

Tulare County Probation  
JUVENILE DETENTION FACILITY

Policy and Procedure Manual 2019

## Table of Contents

Chapters 1-8 / Policy and Procedure

<b>Chapter 1-Administration and Organization</b>			<b>Reviewed</b>	<b>Revisions</b>
1.0	Administration and Organization		2019	
1.1	Institutional Authority		2019	
1.2	Department Organization			2019
1.3	Institutional Objectives			2019
	1.3.1	Vision	2019	
	1.3.2	Mission		2019
	1.3.3	Goals	2019	
	1.3.4	Policies and Principals	2019	
	1.3.5	Service Goals	2019	
	1.3.6	Management Objectives	2019	
	1.3.7	Tulare County Probation Juvenile Detention Facility Staff Objectives	2019	
1.4	Tulare County Probation Facility Policy and Procedures Manual			2019
	1.4.1	Revising/Updating the Probation Juvenile Detention Facility Policy and Procedures Manual		2019
	1.4.2	Manual Distribution	2019	
	1.4.3	Responsibility for Manual Maintenance		2019
	1.4.4	Administrative Review/Inspection	2019	

<b>Chapter 2- Staffing</b>			<b>Reviewed</b>	<b>Revisions</b>
2.0	Personnel		2019	
2.1	Staffing			2019
2.2	Chain of Command			2019
	2.2.1	Personnel Appointment and Qualification	2019	
	2.2.2	Chain of Command		2019
	2.2.3	Lines of Communication		2019
2.3	Personnel Qualifications and Job Descriptions			2019
2.4	Rules of Professionals			2019
	2.4.1	Peace Officer Status of Probation Juvenile Detention Facility Staff	2019	
	2.4.2	Off Duty Conduct	2019	
	2.4.3	Professional Responsibilities	2019	
	2.4.4	Juvenile Detention Facility Staff Interaction with Youth		2019
	2.4.5	Dissemination of Information	2019	
	2.4.6	Relating Professionally with Staff	2019	
	2.4.7	Facility Regulations	2019	
	2.4.8	Punctuality		2019
	2.4.9	Conflict of Interest	2019	

Chapter 2- Staffing (continued)			Reviewed	Revisions
2.5	Staff Attire		2019	
	2.5.1	Approved Staff Attire	2019	
	2.5.2	Required Uniforms		2019
	2.5.3	Identification Cards and Badges	2019	
2.6	Training and Staff Development			2019
	2.6.1	General Provisions	2019	
	2.6.2	Minimum Orientation Training		2019
	2.6.3	In-Service Juvenile Detention Facility Training (New Hires)	2019	
	2.6.4	Standards and Training for Corrections (STC) Core Training		2019
	2.6.5	Annual Training Requirements		2019
	2.6.6	Training Attendance and Employee Conduct	2019	
	2.6.7	Non-Sworn Support Staff Training		2019
2.7	Employee Files and Performance Appraisals (PAF)		2019	
	2.7.1	Employee Files	2019	
	2.7.2	File Security	2019	
	2.7.3	File Access	2019	
	2.7.4	Supervisor's Work Site files	2019	
	2.7.5	File Review	2019	
	2.7.6	Employee Performance Appraisal Forms	2019	
2.8	Staff Leave and Absence Regulation		2019	
	2.8.1	Weekly Time Sheet	2019	
	2.8.2	Requests For Time Off	2019	
	2.8.3	Vacation Leave		2019
	2.8.4	Personal Holiday	2019	
	2.8.5	Military Leave	2019	
	2.8.6	Bereavement Leave	2019	
	2.8.7	Court Leave / Jury Duty	2019	
	2.8.8	Sick Leave	2019	
	2.8.9	Holidays	2019	
	2.8.10	Overtime	2019	
	2.8.11	Staffing Shortage		2019
	2.8.12	Staff Hours	2019	
	2.8.13	County Phone Policy	2019	
2.9	Tulare County Drug and Alcohol Policy		2019	
	2.9.1	Staff Responsibility	2019	
	2.9.2	County Smoking Policy	2019	
2.10	Occupational Injury/Illness		2019	
	2.10.1	Employee Responsibilities	2019	
	2.10.2	Procedures for Reporting On-the-Job Injury/Illness	2019	
	2.10.3	Physician Responsibilities	2019	
	2.10.4	Compensation	2019	
2.11	Mileage Authorization		2019	
2.12	Reasonable Accommodation		2019	
2.13	Employee Separation/ Retirement		2019	

