeless shelter) or be placed out for employees to take.
Off-Grounds Activities

POLICY

It is the policy of the Orin Allen Youth Rehabilitation Facility that off-facility activities for eligible youth are encouraged. Guidelines for these activities have been developed. A protocol has also been developed for the use of facility vehicles.

Whenever a Juvenile Institution Officer (JIO) is responsible for an off-facility activity, they should review the guidelines for off-facility activities.

Guidelines for Off-Facility Activities

- Fill out an activity request for at least 10 days prior. Have activity request form approved by the Shift Supervisor and the Probation Manager. Distribute copies of the approved form to the kitchen, supervisors, clerk, and the school department.
- If any food or drink is requested, a food requisition form must be completed and forwarded to the supervisor.
- Funds needed for off-facility activities must be discussed with the Probation Director or designee.

Youth eligibility for off facility activities includes the following:

- A youth is in good standing.
- A youth is approved by the supervising JIO.
- A youth is approved by the supervisor.

If the activity requires special equipment such as uniforms or sporting equipment, it should be carefully inventoried so it can be accounted for prior to returning to the facility.

Uniforms should be distributed to individuals by number. They should be checked back in at the OAYRF, laundered and checked for imperfections, which should be addressed before storage. Staff members are responsible for making sure this is completed.

Any equipment from the facility’s kitchen such as food containers and coolers should be cleaned and returned promptly to the facility's kitchen.

The JIO should obtain the vehicle keys, gas card, and cellular phone from the Supervisor or Lead JIO and return them to the current Supervisor or current Lead JIO upon return. The vehicle should also be signed out in the log. A vehicle sign-out log will be kept on a clipboard for each vehicle in the Administration office. When a staff member obtains the keys for a vehicle, the staff member are to take the clipboard and complete the requested data. The clipboard is to be returned with the keys. The shift supervisor will ensure that this is completed.

No more than eight passengers may be taken in one van. Each individual must be signed out in the log before he leaves the facility.
Off-Grounds Activities

The staff member engaged in the off-facility activity must obey all traffic laws. Each passenger shall use a seat belt. Any problem with the vehicle shall be reported to the Shift Supervisor or Lead JIO upon return to the facility.

The vehicle’s tank(s) should be filled before returning to the OAYRF. If unable to fill the vehicles tank, the returning JIO shall notify the Supervisor or Lead JIO. At no time should the vehicle be returned under a ¼ of a tank.

The supervising JIO should supervise the off-facility group if it dines or showers at a different time from the rest of the group, or arrange with the current shift supervisor to have this completed. If shower rolls or other items are needed, it is the off-facility JIO’s responsibility to see that they are provided and distributed.

If anyone is hurt or if anything is broken or missing, an Institution Incident Report should be written. An Institution Incident Report should be written if a youth displays inappropriate behavior while on the off-facility activity. In addition, if the vehicle was involved in an accident, a Vehicle Accident form, found in the glove compartment, should be completed and given to the Supervisor or Lead JIO.

Upon return to the OAYRF, the vehicle sign-in sheet should be completed.
Chapter 11 - Facility Design
Space and Environmental Requirements

PURPOSE AND SCOPE
This policy describes the desired space and environmental requirements for the physical plant.

POLICY
It is the policy of this facility to comply with federal and state laws, codes, and correctional standards in matters relating to John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility space and environmental requirements. Any designs for renovations, modifications, additions, or new construction within the facility should comply with federal and state laws, codes, and applicable standards (24 CCR 1230 et seq.).

1100.2.1 PROCEDURES
1100.1 JOHN A. DAVIS JUVENILE HALL UNIT LIGHTING PROCEDURE

FACILITY SECURITY AND ACCESSIBILITY
Designs for planned renovations, modifications, additions, or new construction within the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility should facilitate personal communication with youth and direct visual observation of all sleeping rooms, dayrooms, and recreation areas. Electronic surveillance may augment supervision of youth but shall not be a substitute for personal communication and observation. Security glazing should comply with the minimum requirements of American Society for Testing Materials, ASTM F 1233-98, for Class III glass or equivalent.

All locks, detention hardware, fixtures, furnishings, and equipment should have the proper security value for the areas in which they are used. Using padlocks in place of security locks on sleeping rooms of youth housing unit doors is generally prohibited, because unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility if an emergency occurs.

The facility should avoid any surfaces, edges, fixtures, or fittings that can provide an attachment for hanging or other opportunity for self-inflicted injury.

All parts of the facility that are accessible to the public should be accessible to and usable by persons with disabilities.

LOCKED SLEEPING ROOM FURNISHINGS
Each youth housed in the John A. Davis Juvenile Hall should be provided with:

- A sleeping surface and mattress in accordance with federal and state laws, codes, and applicable standards.
- A storage area for clothing and personal belongings.
- A toilet, washbasin, and drinking fountain, as individual fixtures or as a combination unit (24 CCR 1230.1.6).
Space and Environmental Requirements

- A door that swings outward or slides laterally, with an observation window that allows staff to see the youth.

**DAYROOMS**

Dayrooms should be situated adjacent to sleeping rooms and should be able to accommodate a variety of activities. There should be access to toilets, washbasins, drinking fountains, and showers (see the Availability of Plumbing Fixtures section in the Youth Hygiene Policy).

**DAYROOM REQUIREMENTS**

Dayrooms shall be equipped pursuant to the requirements of 24 CCR 1230.1.10.

**DORMITORIES**

Dormitories shall be equipped pursuant to the requirements of 24 CCR 1230.1.9.

**1100.6 RECEPTION/INTAKE AREA**

Each facility should have space designed for the reception of youth pending admission to the facility. This space should provide access to showers, a secure vault or storage space for youth valuables, a telephone for youth use, and hot and cold running water for staff use (24 CCR 1230.1.1).
Crowding

PURPOSE AND SCOPE
One of the determining factors in maintaining a safe and secure John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is to limit the youth population to the number of beds constructed in each youth classification level. Occasionally, emergencies occur that will require the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to exceed its Board Rated Capacity (BRC). This policy establishes the approved bed capacity of the facility, addresses temporary population excess, and provides a plan for gathering statistics and projecting long-term space needs via a facility needs assessment.

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to manage the youth population to the extent reasonably possible to avoid exceeding the facility’s BRC.

RESPONSIBILITIES
The Chief Probation Officer is responsible for ensuring that the facility has enough housing units in an appropriate configuration so that youth can be separated according to the facility’s classification plan.

In the event of an emergency that causes the facility to be populated beyond the approved bed capacity, every reasonable effort should be made to reduce the youth population to the BRC as soon as reasonably practicable. The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will take affirmative action to address excess population.

When a living unit exceeds rated capacity for more than 15 calendar days in a month, the Director shall submit a crowding report to the Board of State and Community Corrections (15 CCR 1343).

1101.5 DAILY YOUTH POPULATION REPORT
The Director or the authorized designee is responsible for ensuring that detailed daily logs of the facility’s youth population are completed and maintained by the staff. A daily youth population report summarizing this information shall be distributed to the Chief Probation Officer or the authorized designee (see the Population Management Policy) (15 CCR 1324).

1101.5.1 REQUIRED REPORTING
The Director shall submit the required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board of State and Community Corrections (15 CCR 1342).
Central Control

PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for a control center for monitoring and coordinating facility security, safety, and communications.

POLICY
It is the policy of the John A. Davis Juvenile Hall to maintain a control center, designed as Central Control, that shall be secure and staffed 24 hours a day to monitor and coordinate security, safety, and communications.