Chapter 3- Records and Reports			Reviewed	Revisions
3.0	Records and Reports		2019	
3.1	Confidentiality of Juvenile Court Records and Reports		2019	
	3.1.1	Tulare County Probation Department Confidentiality Policy	2019	
	3.1.2	Juvenile Court Release of Information Policy	2019	
	3.1.3	Juvenile Detention Facility Release of Information Policy	2019	
	3.1.4	Computer Authorization and Security	2019	
	3.1.5	Exceptions to Confidentiality Policy	2019	
	3.1.6	Probation Department Computers	2019	
3.2	Subpoenas		2019	
	3.2.1	General Policy	2019	
	3.2.2	Civil Subpoenas	2019	
	3.2.3	Criminal Subpoena	2019	
	3.2.4	Subpoena Duces Tecum	2019	
	3.2.5	Service of Subpoena on a Juvenile Detention Facility Youth	2019	
3.3	Institutional Records and Reports		2019	
	3.3.0	Juvenile Institution Reports	2019	
	3.3.1	General Report Guidelines	2019	
	3.3.2	Incident Reports	2019	
	3.3.3	Documenting Property Damage/Incident Reports	2019	
	3.3.4	Suicide Attempt/Gesture Incident Report	2019	
	3.3.5	Report of a Death Occurring in the Juvenile Detention Facility	2019	
	3.3.6	Notification to the Juvenile Justice Commission of Serious Incidents	2019	
	3.3.7	Supplemental Reports	2019	
	3.3.8	Discipline Reports	2019	
	3.3.9	Crime Report	2019	
3.4	Unit Logs, Records, Files and Forms			
	3.4.1	Unit Shift Logs		2019
	3.4.2	Youth Original Written Documentation	2019	
	3.4.3	Guard 1 Visual Cell Safety Checks		2019
	3.4.4	Suicide Watch Log	2019	
	3.4.5	Incident Reports	2019	
	3.4.6	Maintenance Request(s)	2019	
	3.4.7	Safety Cell/Safety Wrap Log		2019
	3.4.8	Pod Podium Written Documentation		2019
3.5	Child Abuse Reporting Policy		2019	
	3.5.1	Mandatory Reporting Requirements		2019
	3.5.2	Suspected Child Abuse Reporting Form (SS8572)	2019	
	3.5.3	Suspected / Alleged Abuse by Staff		2019
	3.5.4	Juvenile Detention Facility Investigative Procedures for Child Abuse		2019
	3.5.5	Protocol for Reporting Sexual Abuse/Activity at the JDF		2019
	3.5.6	Special Incident Referrals to the Tulare County Sheriff's Office	2019	
	3.5.7	Simple Assault Referrals	2019	
3.6	Report of Legal Actions		2019	
3.7	Purging and Destruction of Facility Records		2019	

Chapter 4- General Detention Policy			Reviewed	Revisions
4.0	General Detention Policy		2019	
4.1	Detention Policy		2019	
	4.1.1	Criteria For Detention	2019	
	4.1.2	Seriousness of the Offense	2019	
	4.1.3	Civil Disturbance	2019	
	4.1.4	Warrants and Detention Orders	2019	
	4.1.5	AWOL and Escapes	2019	
	4.1.6	Placement Failures, Disciplinary and Administrative Removals		2019
	4.1.7	750 W&I Transfers	2019	
	4.1.8	602 W&I Violations	2019	
	4.1.9	Division of Juvenile Justice (DJJ) Parolees	2019	
	4.1.10	Federal Detainees	2019	
	4.1.11	Court Commitments	2019	
	4.1.12	Youths Under the Age of 12 Years	2019	
	4.1.13	Sick or Injured Youth		2019
	4.1.13.1	Booking in Absentia	2019	
	4.1.14	Large Number of Bookings into the Juvenile Detention Facility	2019	
	4.1.15	Foreign Nationals		2019
	4.1.16	Commitment Programs		2019
	4.1.17	Aftercare		2019
4.2	General Program Components			2019
4.3	Admittance			2019
	4.3.1	Pre-Screening Evaluation		2019
	4.3.2	Application For Petition		2019
	4.3.3	Booking Search Procedures	2019	
	4.3.4	Intake Procedures		2019
	4.3.4.1	DNA Collection	2019	
	4.3.5	Right to Telephone Calls/Booking Telephone Calls		2019
	4.3.6	Personal Property		2019
	4.3.7	Unclothed Search Procedures and Regulations		2019
	4.3.8	Initial Shower, Clothing, Bedding, and Food Issuance Procedures		2019
	4.3.9	Initial Nurse/Medical Assessment		2019
	4.3.10	BIR Orientation	2019	
	4.3.11	Aftercare Youth Admittance		2019
	4.3.12	Screening for the Risk of Sexual Abuse		2019
4.4	Orientation			2019
4.5	Release Procedures		2019	
	4.5.1	General Provisions		2019
	4.5.2	Permanent Releases		2019
	4.5.3	Temporary Releases and Off Site Appointments	2019	
	4.5.4	Release to Law Enforcement Agencies	2019	
	4.5.5	Release of Youth Property		2019
	4.5.6	Release of Program Commitment Youth	2019	
	4.5.7	Transition and Reentry Services <del>Institution Transfer Releases</del>		2019
4.6	Transgender and Intersex Youth			2019
4.7	Classification		2019	
	4.7.1	Categorization and Description of Units		2019
	4.7.2	Factors Affecting Unit Assignments		2019

<b>Chapter 4- General Detention Policy continued</b>			<b>Reviewed</b>	<b>Revisions</b>
	4.7.3	Security Classification		2019
	4.7.4	Detention Status		2019
	4.7.5	707(b) Youth		2019
	4.7.6	Adults		2019
	4.7.7	Federal Youth		2019
	4.7.8	Juvenile Facility Capacity		2019
4.8	Intake			2019
4.9	Assessment & Plan			2019

<b>Chapter 5- Unit Program and Youth's Services</b>			<b>Reviewed</b>	<b>Revisions</b>
5.0	Unit Programs and Youth Services		2019	
5.1	Unit Programs		2019	
	5.1.1	Unit Activities	2019	
	5.1.2	Mandatory Programming	2019	
	5.1.3	Elective Programs	2019	
	5.1.4	Youth Participation Restrictions		2019
	5.1.5	Daily Schedule		2019
5.2	Work Programs			2019
	5.2.1	General Provisions and Standards	2019	
	5.2.2	Daily Unit Housekeeping Activities		2019
	5.2.3	Safety, Security and Selection in Work Programs		2019
	5.2.4	Unit Work Programs	2019	
	5.2.5	Special Work Details in the Facility		2019
	5.2.6	Special Work Details Outside the Facility	2019	
	5.2.7	Work Programs at JDF		2019
	5.2.8	Administrative Work Detail		2019
	5.2.9	Leaders	2019	
	5.2.10	Work Restrictions		2019
	5.2.11	Facility Safety	2019	
	5.2.12	Contracted Work Programs		2019
	5.2.13	Floor Drain Flushing	2019	
5.3	Educational Programs			2019
	5.3.1	Educational Objectives		2019
	5.3.2	School Attendance		2019
	5.3.3	School Procedures, Security Issues and Discipline		2019
	5.3.4	Provisions of Individuals with Special Needs		2019
	5.3.5	Educational Screening and Admission		2019
	5.3.6	Educational Reporting and Transition and Re-Entry Planning		2019
	5.3.7	Post-Secondary Education Opportunities		2019
5.4	Recreation, Exercise, and Programs			2019
	5.4.1	General Provisions		2019
	5.4.2	Recreational Activities		2019
	5.4.3	Gender Equality in Recreational and Athletic Activities	2019	
	5.4.4	Facility Television	2019	
	5.4.5	Game Room	2019	
	5.4.6	Reward Club	2019	
	5.4.7	Positive Behavior Incentive Program		2019
	5.4.8	Programs		2019

Chapter 5- Unit Program and Youth's Services continued			Reviewed	Revisions
5.5	Religious Programs		2019	
	5.5.1	General Provisions		2019
	5.5.2	Chaplaincy Services Program	2019	
	5.5.3	Religious Service		2019
	5.5.4	Religious Diet	2019	
5.7	Visiting Programs			2019
	5.7.1	General Provisions		2019
	5.7.2	Visiting Rules and Regulations	2019	
	5.7.3	Regular Visits		2019
	5.7.4	Visiting Procedures	2019	
	5.7.5	Special Visits		2019
	5.7.6	Professional Visits		2019
	5.7.7	Supportive Adults		2019
5.8	Bedding and Linen Issue		2019	
	5.8.1	Juvenile Detention Facility Linen and Bedding Issuance Policy	2019	
	5.8.2	Juvenile Detention Facility Laundry Procedures		2019
5.9	Juvenile Detention Facility Clothing Policy		2019	
	5.9.1	Juvenile Detention Facility Clothing Issuance		2019
	5.9.2	Juvenile Detention Facility Laundry Procedures for Clothing		2019
5.10	Personal Care and Hygiene		2019	
	5.10.1	Issue of Personal Care Items	2019	
	5.10.2	Juvenile Detention Facility Hygiene and Dress Code Standards	2019	
	5.10.3	Juvenile Detention Facility Showering Program	2019	
	5.10.4	Access to Bathroom Facilities	2019	
	5.10.5	Hair Care		2019
5.11	Mail Policy		2019	
	5.11.1	General Provisions of Mail Policy		2019
	5.11.2	Youth Notification	2019	
	5.11.3	Privileged Mail	2019	
	5.11.4	Unauthorized Mail	2019	
	5.11.5	Initial Mail Handling and Mail Screening	2019	
	5.11.6	Inspecting, Reading and Restricting Mail	2019	
	5.11.7	Monitored Mail Status	2019	
	5.11.8	Processing Youth Mail		2019
5.12	Entertainment Policy		2019	
	5.12.1	Television (TV) Use	2019	
	5.12.2	Portable Stereo Use	2019	
5.13	Telephone Policy		2019	
	5.13.1	Telephone Calls During the Booking Process		2019
	5.13.2	Collect Telephone Calls		2019
	5.13.3	Collect Telephone Call Pin Number System	2019	
	5.13.4	Attorney Telephone Calls	2019	
	5.13.5	Telephone Calls to Probation Officers	2019	
	5.13.6	Sponsored Telephone Calls	2019	
	5.13.7	Emergency and Hardship Telephone Calls	2019	
	5.13.8	Long Distance Telephone Calls	2019	

Chapter 5- Unit Program and Youth's Services continued			Reviewed	Revisions
5.14	Food Services and Nutritional Requirements		2019	
	5.14.1	General Provisions	2019	
	5.14.2	Menus	2019	
	5.14.3	Minimum Diet		2019
	5.15.4	Meal Service		2019
	5.15.5	Food Service Handlers		2019
	5.15.6	Food Service Areas	2019	
	5.15.7	Therapeutic Diets		2019
Chapter 6- Minimum Standards			Reviewed	Revisions
6.1	Minimum Standards for Juvenile Facilities		2019	
6.2	Liability of Correctional Personnel		2019	
6.3	Youth Rights, Rules of Conduct and Grievance Procedure		2019	
	6.3.1	General Requirements	2019	
	6.3.2	Youth Rights		2019
	6.3.3	Youth Rules of Conduct	2019	
	6.3.4	Institutional Grievance Procedures		2019
6.4	Discipline, Sanctions and Due Process		2019	
	6.4.1	Institutional Policy of Order and Security		2019
	6.4.2	Philosophical Principles of Discipline	2019	
	6.4.3	Disciplinary Policy		2019
	6.4.4	Intervention Techniques for Avoiding Disruptive Behavior	2019	
	6.4.5	Disciplinary Options and Sanctions		2019
6.5	Rule Violations and Disciplinary Sanctions		2019	
	6.5.1	Categories of Misbehavior (Rule Violations)	2019	
	6.5.2	Youth Misbehavior	2019	
	6.5.3	Sanctions for Minor Misbehavior Violations		2019
	6.5.4	Major Misbehavior Violations		2019
	6.5.5	Commitment Program Discipline		2019
	6.5.6	Special Disciplinary Tracks	2019	
6.6	Disciplinary Due Process		2019	
	6.6.1	Philosophical Principles of Due Process	2019	
	6.6.2	General Policy	2019	
	6.6.3	Disciplinary Due Process and Minor Rule Violations	2019	
	6.6.4	Disciplinary Due Process and Major Rule Violations		2019
6.7	Youth Restrictions and Disciplinary Programs		2019	
	6.7.1	Loss of Privileges		2019
	6.7.2	Applications of Confinement or Removals		2019
	6.7.3	Room Confinement		2019
	6.7.4	Daily Separation Review		2019
6.8	Non-Disciplinary Room/Unit Time			2019
	6.8.2	Medical <del>Separation Isolation</del> /Bed Rest		2019
	6.8.3	"Operational Time Outs"	2019	
	6.8.4	"Time Outs"		2019