1102.2.1 PROCEDURES
JOHN A. DAVIS JUVENILE HALL RADIO ASSIGNMENT PROCEDURE
JOHN A. DAVIS JUVENILE HALL RADIO COMMUNICATION PROCEDURE
ORIN ALLEN YOUTH REHABILITATION FACILITY RADIO ASSIGNMENT PROCEDURE

COMMUNICATIONS AND MONITORING CAPABILITIES JOHN A. DAVIS JUVENILE HALL
Central Control located at the John A. Davis Juvenile Hall shall have multiple means of direct communication capabilities with all staff control stations in youth housing areas, including telephone, intercom, and radio (15 CCR 1321).

Central Control staff shall be responsible for monitoring fire, smoke, duress, and life-safety alarms and should have the means to summon assistance if an emergency occurs.

COMMUNICATIONS AND MONITORING CAPABILITIES ORIN ALLEN YOUTH REHABILITATION FACILITY
The Orin Allen Youth Rehabilitation Facility utilizes a two-way law enforcement band radio communications system. This system is to ensure the safety and security of staff and youth. The Orin Allen Youth Rehabilitation Facility is allowed to operate this system under several communications commission regulations (Title 47 USC CFR SEC 90 ET SEQ)

All operations and communication is to be conducted in a professional manner with appropriate protocols. The use of profanity, nicknames, racial slurs, street language, slang, or other derogatory statements is strictly prohibited. Conversation which may compromise the confidentiality and identity of any youth is strictly prohibited. Violation of either of these policy items may result in disciplinary action.

SECURITY
Access into the Central Control should be controlled by the staff inside the Central Control.

Youths should never be allowed to enter the Central Control or any other secure communications room where access doors are controlled.
Central Control
Chapter 12 - Personnel
Performance Evaluations

PURPOSE AND SCOPE
The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The performance evaluation is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to gender, race, color, national origin, religion, age, disability or other protected classes.

EVALUATION PROCESS
Performance evaluations will cover a specific period of time and should be based on documented performance during that period. Performance evaluations will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

Each supervisor shall discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee prior to completion of the performance evaluation. Supervisors should document this discussion in the performance manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur as soon as possible but prior to the completion of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

FULL TIME PROBATIONARY PERSONNEL
Probationary period of new institutional employees will have monthly evaluations for the first three months. After three months the evaluations can be quarterly. Employees who "flex" to a new
classification within a series shall have evaluations completed at the end of the probationary period. Nothing in this chapter shall prohibit a supervisor from completing monthly evaluations during the entire probationary period.

FULL-TIME PERMANENT STATUS PERSONNEL
Permanent employees are subject to three types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee's date of last promotion. Probation Department employees at top step in their classification or series, and who have been in their position for over one year may receive evaluations at least every two years.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Exit - An exit evaluation must be prepared when an employee leaves the Department. This evaluation should summarize the person's experience with the Probation Department and should comment on the overall performance quality.

RATINGS
When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance.

Any below standard rating noted on the evaluation form must be supported with written documentation received by the employee at the time the incident(s) occurred. Any secondary information (i.e., compliment from an outside source) should be considered by the supervisor when completing the evaluation.

WRITTEN EVALUATION REVIEW
After the performance evaluation meeting, the written evaluation should be prepared. The evaluation will be reviewed by the second line supervisor, and administrator, prior to presentation to assure that comparable standards are used and adequate documentation is included. The employee may add comments in the space provided. The employee's signing of an evaluation form does not necessarily mean that the employee agrees with the evaluation, but it does mean that the employee has had an opportunity to discuss the evaluation with his/her evaluator.

EVALUATION DISTRIBUTION
The original performance evaluation shall be maintained in the employee's personnel file in the Department's Administration Office and will be kept according to the records and retention policy/procedure. A copy will be given to the employee.
Drug- and Alcohol-Free Workplace

PURPOSE AND SCOPE
The intent of this policy is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any employee or member of the public. The Contra Costa County Probation Department discourages alcohol and drug abuse and strives to achieve a workforce free from the influence of drugs and alcohol.

POLICY
The Contra Costa County Probation Department is a Drug Free Workplace as required by federal statute. Employees shall not possess, use, store or bring into any Department facility or vehicle, alcoholic beverages or controlled substances as enumerated in Sections 11054 through 11058 of the Health and Safety Code except when prescribed by a licensed physician or dentist.

- Employees shall not be under the influence of alcohol and/or controlled substances, which would impair their job performance, upon arrival or return to duty.
- Employees shall not consume intoxicating beverages or controlled substances while on duty. This includes training days.

STAFF RESPONSIBILITY
Employees shall report for work in an appropriate mental and physical condition. Employees are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time. (41 USC 8103) The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Employees shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or to others due to drug or alcohol use.

USE OF PRESCRIBED MEDICATIONS
Any employee who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to the immediate supervisor prior to commencing any on-duty status. No employee shall be permitted to work or drive a department-owned or department-leased vehicle while taking such potentially impairing medication without a written release from his/her physician.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1201.3 EMPLOYEE ASSISTANCE PROGRAM
Drug- and Alcohol-Free Workplace

The Employee Assistance Program is voluntary and available to assist employees who wish to seek help for alcohol and drug addictions. (County Administrative Bulletin, 422, Employee Counseling Program) There are also available a variety of insurance coverages which provide treatment for drug and alcohol use. Employees may contact the Department of Human Resources, their insurance provider, or the Employee Assistance Program for additional information.

Employees who experience drug or alcohol addictions are encouraged to seek referral for rehabilitation through the Employee Assistance Programs or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug addiction lead to performance issues.

1201.3.1 USE OF MARIJUANA
Possession of marijuana, including medical marijuana, or being under the influence of marijuana on duty is prohibited and may lead to disciplinary action.

STAFF RESPONSIBILITIES
If any personnel informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with the safe and efficient performance of his/her duties, the employee may be required to obtain clearance from his/her physician before he/she continues to work.

If a supervisor reasonably believes, based upon objective facts, that any person’s ability to perform his/her duties safely and efficiently may be impaired by the consumption of alcohol or other drugs, the supervisor may ask the person whether he/she has consumed any alcohol or other drugs and, if so the amount and type of alcohol or other drug consumed and the time of consumption, and the name of the person who prescribed the controlled substance.

If the supervisor reasonably believes, based on objective facts, that a person is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the person from continuing work and shall transport him/her to be transported safely away from the facility.

REQUESTING SCREENING TESTS
The Department may request that an employee submit to a screening test if the Department:

(a) Reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently. Use the Reasonable Suspicion Documentation Checklist.) The employee can have someone present if the employee so chooses. If a decision is made to test the employee, the employee shall be driven to the lab for testing by a supervisor or manager.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.
Drug- and Alcohol-Free Workplace

SCREENING TEST REFUSAL
An employee is subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test as requested.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested by his/her appointing authority, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT
No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving an employee, the department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the employee to satisfactorily participate in a drug use assistance or rehabilitation program (41 USC § 8104).

REQUESTING SCREENING TESTS
The supervisor may request an employee to submit to a screening test under the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.

(c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

CONFIDENTIALITY
The Department recognizes the confidentiality and privacy due to its employees. Disclosure of any information relating to substance use treatment, except on a need-to-know basis, shall only be with the express written consent of the staff involved or pursuant to lawful process.