Chapter 7- Population Counts, Safety and Security			Reviewed	Revisions
7.0	Population Counts, Safety and Security		2019	
7.1	Youth Head Counts		2019	
7.2	Official Count		2019	
7.3	Administration Counts and Records		2019	
	7.3.0	Duties and Responsibilities	2019	
	7.3.1	6:00 A.M. Roster Count	2019	
	7.3.2	Scheduled Counts	2019	
	7.3.3	Running Counts	2019	
	7.3.4	Administrative Count Records	2019	
7.4	Maintenance of Counts and Records		2019	
7.5	Booking, Intake, and Release (BIR) Unit Counts		2019	
	7.5.1	Duties and Responsibilities	2019	
	7.5.2	Scheduled Counts	2019	
7.6	Unit Counts		2019	
	7.6.1	Caseload Explorer Entries	2019	
	7.6.2	Unit Documentation	2019	
	7.6.3	Unit Count Board (Room Assignment Chart)	2019	
	7.6.4	POD Podium Running Count	2019	
	7.6.5	Establishing the Count		2019
	7.6.6	Maintaining an Accurate Unit Count	2019	
	7.6.7	Frequency of Unit Counts	2019	
7.7	Youth Searches			
	7.7.1	Frequency and Scope		2019
	7.7.2	Search Procedure and Guidelines		2019
	7.7.3	Type of Youth Searches		2019
7.4	Maintenance of Counts and Records		2019	
7.5	Booking, Intake, and Release (BIR) Unit Counts		2019	
	7.5.1	Duties and Responsibilities	2019	
	7.5.2	Scheduled Counts	2019	
7.6	Unit Counts		2019	
	7.6.1	Caseload Explorer Entries	2019	
	7.6.2	Unit Documentation	2019	
	7.6.3	Unit Count Board (Room Assignment Chart)	2019	
	7.6.4	POD Podium Running Count	2019	
	7.6.5	Establishing the Count		2019
	7.6.6	Maintaining an Accurate Unit Count	2019	
	7.6.7	Frequency of Unit Counts	2019	
7.7	Youth Searches			
	7.7.1	Frequency and Scope		2019
	7.7.2	Search Procedure and Guidelines		2019
	7.7.3	Type of Youth Searches		2019
7.8	Unit Security Practices			2019



<b>Chapter 7- Population Counts, Safety and Security (continued)</b>			<b>Reviewed</b>	<b>Revisions</b>
	7.8.1	Physical Layout of the Unit	2019	
	7.8.2	Log Checks		2019
	7.8.3	Unit Inspections and Searches	2019	
	7.8.4	Physical Security of the Unit		2019
	7.8.5	Area Searches	2019	
	7.8.6	Unit Shakedowns		2019
	7.8.7	Room Inspections and Searches	2019	
	7.8.8	Nighttime Security Practices		2019
	7.8.9	Security of Dangerous Items	2019	
	7.8.10	Call Button	2019	
	7.8.11	Room Checks, Cell Checks, and Classroom Checks		2019
	7.8.12	Opening and Closing of Room Doors	2019	
	7.8.13	Supervision Security Practices	2019	
	7.8.14	Escorting Youth	2019	
	7.8.15	Room Assignments	2019	
	7.8.16	Podium and Pod Safety Procedures		2019
7.9	Group Supervision			2019
	7.9.1	Procedure for Exiting a Unit		2019
	7.9.2	Staff Placement and Supervision During a Group Movement		2019
7.10	Miscellaneous Security Practices			
	7.10.1	Staff Identification Practices		2019
	7.10.2	Video Monitoring and Recording	2019	
	7.10.3	Issuance of Security and Institutional Keys	2019	
	7.10.4	Late Night Shift: Security and Supervision Responsibilities		2019
7.11	Safety Procedures		2019	
	7.11.1	Regulation and Control of Firearms/Deadly Weapons	2019	
	7.11.2	Precautionary Measures for Communicable Diseases	2019	
	7.11.3	Control and Disposal of Toxic and Hazardous Materials	2019	
	7.11.4	Scan Alarm Pen Testing Procedures	2019	
	7.11.5	Facility Sanitation and Safety	2019	
	7.11.6	Facility and Emergency Equipment	2019	
7.12	Contraband Control		2019	
	7.12.1	General Policy	2019	
	7.12.2	Identifying Various Forms of Contraband	2019	
	7.12.3	Means of Acquisition	2019	
	7.12.4	Ways Contraband Is Passed in Juvenile Detention Facility	2019	
	7.12.5	Common Hiding Places	2019	
	7.12.6	Classification of Contraband	2019	
	7.12.7	Procedure for Handling Illegal Contraband	2019	
	7.12.8	Sanctions for Illegal Contraband	2019	
	7.12.9	Destruction of Contraband Evidence	2019	
7.13	Use of Physical Force		2019	
	7.13.1	Use of Physical Force Law		2019
	7.13.2	Use of Force Options for Physical Restraint and Control	2019	

Chapter 7- Population Counts, Safety and Security (continued)				Reviewed	Revisions
	7.13.3	Physical Force Policy			2019
	7.13.4	Reporting, Debriefing, and Notification Procedures Following Physical Contact			2019
	7.13.5	Limitations Regarding Use of Force on Pregnant Youth			2019
	7.13.6	Use Of Oleoresin Capsicum (OC) Spray in the Facility			2019
		7.13.6.1	Characteristics of Oleoresin Capsicum	2019	
		7.13.6.2	General Precautions in the Use of OC Spray	2019	
		7.13.6.3	Application of OC Spray in the Facility		2019
		7.13.6.4	Authorization to Carry OC Spray in the Facility	2019	
		7.13.6.5	Decontamination for OC Spray		2019
		7.13.6.6	Documentation for Use of OC Spray		2019
		7.13.6.7	Control and Storage of OC Spray		2019
	7.13.7	Departmentally Approved Defense Techniques		2019	
	7.13.8	Potential Injury Resulting from Holds		2019	
	7.13.9	Choke Holds		2019	
	7.13.10	Use of the Institutional Shield		2019	
7.14	Use of Restraints			2019	
	7.14.1	General			2019
	7.14.2	Application of Mechanical Restraints Policy			2019
	7.14.3	Restraint Prohibitions			2019
	7.14.4	Reports and Documentation		2019	
	7.14.5	Principles Governing All Restraint Procedures		2019	
	7.14.6	Restraint Determination			2019
	7.14.7	Use of the Safety Room			2019
7.15	Use of Safety Wrap			2019	
	7.15.0	Safety Wrap		2019	
	7.15.1	Placement Into the Safety Wrap		2019	
7.16	Transportation of Youth			2019	
	7.16.1	General Provisions		2019	
	7.16.2	Prep for Transport			2019
	7.16.3	Transport Procedures		2019	
	7.16.4	Hospital Guard Duty		2019	
	7.16.5	Restrictions during and after Transport of Pregnant Youth			2019
	7.16.6	Vehicle Safety and Inspection		2019	
	7.16.7	Restraint Determination			2019

Chapter 8- Medical Services, Health and Welfare				Reviewed	Revisions
8.0	Overview			2019	
8.1	General Provisions			2019	
8.2	Initial Medical Assessment				2019
	8.2.1	Youths under the influence			2019
8.3	Medical Authorization / Consent Form			2019	
	8.3.1	Informed Consent		2019	
8.4	Medical Records and Confidentiality				2019
8.5	Transfer of Health Care Summary and Records			2019	
8.6	Physical Examinations				2019
	8.6.1	Use of Prostheses		2019	

Chapter 8- Medical Services, Health and Welfare <i>(continued)</i>				Reviewed	Revisions
	8.6.2	Ectoparasite Control			2019
8.7	Medical Treatment and Services			2019	
	8.7.1	Medical Production Services for Female Youths		2019	
		8.7.1.1	Services for Pregnant Youth	2019	
	8.7.2	Dental Services		2019	
	8.7.3	Hospital Services		2019	
	8.7.4	Private Medical and Health Care		2019	
8.8	Nurse Coverage and Rounds			2019	
	8.8.1	Nurse Reporting Procedure when a Youth Refuses to Eat Meals		2019	
	8.8.2	Physician Consultations		2019	
8.9	Pharmaceutical Management				2019
	8.9.1	Medication, Storage Security, and Control		2019	
	8.9.2	Psychotropic Medication		2019	
8.10	Preventative and Precautionary Measures			2019	
	8.10.1	Medical Care for Separated Youths		2019	
	8.10.2	Management of Communicable Diseases		2019	
	8.10.3	Precautions for the Handling of Blood and Other Bodily Fluids		2019	
	8.10.4	Disinfecting and Sanitizing Contaminated Room		2019	
8.11	Diagnosis, Treatment, and Housing for Youths with Acute Illnesses				2019
8.12	Aids Reporting, Disclosure, Testing and Confidentiality			2019	
	8.12.1	Safety Equipment, Precautions and Practices		2019	
8.13	Mental Health				2019
	8.13.1	Psychological Evaluations and Counseling Services			2019
	8.13.2	Mental Health/ Psychiatric Referrals		2019	
8.14	Suicide Prevention and Response				2019
	8.14.0	Suicide			2019
	8.14.1	Suicide Prevention Program			2019
	8.14.2	Critical Stress Period		2019	
	8.14.3	Warning Signs for Suicide and Close Watch Status		2019	
	8.14.4	Attempted Suicide, Suicide Threat or Gesture Response and Intervention			2019
	8.14.5	Procedures for Monitoring and Protecting Youths on Suicide Watch			2019
	8.14.6	Placing a Youth into the Safety Gown		2019	
	8.14.7	Levels of Suicide Watch		2019	
	8.14.8	Attempted Suicide, Suicide Threat or Gesture Response			2019
	8.14.9	Death of a Youth			2019
8.15	First Aid for Medical Emergencies			2019	
	8.15.1	General Guidelines		2019	
	8.15.2	Medical Restrictions and Limitations		2019	
	8.15.3	Youth's Limitations as a Health Care Worker		2019	
8.16	Forensic Evidence and Sexual Assaults			2019	
	8.16.1	Collection of Forensic Evidence		2019	
	8.16.2	Sexual Assaults		2019	