The written results of any screening tests and all documents are considered confidential medical records and shall be maintained separately from the employee’s other personnel files.
Sick Leave

PURPOSE AND SCOPE
Employees of this department are provided with a sick leave benefit that gives them continued compensation during times of absence due to personal or family illness. (County Administrative Bulletin, 411.7, Sick Leave Policy) The number of hours available is detailed in the employee’s applicable collective bargaining agreement. Employees may also be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 CFR 825).

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family Medical Leave Act (FMLA), the California Family Rights Act or for organ or bone marrow donor procedures (29 CFR 825; Government Code 12945.2; Labor Code 1510).

EMPLOYEE RESPONSIBILITIES
Employees must notify the on-duty Supervisor of an absence prior to the commencement of their work shifts or as soon thereafter as possible. If no supervisor is available, notify reception and request a return call from a supervisor. The employee shall provide the reason for the absence and expected duration of absence to a supervisor. The employee shall keep his/her supervisor informed on a continuing basis of their condition and probable date of return to work. Pre-arranged personal or family medical and dental appointments must be approved in advance by the employee's supervisor. Employees must ensure that their home and/or cellphone number on file with the Department is current.

EXTENDED ABSENCES
Employees on extended absences shall provide an update on their absence and expected date of return. Employees absent from duty due to personal illness in excess of three consecutive days may be required to furnish a statement from their health care provider supporting the use of sick leave and/or the ability to return to work. Nothing in this section precludes a supervisor, with cause, from requiring a physician's statement if three or fewer sick days are taken.

EXCESSIVE ABSENTEEISM
Absenteeism (including sick leave use) may be considered excessive when there are frequent and often unscheduled absences. Excessive absenteeism usually reflects an exhaustion of sick leave accruals and frequent use of other leave balances, such as vacation or floating holiday for sick leave purposes. In general, repeated depletion of sick leave accruals as they are earned may be an indicator of excessive absenteeism including the frequent placement in a absent without pay (AWOP) status. Supervisors need to evaluate whether the absenteeism is excessive or if there are acceptable reasons for the use of sick leave, other accruals in lieu of sick leave, and/or AWOL or AWOP status. If an employee has exhausted sick leave accruals, after consulting with
Sick Leave

his/her manager, the supervisor will meet with the employee to discuss the use of sick leave. The employee will be expected to improve attendance.

ATTENDANCE IMPROVEMENT
An employee who is excessively absent will be given a counseling memo and will be provided a reasonable opportunity (6 months) to correct and/or significantly reduce his/her absenteeism. The written counseling will include:

- The requirement to provide medical verification for all absences due to sick leave.
- Notice that the employee will not be allowed to use other accruals (such as vacation) in lieu of sick leave when the sick leave accruals are exhausted.
- Notice that the employee will not be allowed the use of other accruals for an unscheduled absence.

Note: Absences without proper verification (Item A) will result in an absent without leave (AWOL) status, which is a sufficient cause for action that can result in disciplinary action. Items A and B will result in an AWOP status when the criteria are met.

If the supervisor determines that it is appropriate, they may refer the employee to the County's Employee Assistance Program (EAP). EAP is always available to any employee who may wish to make an appointment.

Abuse of sick leave on the part of the employee is cause for disciplinary action. Failure of the employee to cease excessive absenteeism after written counseling will result in progressive discipline, up to and including termination.

SUPERVISOR RESPONSIBILITIES
The use of sick leave may be denied if the aforementioned procedures are not followed. Departmental approval of sick leave is a certification of the legitimacy of the sick leave claim. The Department Head or designee may make reasonable inquiries about the employee's absence. Medical verification may be required if the absence lasts more than three (3) working days. The Department may also require medical verification for absences of less than three (3) working days for probable cause if the employee has been notified in advance in writing that sick leave verification is necessary. Inquiries of the employee may be made in the following ways:

- Calling the employee's home telephone number or other contact telephone number if telephone notification was not made per departmental sick leave call-in guide lines.
- Obtaining the employee's signature on the Absence/Overtime record as employee certification of the legitimacy of the claim.
- Obtaining the employee's written statement of explanation regarding the sick leave claim.
Sick Leave

- Requiring the employee to obtain a physicians, certificate or verification of the employee's illness, including the date the employee was incapacitated, expected return to work date, and employee's ability to return to work.

Supervisors should monitor attendance and the sick leave use of their staff on an ongoing basis. Patterns of excessive absenteeism discerned by a supervisor should be reviewed with the supervisor's manager to determine the appropriate course of action. Sick leave accrual use should be referenced in the employee's performance evaluation. Qualified time off, such as FMLA, Workers Compensation or pregnancy leave, will not be included in the performance evaluation reference.
Smoking and Tobacco Use

PURPOSE AND SCOPE
This policy establishes limitations on smoking and the use of tobacco products by staff and others while on-duty or while in John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility facilities or vehicles (15 CCR 1511).

POLICY
Smoking and other use of tobacco products is not permitted inside department facilities or any department vehicle. (County Administrative Bulletin, 123.5, Smoking Policy) It shall also be the responsibility of all employees to ensure that no person smokes or uses any tobacco product inside department facilities and vehicles.

1204.2.1 PROCEDURES
1204.1 TOBACCO USE PROCEDURE

1204.3 EMPLOYEE USE

1204.3.1 SMOKE-FREE ENVIRONMENT
The Director shall ensure that laws prohibiting smoking are enforced in the facility, during work details, and during program attendance, and that youth are not exposed to second-hand smoke while in custody at the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility (15 CCR 1511).

1204.4 ADDITIONAL PROHIBITIONS
No person shall use cannabis or tobacco products within 20 feet of a main entrance, exit, or operable window of any public building (including any department facility).
Seat Belts

PURPOSE AND SCOPE
The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision. This policy establishes guidelines for seat belt use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle crash. This policy will apply to all employees operating or riding in department vehicles (Vehicle Code § 27315.5).

POLICY
It is the policy of the Probation Department that staff use seat belts to reduce the possibility of death or injury in a motor vehicle collision.

WEARING OF SAFETY RESTRAINTS
All probation staff shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by the county while on- or off-duty, or in any privately owned vehicle while on-duty. The staff driving such a vehicle shall ensure that all other occupants, including non-staff, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the staff or the public. Staff must be prepared to justify any deviation from this requirement.

TRANSPORTING YOUTH
Whenever possible, youth should be secured in the restraint system in the rear seat of the Department vehicle or, when a seat restraint system is not available, by seat belts. The youth should be in seating position for which seat belts have been provided by the vehicle manufacturer.

INOPERABLE SEAT BELTS
No person shall operate a county vehicle in which the seat belt in the driver’s position is inoperative. No person shall be transported in a vehicle with inoperative seat belts.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who shall do so only with the express authorization of the Chief Probation Officer.

Employees who discover an inoperative seat belt shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
Seat Belts
Employee Commendations

PURPOSE AND SCOPE
Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

WHO MAY MAKE COMMENDATIONS
A written commendation may be made by any supervisor regarding any other employee of the Department, provided the reporting person is superior in rank.

COMMENDABLE ACTIONS
A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

- Superior handling of a difficult situation by an employee
- Conspicuous bravery or outstanding performance by any employee of the Department
- Any action or performance that is above and beyond the typical duties of an employee

COMMENDATION MEMO
The Commendation Memo shall be used to document the commendation of the employee and shall contain the following:

(a) Employee name and assignment at the date and time of the commendation
(b) A brief account of the commendable action shall be documented on the memo
(c) Signature of the commending supervisor

Completed memos shall be forwarded to the Director for his/her review. The Director shall forward the report to the Assistant Chief Probation Officer for his/her review.

The Assistant Chief Probation Officer will return the commendation to the Director. The report will then be returned to the Personnel Clerk for distribution to the employee and entry into the employee's personnel file.
Meal Periods and Breaks

PURPOSE AND SCOPE
This policy provides general guidance regarding the availability of meal periods and breaks.

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide meal periods and breaks to staff of this facility in accordance with the applicable collective bargaining agreement or memorandum of understanding and the county personnel manual.

MEAL PERIODS
Juvenile Institution Officers shall remain on-duty subject to call during meal periods. All other staff are not on-call during meal periods unless directed otherwise by a supervisor.

The time spent for the meal period shall not exceed the authorized time allowed.

BREAKS
Per California State law, Juvenile Hall Staff shall be provided with a 10-minute break during each four hours of employment. Employee breaks shall be scheduled to ensure that their work site is adequately staffed to carry out the function of the housing unit or building operation in the absence of the employee, while maintaining safety and security.

(a) Because of the distance between the various living units and the staff break room, JIO staff are permitted a 15 minute break plus 5 minutes to get to and return from the staff break room (2 ½ minutes travel time each way).

(b) Housing unit staff shall not take breaks during unit recreation periods, unit meals, or any other time that is determined unsafe by the Lead Juvenile Institution Officer or supervisor.

(c) The Graveyard Supervisor or Lead Juvenile Institution Officer may schedule break periods for up to but not to exceed a total of 30 minutes throughout the graveyard hours (11 p.m. to 7 a.m.). The longer break period is permitted on graveyard to accommodate the mandated 15 minutes room checks and the processing of living unit paperwork. Breaks may not compromise the maximum-security status of the building.

(d) Non-Peace Officer staff are not authorized to take breaks on housing units or visit the housing unit staff. This is to maintain safety and security on the housing units.

(e) Probation staff are not limited to the staff break room for their break. However, staff are not authorized to:

1. Take a break at a work site other than their assigned duty station as it interrupts the on-duty time of other staff.

2. Lie down; be in a prone position or sleep. Staff must be wide awake (eyes open) and be able to perform their duties as needed or directed to do so. All Juvenile
Meal Periods and Breaks

Institution Officers, including those on break, are expected to respond to any emergencies, such as a Codes #1, #2 and #3.

3. Leave the building and grounds without the Institution Supervisor II’s permission.

4. Engage in group games or activities (ping pong, basketball, etc) craft projects, use cell phones or watch television if they remain on the housing unit they are assigned.

5. The Institution Supervisor II or living unit Supervisor must approve any exceptions to the foregoing criteria.

USE OF ORIN ALLEN YOUTH REHABILITATION FACILITY KITCHEN
The kitchen facility at the Orin Allen Youth Rehabilitation Facility is not to be used by anyone other than Food Service Personnel. Consequently, Probation staff do not have access to the kitchen for the preparation of food. Occasionally, the kitchen staff will leave food for graveyard staff’s consumption. This food is to be reheated in the microwave oven. At no time is any staff member other than Food Service Personnel to use the ovens, stovetop, or any other appliance in the kitchen with the exception of the microwave oven.

USE OF JOHN A. DAVIS JUVENILE HALL KITCHEN
The kitchen facility at the John A. Davis Juvenile Hall is not to be used by anyone other than Food Service Personnel. Non-kitchen staff are not allowed in the kitchen absent supervisor approval.
Lactation Breaks

PURPOSE AND SCOPE
The purpose of this policy is to provide reasonable accommodations to staff desiring to express breast milk for the staff's infant child.

POLICY
It is the policy of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any staff desiring to express breast milk for her nursing infant child (29 USC § 207; Labor Code § 1030).

LACTATION BREAK TIME
A rest period should be permitted each time the staff has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the staff's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Members desiring to take a lactation break shall notify Central Control or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt facility operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

PRIVATE LOCATION
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will make reasonable efforts to accommodate staff with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the staff's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207; Labor Code § 1031).

Staff occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other staff should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.
Lactation Breaks

STORAGE OF EXPRESSED MILK
Any employee storing expressed milk in any authorized refrigerated area within the Facility shall clearly label it as such and shall remove it when the staff's shift ends.
Personal Appearance Standards

PURPOSE AND SCOPE
This policy provides guidelines for the personal appearance of members of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility nonsworn.

POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility uniform, dress regulations and personal appearance policy is provided for the information and guidance of all Probation personnel assigned to the facility. Employees on duty or representing the Department in an official capacity will wear only those articles of uniform, clothing, and accessories that are authorized by this policy.

GENERAL REQUIREMENTS
All employees shall present a professional appearance while on duty, recognizing the fact that a good appearance greatly enhances the image of the Probation Department. Uniformed employees include all employees wearing Department-issued clothing. Uniformed employees will be dressed in their uniform, with the exception of their duty belt, by the time they reach the secure side of the building/dormitory at the beginning of their shift. Staff members that need to utilize the Administrative portion of the building during work hours for meetings, trainings, etc. will remain in uniform and in accordance with this policy. Employees will adhere to the following regulations:

- All personnel shall practice good grooming habits when on duty. Uniforms will be neat and shirts tucked in at all times. Uniforms, equipment and other objects worn on/with the uniform shall be maintained in a clean, well kept, pressed, serviceable condition.
- Uniformed employees will wear the full uniform. Department issued jackets may be worn over uniform shirts. Only black fitted compression style shirts may protrude beyond the Department provided uniform shirt.
- Probation Department badge and county issued identification will be carried at all times while in uniform on or off duty.
- Uniformed employees will have their first initial and last name affixed or embroidered to the upper right side of their shirt, directly across from the Probation Department’s star.
- All buttons on oxford style uniform shirts will be buttoned except the collar button. All buttons on polo style uniform shirts will be buttoned except the top two buttons.
- Undergarments (uniformed employees only) – to be purchased by the employee.
- When visible at the neck, undergarments must be white or black.
- A white or black mock cotton turtleneck T-shirt is authorized under long-sleeved uniform.
Personal Appearance Standards

- Sunglasses will be conservative in style, with black or similar dark color frames. Mirror or multi-colored lenses are prohibited. Sunglass retainers (i.e., leashes, “croakies”, etc.) must be black or navy blue in color. Sunglasses may only be worn outside; they are not permitted to be worn inside building facilities.

- No bulky items, such as snuff cans or cigarette packs, will be carried in shirt or pant pockets.

- Uniformed personnel are only permitted to wear their uniform while off duty when in route to and from work except with the permission of the Director, Assistant County Probation Officer or the County Probation Officer.

- Employees of the Department shall not wear their uniforms while under suspension or on Administrative Leave.

- Jewelry – While on duty, employees will wear only medical identification bracelets, watches, rings without large protruding setting Necklaces must not be visible outside of the uniform. No other jewelry is authorized.

- Hoops and dangling style earrings are prohibited.

- Employees will not wear any visible body piercing ornaments while on duty, with the exception of a small nose piercing, which must be a stud. Hoop, ring or any other style is prohibited.

- Any jewelry worn is at the risk of the employee. The County will not replace jewelry that is damaged during the course of duty.

- Hats – While on duty employees shall only wear the Department approved baseball style cap or beanie style cap, issued by the Department. Hats shall never be worn backwards or have their shape altered in any way. To maintain a respectful and professional appearance hats/caps will not be worn in homes, county buildings, places of business, in court or where it reflects anything less than a professional image for the Department.