Tulare County Probation  
JUVENILE DETENTION FACILITY

Policy and Procedure Manual / 2019

## Table of Contents

Emergency Manual Policy and Procedure Chapters 1-9

<b>Emergency Manual Chapter 1- Medical Emergencies</b>		<b>Reviewed</b>	<b>Revisions</b>
EM-1.0	Definition	2019	
EM-1.1	General Policy	2019	
EM-1.2	Medical Emergency Examples	2019	
EM-1.3	Medical Emergency Alert	2019	
EM-1.4	Staff Responsibilities	2019	
EM-1.5	Central Control Responsibilities		2019
EM-1.6	Institution Supervisor Responsibilities	2019	
EM-1.7	Medical Staff Responsibilities	2019	
EM-1.8	Suicide Attempts		2019
EM-1.9	Summoning of an Ambulance		2019
<b>Emergency Manual Chapter 2- Escape Procedures</b>		<b>Reviewed</b>	<b>Revisions</b>
EM-2.0	Escape procedures	2019	
EM-2.1	On-Site Staff Responsibilities	2019	
EM-2.2	Escape in Progress		2019
EM-2.3	Central Control Responsibilities	2019	
EM-2.4	Unit Responses		2019
EM-2.5	Institution Supervisor Responsibilities		2019
EM-2.6	Return of the Youth Emergency Fence Extraction Protocol		2019
EM-2.7	Emergency Fence Extraction Protocol		2019
<b>Emergency Manual Chapter 3- Fire Procedures</b>		<b>Reviewed</b>	<b>Revisions</b>
EM-3.0	Fire Procedures		2019
EM-3.1	General Staff Responsibilities	2019	
EM-3.2	Fire Procedure (Drills and Real)		2019
EM-3.3	Affected Unit: Staff Response Procedures	2019	
EM-3.4	Non-Affected Units: Staff Response Procedures		2019
EM-3.5	Central Control Announcing Procedures and Unit Staff Procedures		2019
EM-3.6	Institution Supervisor: Responsibilities and Response Procedures		2019
EM-3.7	School Personnel: Response Procedures		2019
EM-3.8	Medical Personnel: Response Procedures	2019	
EM-3.9	Late Night Personnel: Response Procedures		2019
EM-3.10	Fire Suppression Pre-Plan (Fire Department Involved)	2019	
EM-3.11	Youth Fire Relocation Plan	2019	

Emergency Manual Chapter 4- Bomb Threats		Reviewed	Revisions
EM-4.0	Bomb Threats	2019	
EM-4.1	Controlling Authority	2019	
EM-4.2	Bomb Threat Preparation		2019
EM-4.3	Bomb Threat Procedures		2019
EM-4.4	Letter Bombs	2019	
Emergency Manual Chapter 5- Hostage Policy		Reviewed	Revisions
EM-5.0	Hostage Policy	2019	
EM-5.1	Hostage Situations	2019	
EM-5.2	Controlling Authority	2019	
EM-5.3	On-Site Staff Procedures	2019	
EM-5.4	Central Control Room Procedures	2019	
EM-5.5	Controlling Authority Responsibilities and Procedures	2019	
EM-5.6	Documentation	2019	
Emergency Manual Chapter 6- Evacuation Plan		Reviewed	Revisions
EM-6.0	Evacuation Plan	2019	
EM-6.1	Exit Routes for the JDF	2019	
EM-6.2	Congregation Points after Evacuation	2019	
EM-6.3	Return to Facility	2019	
Emergency Manual Chapter 7- Unit and Major Disturbances		Reviewed	Revisions
EM-7.0	Unit Disturbances and Major Disturbances	2019	
EM-7.1	Disturbances	2019	
EM-7.2	Unit Disturbances: Policy and Procedures		2019
EM-7.3	Scan (pen) Transmitter		2019
EM-7.4	Major Disturbance	2019	
Emergency Manual Chapter 8- Civil Disturbance		Reviewed	Revisions
EM-8.0	Civil Disturbance	2019	
EM-8.1	Active Shooter and Terrorist Attack		2019
Emergency Manual Chapter 9- Natural Disasters		Reviewed	Revisions
EM-9.0	Natural Disasters	2019	
EM-9.1	Earthquake	2019	
EM-9.2	Floods	2019	

<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Administration and Organization Section: 1 Authority W and I Code 210, 850</b>
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## 1.0 Administration and Organization

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### Overview

This section sets forth the department's authority to operate the Tulare County Juvenile Detention Facility, the department's organization, objectives, mission statement, and goals.

This chapter covers the following topics:

<b>Topic</b>	<b>Section</b>
Administration and Organization	1.0
Institutional Authority	1.1
Department Organization	1.2
Institutional Objectives	1.3
The Tulare County Juvenile Detention Facility Policy and Procedures Manual	1.4

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Institutional Authority</b></p> <p><b>Section: 1.1</b></p> <p><b>Authority:</b> <b>Welfare and Institutions, Code(s)</b> <b>850, 880-889, 870, 871.5</b></p>
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## **1.1 Institutional Authority**

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Authority for the establishment of a county Juvenile Detention Facility and laws pertaining to its operation are provided in the Welfare and Institutions Code of California.