- Supervisors are responsible for ensuring that all employees maintain a neat and professional appearance.

- Employees shall appear in court in full uniform or in conformity with the on-duty dress requirements of plain clothed sworn employees.

- Employees primarily working outside can be approved to wear khaki colored, knee length shorts, with the approval of the Director or the Director’s designee.

HAIR AND NAIL REGULATIONS

Uniformed employees hair shall be worn in conservative styles:

- Haircuts cannot be extreme. Hair will not have shaved or cut designs or lines, markings, bowl cut, mullet, Mohawk, tail, etc. Hair must be neat, combed and clean. Hair past shoulder length must be pull back or up and worn in a conservative manner.

- Facial hair must be neatly trimmed, no longer than 2 inches and shall not be waxed and/or twisted or braided.
Personal Appearance Standards

- Professional looking hair accessories that are similar in color to the employees' hair or uniform are permitted to keep hair in place. No decorations, scarfs of other such hair accessories shall not be worn.

- If hair is colored or dyed, hair color must be natural in appearance.

- Nails must be neat, trimmed and clean. Nail length will not be excessively long. Nails should be of natural shape, with no sharp points or edges. Nail polish must be of a single solid color. No nail designs or nail embellishments.

UNIFORMS

All Department issued uniforms and equipment shall be issued by the Storekeeper or his/her designee. All equipment and uniforms issued by the Department shall be considered Department property and shall be returned upon replacement or separation from the Department. The uniform shall be worn in a professional manner. Uniforms shall fit appropriately and trousers are to be worn at the waist. Trousers shall not be overly large or small, and should not be excessively long or baggy, the end of the trouser cuff should not touch or drag on the ground.

Authorized garments:

- Shirts – Permanent Probation staff members will be issued five (5) initial uniform shirts and temporary Probation staff members will be issued three (3) uniform shifts. Both permanent and temporary Probation staff members may receive up to three (3) uniform shirts as a yearly replenishment, beginning at least one year after the initial uniform shirts are issued. Initial and replenishment shirts can be any combination of oxford style or polo style shirts.

- Pants – Employees may purchase approved style pants from any commercial retailer. The color may not vary from the example provided by the Department Storekeeper. The Department Storekeeper will make available for employees purchase through the Department, at Department cost to the employee, an approved cargo style uniform pants. Employees may order these pants in their individual size through the Storekeeper.

- Belt – Employee purchases black or brown leather plain buckle.

- Socks – Employee purchases solid color, black, khaki or white.

Shoes – Employee purchases predominantly black or brown in color meeting the following standards:

- Standard uniform footwear.
- Nonskid sole.
- Shoe or non-cowboy style boot.
- Leather around the entire circumference of the shoe at the line of the sole. If fabric is used in the construction of the exterior surface, it must be used on the uppers only.
- Able to be clean and shined.
Personal Appearance Standards

“Athletic style” shoes shall be considered acceptable alternate footwear as long as they meet the following criteria:

- All black in color inclusive of all logos, trademarks, brands, and sidewall.
- Leather upper.
- Nonskid sole.
- Must be able to be maintained to a clean and polished appearance.
- No Velcro enclosures.
- Mid-rise (3/4) or low-rise design.
- Mid-sole sidewall designs shall be conservative (i.e., no excessive molding).

PLAINCLOTHES – SWORN PERSONNEL
This section applies to all sworn employees appearing in court, or representing the department at specified functions.

Court Attire
When appearing in court, peace officer staff shall wear either their full uniform or appropriate business attire. This would include for men a suit or sport coat and slacks, with a tie. For women a suit, dress, skirt, or slacks with a blazer or suit jacket. Staff appearing in court should have court attire available on short notice.

Office Attire
Office attire requires clothing that is business casual and maintains a professional image while in the office or in the community. This would include slacks, skirts, sport shirts, blouses, sweaters, or other shirts with collar.

Clothing shall be conservative and in good taste, appropriate for the weather and present a business-like appearance. Acceptable attire – female:

- Dresses.
- Skirts.
- Blouses.
- Pullover sweaters and tops.
- Pants (ankle length) but no jeans.
- Dress shoes/boots (backless or high heels), casual shoes are acceptable.

Acceptable attire – male:

- Dress shirts.
- Pullover shirts with collar may be worn for training and during the summer months.
- Pullover sweaters when worn over a shirt and tie.
Personal Appearance Standards

- Dress shoes/boots or casual shoes are acceptable, but no tennis shoes.
- Conservative business suits or sports coats are optional
- Dress slacks or casual slacks, but no jeans of any kind.

Sworn non-uniformed Deputy Probation Officers assigned to the Juvenile Hall are expected to adhere to the Contra Costa County Probation Department Employee Appearance and Attire Guidelines for All Non-Uniformed Staff directive.

NON-SWORN/NON-UNIFORMED PERSONNEL

Acceptable attire for non-sworn employees – female:

- Dresses and shirts with bottom length of skirt to be no higher than two inches above the knee.
- Blouses.
- Polo shirts with the following restrictions: any logo may be no larger than “pocket size” and must not display any controversial subjects (i.e., tobacco, alcohol logos). Logos are restricted to the front of the shirt only.
- Dresses, sundresses, sleeveless dresses.
- Pull-over sweaters and tops.
- Pants ankle length and mid-calf length, all relaxed fit.
- Dress shoes, casual shoes and loafers. Athletic shoes, conservative in style, in solid white or black, including brand identification.

Acceptable attire for non-sworn employees – male:

- Dress shirts.
- Pull-over shirts with collar.
- Casual shirts with collar that button down the front.
- Pull-over sweaters.
- Ties are optional.
- Dress shoes, casual shoes and loafers. Athletic shoes conservative in style, in solid white or black, including brand identification.
- Dress or casual slacks.
- Conservative business suits or sport coats are optional year round.

Unacceptable attire:

- Baseball caps or hats of any kind.
- Warm-up apparel, i.e., sweat pants, sweat shirts.
- Flip-flops style footwear.
Personal Appearance Standards

REPLACEMENT OF UNIFORM PIECES
Department issued garments.

- Submit a request for replacement approved by your supervisor or Building Manager. If damaged, attach a copy of the Incident Report.
- If there is a known suspect responsible for the damage, a copy of the Incident Report will be forwarded to the appropriate Deputy Probation Officer (DPO) for possible restitution.

B. Personal Items:
- Personal items such as, clothing purchased by employee, prescription eyewear, sunglasses, shirts, pants, shoes and other items will be replaced in accordance with Contra Costa County Administrative Bulletin # 518.2. Items such as jewelry will not be replaced.
Badges and Identification

PURPOSE AND SCOPE
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility badge and identification card, as well as the likeness of these items and the name of the Facility, are property of the Facility. Their use shall be restricted as set forth in this policy.

Probation Department permanent employees are designated as Disaster Service Workers and are subject to such disaster service activities as may be assigned to them. Probation Department employees are members of the Contra Costa County Emergency Organization and during an emergency, may be required to render service at his/her regular work stations or other designated site. Probation employees need a ready means of identification for performance of their official duties, and therefore, require identification cards.

POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility issues each staff appropriate identification, which may include a badge, patch and/or identification card, depending on the staff’s position within the Facility.

All permanent Probation Department employees shall be issued a Contra Costa County Employee Identification and Emergency Pass. Additionally, the Department will issue a Departmental photo identification card specifying the employee’s name and position. Furthermore, all sworn, permanent Peace Officer personnel will be issued a badge.

STAFF RESPONSIBILITIES
Staff of the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility will use the CCCJF/OAYRF badge, patch, and identification card, as well as the likeness of these items, appropriately and professionally. The CCCJF/OAYRF badge, patch, and identification card shall only be displayed or used by a staff when acting in an official or authorized capacity.

Facility staff shall not:

(a) Display or use the CCCJF/OAYRF badge, patch, or identification card for personal gain or benefit.

(b) Loan the CCCJF/OAYRF badge, patch, or identification card to others or permit these items to be reproduced or duplicated.

(c) Use images of the CCCJF/OAYRF badge, patch, or identification card, or the likeness thereof, or the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility name, for personal or private reasons, including but not limited to letters, memoranda, and electronic communications, such as email, blogs, social networking, or websites.

Persons changing job classification should inform the Probation Administration Payroll Clerk who will fill out the required form for the County Human Resources Department to issue a new identification card.
Badges and Identification

LOST BADGE, PATCH, OR IDENTIFICATION

If a badge or Identification Card is lost or stolen, the employee should immediately inform their supervisor and submit an incident report outlining the events surrounding the loss. Additionally, for stolen badges, a police report should be completed as appropriate.

BADGES

The Chief Probation Officer shall determine the number and form of badges authorized for use by facility staff.

Only badges issued by this facility may be used, displayed, carried, or worn by staff while on-duty or otherwise acting in an official or authorized capacity.

The Department badges are issued fastened into a wallet or badge case so that the badge is readily available during work hours. The badge, wallet/case and identification card shall be returned to Probation Administration upon separation from the class.

RETIREE BADGES

The Chief Probation Officer may establish rules for allowing honorably retired staff to keep their badges in some form or possess a retirement badge upon retirement.

Retired Department Peace Officers may request a Retiree Identification Card to accompany their retirement badge. Other identification cards and/or badges shall not be used as official Probation Department identification.

PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the CCCJF/OAYRF badge shall not be used for any purpose without the express authorization of the Chief Probation Officer and shall be subject to the following:

(a) An authorized employee group may use the likeness of the CCCJF/OAYRF badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility. The following modification shall be included:

1. Any text identifying the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility is replaced with the name of the employee group.

2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

IDENTIFICATION CARDS

All staff will be issued an official identification card bearing the staff’s name, full-face photograph, staff identification number, staff’s signature, and signature of the Chief Probation Officer or the official seal of the Facility. All staff shall be in possession of their facility-issued identification cards at all times while on-duty or in facility facilities.
Badges and Identification

(a) Whenever on-duty or acting in an official capacity representing the Facility, staff shall display their facility-issued identification cards in a courteous manner to any person upon request and as soon as practicable.

(b) Juvenile Institution Officers or other staff working specialized assignments may be excused from the possession and display requirements when directed by the Director or their designee.
Wellness

POLICY
The Contra Costa County Probation Department recognizes that residents need access to healthy foods and opportunities to be physically active in order to learn and reduce their risks of diseases related to unhealthy eating habits, physical inactivity, and obesity. Therefore, this Department, in conjunction with the Mt. McKinley and Mt. McKinley Byron Campus Schools are committed to providing a school environment that promotes and protects staff and residents' health and the ability to learn by supporting healthy eating and physical activity.

The Contra Costa County Probation Department Mt. McKinley and Mt. McKinley Byron Campus Schools will engage residents, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies. All youth will have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Child nutrition professionals will provide youth with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of youth; will accommodate the special medical, religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings with adequate time for youth to eat.

To the maximum extent practicable, Contra Costa County Probation Department Mt. McKinley and Mt. McKinley Byron Campus Schools will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], and Summer Food Service Program).

Contra Costa County Probation Department and the Mt. McKinley and Mt. McKinley Byron Campus Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

PROCEDURE
I. Wellness Committee:
   • The Probation Department Wellness Committee, together with Mt. McKinley and Mt. McKinley Byron Campus Schools will create, implement, monitor, review, and, as necessary, revise nutrition and physical activity policies. The committee also serves as a resource to school sites for implementing those policies.

II. Nutritional Quality of Foods and Beverages Served:
A. Meals served through the National School Lunch and Breakfast Programs will:
   • Be appealing and attractive to residents.
   • Be served in clean and pleasant settings.
Wellness

- Meet at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Offer a variety of fruits and vegetables.
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (defined by USDA).
- Ensure that half of the served grains are whole grain.

B. Breakfast:
- All youth shall be offered breakfast in order to meet their nutritional needs and enhance their ability to learn.
- The School Breakfast Program will be operated by the Probation Department.

C. Free Meals (The Department will provide meals to all youth at no cost).

D. Summer Food Service Program:
- The Department will provide meals and will sponsor the Summer Food Service Program throughout the entire summer vacation.

E. Meal Times and Scheduling:
- Breakfast will be served at 7:30 a.m.
- Lunch will be served at 12:00 p.m.
- Dinner will be served at 4:45 p.m. or 5:15 p.m. (depending on the housing unit).

Youth will be provided with at least 20 minutes to eat after being seated for each meal. Tutoring, volunteers or special presentations/activities should not be scheduled during mealtimes unless youth are allowed to eat during such activities.

Reasonable steps should be taken to accommodate the tooth-brushing regimens of youth with special oral health needs (e.g., orthodontia or high tooth decay risk).

F. Qualifications of School Food Service Staff:
- Facility food service personnel will administer the meal programs.
- As part of the Department’s responsibility to operate a food service program, continuing professional development for all food service staff will be provided.
- Staff development programs should include appropriate certification and/or training programs for food service staff, according to their levels of responsibility.
Wellness

G. Sharing of Foods and Beverages:

- Staff shall not allow youth to share their foods or beverages with one another during meal or snack times, given concerns about security, allergies and other restrictions on some children’s diets.

H. Foods and Beverages Distributed Individually

All foods and beverages distributed individually, outside the reimbursable school meal programs, including those offered through the Incentive Program will meet the following nutrition and portion size standards:

1. Beverages allowed include:
   - Water or seltzer water without added caloric sweeteners.
   - Fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners.
   - Unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (defined by USDA).

2. Beverages not allowed include:
   - Soft drinks containing caloric sweeteners including sports drinks and iced teas.
   - Fruit-based drinks that contain less than 100% real fruit juice or that contain additional caloric sweeteners.
   - Beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

3. Food item(s) offered individually:
   - Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined.
   - Will have no more than 35% of its weight from added sugars.
   - Will contain no more than 230 mg of sodium per serving.

4. Portion sizes of foods/beverages offered individually will follow the USDA meal pattern requirements for the applicable age and grade group(s).

5. Snacks served during the school day will make a positive contribution to youth’s diet and health:
   - Serving fruits and vegetables as the primary snacks will be emphasized.
   - Serving milk or water as the primary beverage will be emphasized.
   - If and when to offer snacks will be assessed based on timing of meals, youth’s nutritional needs, age, and other considerations.

I. Rewards:
Wellness

- Mt. McKinley and Mt. McKinley Byron Campus Schools will use foods or beverages that meet nutrition standards for foods and beverages distributed individually (above), as rewards for academic performance or good behavior or as allowed by a student’s individual education plan (IEP).

- Food or beverages including food served through school meals will not be withheld as punishment.

J. Celebrations:

- Mt. McKinley and Mt. McKinley Byron Campus Schools should limit celebrations that involve food during the school day to no more than one event per class per month.

- Each event should include no more than one food or beverage that does not meet nutrition standards for foods and beverages distributed individually (above).