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A. Section 850 through Section 871 Welfare and Institutions Code requires:

1. The Board of Supervisors to establish a suitable place for detention.
  2. A separate facility from jail or other penal institution and specifies it shall not be deemed to be, or treated as a penal institution.
  3. The management and control has been established under the Probation Officer, and staff shall be appointed by the Probation Officer pursuant to Civic Service or merit system.
  4. A classified list of a school, under the County Superintendent of Schools, and for year-round operation. The Board of Education shall provide for the administration and operation of public schools at the Juvenile Detention Facility.
  5. Defines escape from the Probation Officer in the County Juvenile Detention Facility as a misdemeanor.
- 

B. Section 880 through Section 889 Welfare and Institutions Code allows:

1. Juvenile ranches or camps may be established in order to provide appropriate facilities for the housing of wards of the Juvenile Court to:
  - a. Keep the wards under the direct supervision of the court
  - b. To more advantageously apply the salutary effect of a safe and supportive home and family environment
  - c. To secure a better classification and segregation of these wards according to their capacities, interests and responsiveness to control and responsibility
  - d. To give better opportunity for reform and encouragement of self-discipline

## 1.1 Institutional Authority *(continued)*

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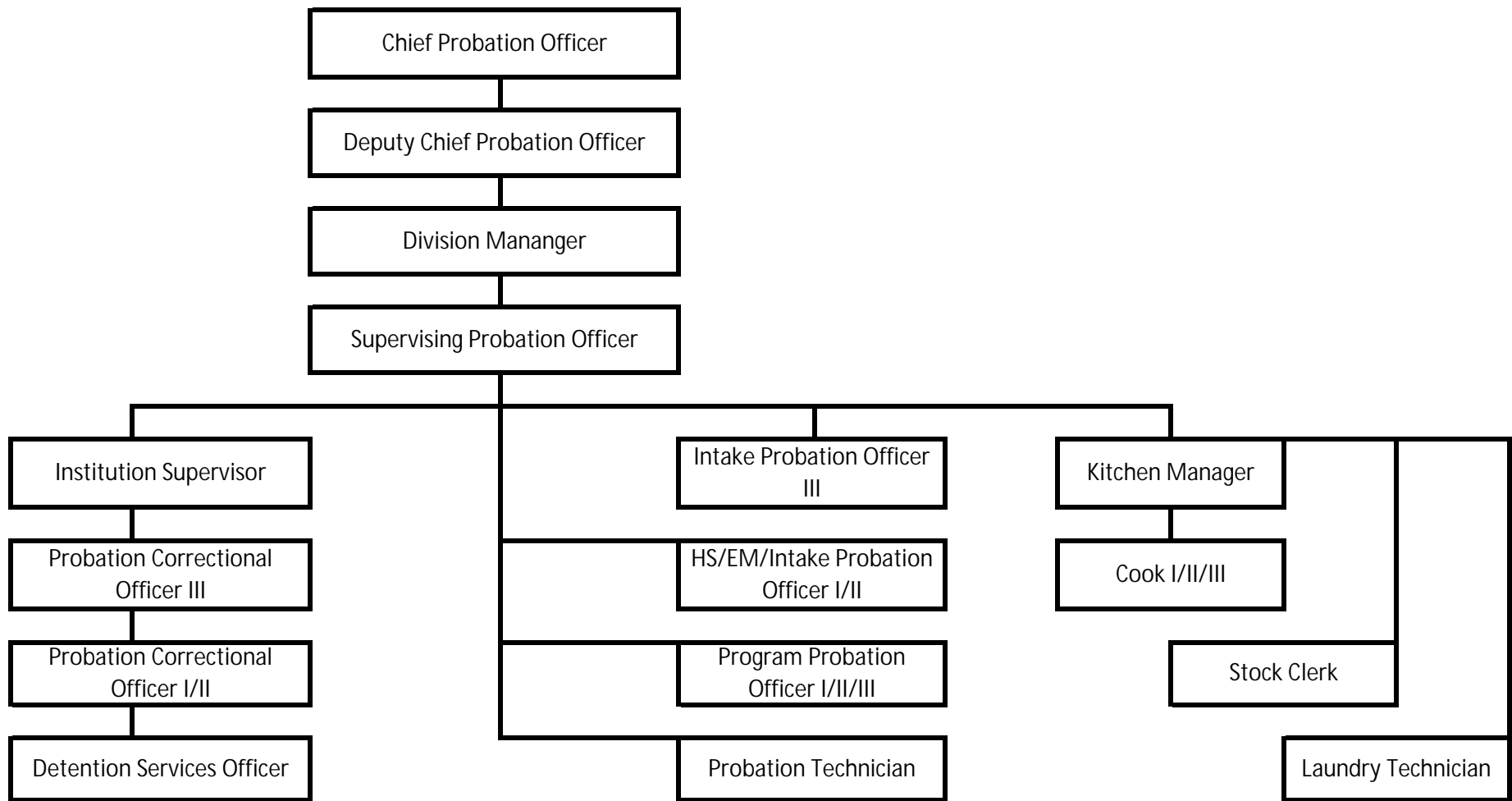
C. Welfare and Institutions Code 871 and 871.5 defines:

1. Youth under commitment, escape, and misdemeanor
  2. Consequences of bringing or sending contraband into or possession within juvenile facility:
    - Sign should be posted prohibiting said activity
    - Misdemeanor
- 

D. Youth refers to a person who is in the custody of the Facility. This person may be under 18 years of age or over 18 years of age. This includes persons whose cases are under the jurisdiction of the Juvenile Court.

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## Section 1.2

Tulare County Juvenile Detention Facility Organization Chart

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Institutional Objective Section: 1.3</b> <b>Authority: W &amp; I</b> <b>Code Section 600 - 827, 850 – 873, 880, 900 - 914</b> <b>Title 15, 24 and TANF Guidelines</b>
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## 1.3 Institutional Objectives

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Purpose Provide appropriate facilities for the safe housing and temporary detention of wards of the juvenile court, facility staff, and the public by placing the youth in the appropriate, least restrictive housing and program settings and housing assignments to give better opportunity for reform and encouragement of self-discipline in those wards.