K. Mt. McKinley and Delta Vista School Sponsored Events:

- Foods and beverages offered at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages distributed individually (above).

III. Nutrition and Physical Activity Promotion and Food Marketing:

A. Nutrition Education and Promotion

Mt. McKinley and Mt. McKinley Byron Campus Schools aim to teach, encourage, and support healthy eating by youth. Schools should provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide youth with the knowledge and skills necessary to promote and protect their health.

- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and electives.

- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities.

- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.

- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).

- Teaches students to be cognizant of food product advertising, marketing and nutritional standards.

B. Integrating Physical Activity into the Student’s Daily Routine:
Wellness

For youth to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for youth to fully embrace regular physical activity as a personal behavior, youth need opportunities for physical activity beyond physical education class:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television or video game playing.
- Opportunities for physical activity should, as much as is reasonably possible be incorporated into other subject lessons.

C. Communications with Parents:
Mt McKinley and Delta Vista Schools will, when requested:

- Support parents’ efforts to provide a healthy diet and daily physical activity for their children.
- Send home nutrition information.
- Provide parents a list of foods that meet snack standards and ideas for healthy celebrations/parties.
- Provide information about physical education and support parents’ efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through take home materials and/or group meetings with parents.
- The Wellness Council will inform the public about the Physical Activity and Nutrition Policy as required by the Healthy Hunger Free Kids Act of 2010. A copy of this policy will be posted in the lobby in the public lobby.

D. Staff Wellness:
1. The Probation Department, Mt. McKinley and Mt. McKinley Byron Campus Schools highly value the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

2. The Probation Department in collaboration with the School Department will maintain a Healthy Employee committee (A subcommittee of the Safety Committee).

   - The committee should develop, promote, and oversee a plan to promote staff health and wellness.
   - The plan should be based on input solicited from staff and should outline ways to staff.

IV. Physical Activity Opportunities and Physical Education:
A. Daily physical education (P.E) will be provided:

   - For all youth including youth with disabilities, special health-care needs, and in alternative educational settings, for the entire school year.
   - Students will spend at least 50 percent of physical education time participating in moderate to vigorous physical activity.
Wellness

V. Monitoring and Policy Review

A. Monitoring

- The Juvenile Hall Administration will ensure compliance with physical activity wellness policies. The principal or designee will ensure compliance with those policies at his/her school.

- Food service staff will ensure compliance with nutrition policies within food service areas and will report compliance issues to Administration.

- The Wellness Committee will report on the most recent administrative review findings and any resulting changes.

B. Policy Review

- Assessments will be completed annually to review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the Wellness Committee will review nutrition and physical activity policies and recommend policy revisions as needed to remain in compliance with National School Lunch Program Guidelines.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) E-mail: program.intake@usda.gov.
This institution is an equal opportunity provider.
Personal Protective Equipment

PURPOSE AND SCOPE
This policy identifies the different types of personal protective equipment (PPE) provided by the Facility as well as the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable diseases, as those issues are addressed in the Body Armor and Communicable Diseases - Staff policies.

1212.1.1 DEFINITIONS
Definitions related to this policy include:

**Personal protective equipment (PPE)** - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

**Respiratory PPE** - Any device worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide or toxic gases, or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

POLICY
The John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility endeavors to protect staff by supplying certain PPE to staff as provided in this policy.

**JUVENILE INSTITUTION OFFICER RESPONSIBILITIES**
Staff are required to use PPE as provided in this policy and pursuant to their training.

Staff are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so it is available when needed.

Any staff who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

**RESPIRATORY PROTECTION**
The Administrative Services Director is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified staff. The plan shall include procedures for (8 CCR 5144):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of staff or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.
Personal Protective Equipment

(e) PPE issuance and replacement.
(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respiratory PPE, including schedules for these activities.
(g) Regularly reviewing the PPE plan.
(h) Remaining current with National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA), and state PPE standards and guidelines.

RESPIRATORY PROTECTION USE
Designated staff may be issued respiratory PPE based on the staff's assignment.

Respiratory PPE may be worn when authorized by a supervisor, who will determine the type and level of protection appropriate at an incident based upon an evaluation of the hazards present.

A supervisor is responsible for monitoring staff using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a staff's degree of exposure or stress may affect respirator effectiveness, the supervisor shall re-evaluate the continued effectiveness of the respirator and direct the staff to leave the respirator use area when the supervisor reasonably believes (8 CCR 5144):

(a) It is necessary for the staff to wash the staff's face and the respirator face piece to prevent eye or skin irritation associated with respirator use.
(b) The staff detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the face piece.
(c) The staff must replace the respirator, filter, cartridge, or canister.

STAFF RESPONSIBILITIES FOR RESPIRATORY PROTECTION
Staff shall not use self-contained breathing apparatus (SCBA), full-face respirators, or cartridge respirators unless they have completed training requirements for the equipment.

Staff exposed to environments that are reasonably known to be harmful due to gases, smoke, or vapors shall use respiratory PPE.

Staff using respiratory PPE shall (8 CCR 5144):

(a) Ensure that they have no facial hair between the sealing surface of the face piece and the face that could interfere with the seal or the valve function. Staff also shall ensure that they have no other condition that will interfere with the face-to-face piece seal or the valve function.
(b) Not wear corrective glasses, goggles, or other PPE that interferes with the seal of the face piece to the face, or that has not been tested for use with that respiratory equipment.
(c) Perform a user seal check per facility-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
Personal Protective Equipment

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of their face piece and ensure that the respirator is replaced or repaired before returning to the affected area.

RECORDS
The Probation Manager is responsible for maintaining records of all:

(a) PPE training.

The records shall be maintained in accordance with the facility records retention schedule and 8 CCR 5144.

TRAINING
Staff should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All staff shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove, and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Staff issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).
Cellular Telephone Usage

PURPOSE AND SCOPE
Cellular telephones are assigned to institution and program staff and are to be used by staff to enhance safety and security. Cell phones are to be used to conduct duties related to Probation Department business and for emergencies. Phones may be utilized while transporting Juvenile Hall residents and supervising youth involved in the Home Supervision. Phones are not to be used while driving a vehicle.

POLICY
Probation staff are to carry a cell phone to all courts except the Juvenile Court located in the Juvenile Hall facility.

Transportation Officers are to carry a cell phone on all assigned trips.

Home Supervision staff are to carry cell phones on all out of office trips.

Probation staff are not to use cell phones for personal telephone calls. Staff who uses Department cell phones for personal use will be charged for the cost of the call. The Building Supervisor, Program Supervisor, or Probation Administration are to be contacted if special circumstances arise necessitating the use of phones for other than Probation Department related business.

Necessary phone contacts that do not have any urgency shall be made from a County desk telephone, i.e., Juvenile Hall, Courts, etc.
Duty Belts

POLICY

In an effort to ensure Peace Officer staff are equipped with the proper safety equipment and to promote a more professional image in the John A. Davis Juvenile Hall/Orin Allen Youth Rehabilitation Facility, permanent Juvenile Institution Officers, Institutional Supervisors I and Institutional Supervisors II will be issued duty belts. To ensure safe and secure storage of the equipment, staff lockers will be assigned. The following safety equipment standards are established:

All permanent Juvenile Hall Juvenile Institution Officers, Institutional Supervisors I and Institutional Supervisors II are provided with a Department issued duty belt. Peace Officer staff members are expected to wear and use only Department approved or issued equipment when on duty. Upon separation from employment, staff are expected to return the assigned equipment or pay the replacement cost.

- On-call Juvenile Institution Officers may be assigned a duty belt and /or appropriate cases. Management will determine if duty belts and/or cases will be issued to on-call staff on an individual basis. If an on-call employee is assigned a duty belt, he/she is expected to comply with the procedures established in the Duty Belt Policy Bulletin No.105.

- If an on-call Juvenile Institution Officer is not assigned a personal duty belt, they may temporarily check out a duty belt at the Building Supervisor desk for the duration of their shift. The duty belt should be returned to the Building Supervisor/designee and checked in before the on-call employee departs the facility.

Duty belts will be equipped with radio holder, spray holder, single cuff case and double cuff case. Department issued duty belts and cases are not to leave Juvenile Hall at the completion of staff’s workday. Shared unit gear such as radios, 911 tools, and handcuffs will be used through the duration of the employees shift, but shall be returned upon shift completion for use by others.

Duty belts shall be stored in staff’s assigned locker on their primary work unit.

Staff shall be responsible to ensure all their equipment is functioning properly at the beginning of each shift. Equipment that is lost or damaged outside the line of duty is the staff’s financial responsibility to replace. Replacement equipment must be purchased through the Department.

Lost or damaged items should be reported immediately to the on duty Building Supervisor and the employee should document the facts on a Special Incident Report Form. As appropriate, the employee may temporarily check out a duty belt from the Building Supervisor for the duration of their shift. Arrangements for replacement of damaged/lost equipment can be made through the Supply and Distribution Supervisor in compliance with Department replacement guidelines.

Once assigned a Duty belt and appropriate attachments, the peace officer will sign the attached Duty Belt Assignment Form (JH-132).

Locker Assignment:
Duty Belts

- Unit Supervisors will assign each Juvenile Hall JIO Juvenile Institution Officer a locker on their primary work unit.
- Juvenile Hall Juvenile Institution Officers will use their assigned locker to store their Duty belts and other appropriate personal items.
- Juvenile Hall Juvenile Institution Officers will be solely responsible for all items in their assigned lockers.
- Once assigned a locker, Juvenile Institution Officers and their Supervisor will sign and date the attached Locker Assignment Form (JH-133).
Performance Reminders

PURPOSE AND SCOPE
Performance Reminders are viewed as a counseling tool to assist staff in changing behavior that, if continued, could lead to disciplinary action. Institutional Supervisors and Managers use them as a reminder when measuring specific behavior of an employee.

POLICY
Performance Reminders for obvious minor infractions (i.e., when arriving late to work, failure to sign in) do not require approval.

The originating supervisor will sign the Performance Reminder and have the employee sign the Performance Reminder. The originating supervisor will then give the performance reminder to the involved employee’s supervisor (exception for tardies – See Policy and Procedure titled Handling Employee “Late to Work” Notifications). This supervisor will sign the Performance Reminder and discuss the infraction with the employee.

The employee shall sign and receive a copy of the Performance Reminder. Signing the Performance Reminder does not indicate agreement with the action but is acknowledgement of having been informed of the infraction or deficiency and for having received a copy of the document.

The reverse side of the Performance Reminder may be used by the employee to comment or explain, or the employee may submit a separate written explanation.

The Performance Reminder will become part of the employee’s supervisor’s file for a period of one year or until the next performance evaluation. The information may be addressed in the performance evaluation. Once the performance evaluation is signed, the Performance Reminder is removed from the supervisor’s file and returned to the employee.
Personal Electronic Devices

PURPOSE AND SCOPE
Use of personal electronic devices could pose unnecessary distractions which could prevent staff from remaining alert and attentive, resulting in increased issues of liability for the Department and County.

POLICY
The Probation Department has placed restrictions on the use of personal audio/visual equipment and communication devices within the Juvenile Hall facility. Staff assigned to the Juvenile Hall facility are required to remain alert, attentive, and fully aware of their surroundings to maintain a high level of safety and security for the building and the residents placed in our care. It is expected that staff give their full attention to the supervision of residents and other assigned work tasks while on duty.

Active Shifts (7:00 a.m. - 11:00 p.m.):
- Personal audio/visual electronic equipment and communication devices are not to be used at the worksite during active shifts. This includes cell phones, laptops, iPods, iPads, portable CD and DVD players, devices with headphones, and other like devices not specifically mentioned here.

Exceptions:
- Transportation staff shall maintain in their possession a county cell phone for all out of facility transports.
- Staff may not use their cell phones while driving unless they are using a hands free device such as a Bluetooth.
- Staff shall check out a county cell phone and log the number in the Transportation “Scoop” log prior to their departure. If county cell phones are not readily available, contact the Building Supervisor for direction prior to departure.
- In addition to the County phone, staff may carry their personal cell phones for backup. If staff chooses to use their personal cell phone, rather than the county phones provided, staff will not be reimbursed for any charges, loss or damages incurred.
- Under limited circumstances and with the expressed permission of their Limited Duty/Modified Duty Supervisor, staff may be permitted to use specified electronic devices if staff’s assignment does not include contact with or supervision of clients or members of the public, and it does not pose any safety hazard.
- If permission is granted, headphones may be used while on a special assignment if the auditory level does not impair the staff’s ability to be cognizant of what is happening in their surroundings and/or be able respond to and fulfill job expectations.

Graveyard (11:00 p.m. - 7:00 a.m.):
Personal Electronic Devices

Between the hours of 1:00 a.m. and 6:00 a.m., the following items are permissible with the understanding that said devices shall not interfere with or disrupt staff’s duties and responsibilities:

- Laptops, iPods, iPads, and/or smartphones may be used for schoolwork, games, personal projects, reading/electronic books, and/or music.
- Staff shall not wear headphones.
- The audible level shall not be at a level that impairs staff's ability to perform required duties.
- Staff are not permitted to use devices that require substantial auditory and visual focus for extended periods of time, i.e. watching movies, or videos.
- If at any time staff appear to lose their primary job focus, or it is proven that they were too distracted to sufficiently perform their job duties, permission will be revoked immediately. Also, given the severity and circumstances of the incident, staff may be subject to disciplinary action.
- Staff are prohibited from connecting personal electronic devices to County Computers, or other County property.

Personal Cell Phones:

Personal cell phone communications are to be conducted during staff's breaks and are not to be used on the housing units or assigned work area.

- Emergency messages from family can/will be relayed to on-duty staff.
- Staff may request to use county phones in emergency situations.
- To avoid accidental loss, damage, or other potential problems, it is suggested that staff do not bring personal cell phones into the secured portion of the facility. However, if staff chooses to bring in their personal cell phone, or other personal electronic devices, the items must be secured in the employee’s assigned locker. For employees other than Juvenile Institution Officers, personal electronic devices should be secured in their desk, office, or other non-accessible area.
- Personal Cell phones should not be carried on one’s person unless in transit to or from the building.
- Lockers shall remain locked to avoid potential loss.
- The Department is not responsible for damage, loss or costs incurred by employees as a result of theft or inadequate storage of personal cell phones.
- Staff shall never permit a resident to use, have access to, or view their personal cell or county phone.
- Any phones/personal electronic devices lost in the facility must be immediately reported to the Building Supervisor and an Incident Report written to document the loss.

CD's, DVD's, and Video Games:
Personal Electronic Devices

- Staff are restricted from bringing in CD’s, DVD’s, and video games from their personal collections to share with residents unless they receive express permission from the on-duty building supervisor.
INDEX / TOPICS