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### 1.3.1 Vision

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The significant and continuous reduction in the incident and impact of crime in Tulare County through provision of safe, secure, and proactive commitment of youth, through provision of appropriate assessment and programs to commit youth in a safe environment that holds them responsible for their behavior and provides opportunities to change.

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### 1.3.2 Mission

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The Tulare County Juvenile Detention Facility Programs seek to make positive changes in how the youth committed to the program by the juvenile court think and behave. The process starts with the imposition of discipline and structure, and utilizes evidence based programming that seeks to change cognitive thinking patterns from negative to positive, thereby changing their behavior.

This paradigm shift allows the committed youth to see how their actions have affected them, their families, their victims, and their community as a whole. It also allows for their participation in the process of restorative justice. The youth are supplied with the necessary tools to successfully deal with their home environments and social lives after they complete the program.

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The Facility also works closely with the youth's families, while a youth is in a commitment program and on the Aftercare Program, to strengthen family ties and increase parenting skills within the youth's home.

The offered programs are designed to be complete, consistent, and pervasive and are accomplished through a cooperative effort by the Tulare County Departments of Probation, and the Tulare County Office of Education.

### 1.3.3 Goals

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- To increase public safety and give each youth the opportunity to change their lives by using positive patterns.
  - It is the belief of the Tulare County Probation Department that all people have worth and importance to the Community. We hold that young lives lived in patterns of negative behaviors waste untold potential, a personal loss for the misdirected youth, and a corporate loss to the community in lost potential and in the harm caused by a life lived negatively.
  - To constantly monitor the success of its programs, enhancing those proven to be successful, modifying those that need to be improved, eliminating those found to be of limited worth, and adding new components when necessary.
  - The Juvenile Detention Facility seeks to return to the community youth who have made internal changes in how they think, which in turn changes how they behave. This change is accomplished through a blend of programs that teaches positive social skills, how to identify and change errors in thinking that lead to and support negative behaviors, the destructive nature of gang involvement and how to escape its influences, and the moral and ethical values necessary to be a good and productive citizen in a democratic society.
  - It is the belief of the Tulare County Probation Department that all people are worthy of respect. We hold that displays of disrespect, however warranted they may seem by another's actions, diminish civility, weaken the community's social fabric, and contribute to its ills.
  - To have components in place that address court identified areas of concern for the troubled, at-risk Youth of Tulare County. These program components include: substance abuse counseling and education, Sex Offender Treatment, New Freedom programming, mental health counseling, fitness, and issues of health and sexuality.
  - The Tulare County Juvenile Detention Facility exists to serve the needs of the Tulare County Juvenile Court, including providing the Courts information, enforcing the Court's orders and regarding the placement of juveniles into a cost-effective corrective environment.
-

### 1.3.4

## Policies and Principals

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Reasons for  
Detention,

- A. It is necessary to temporarily house commitment youth who participate in delinquent and criminal activity in the Juvenile Detention Facility, for their own safety and welfare, for the protection of victims and the protection of the community.
- 

Constitutional  
Rights

- B. All youth in the Juvenile Detention Facility must be afforded the opportunity to exercise their constitutional rights and, at all times, be treated with dignity and respect.
- 

Human  
Dignity

- C. All institutional staff must acknowledge and act to preserve human dignity, a person's right to privacy, provide protection under the law, and assurance that there is no need to fear for personal safety.
- 

Support  
Families

- D. Encourage and teach the importance of the family unit by promoting family interactions and communication via mail, telephone calls, and family visitation programs.
- 

Professionalism

- E. Perform all custodial duties professionally and with accountability to the youth and the community, so as to ensure effective and efficient services, despite budgetary and personnel constraints.
- 

Rehabilitation

- F. The youth in the detention must be accepted for what he/she is without prejudice. They must be guided, observed, controlled, diagnosed, and helped in every way possible. Rehabilitation is necessary if the child is to accept the responsibility of their own behavior and his/her role as an acceptable citizen. Solution of attitudes in conflict with authority and THE REHABILITATION PROCESS MUST BEGIN DURING THE DETENTION PERIOD.
-

### 1.3.5

### Service Goals

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Health, Safety  
and Welfare

A. Provide health, safety, and welfare services to youth under the jurisdiction of the treatment facility.

---

B. Promote programs designed to develop and strengthen character values, responsibility, respect, and return to family life and law abiding behavior.

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Professional  
Skills

C. Utilize the best professional skills, knowledge of supervision and treatment modalities, and train staff in these areas.

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Education

D. Promote educational opportunities (academic, vocational, physical, etc.).

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Enrichment

E. Provide youth with an opportunity for cultural, recreational, and spiritual enrichment.

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Health Services

F. Provide medical, psychological, and counseling services to youths.

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Nutrition

G. Provide a well-balanced nutritional diet.

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Individualized  
Services

H. Ensure that services are individualized to meet the needs of youths and their families.

---

### 1.3.6 Management Objectives

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Leadership	A. Establishing and maintaining effective leadership in carrying out service goals and objectives. Administrators and supervisory personnel of this service have a direct responsibility for initiating and maintaining effective coordination and leadership in accomplishing the goals and objectives of the institution and individual units. Individual leadership and team effort are critical to effective functioning of the service.
Training	B. Providing continual training to all staff to ensure quality performance
Respect	C. Maintaining respectful and effective communication with all levels of personnel.
Public Relations	D. Maintaining positive public relations.
Court Relations	E. Maintain respectful and effective communication with the Courts.

### 1.3.7 Tulare County Juvenile Detention Facility Staff Objectives

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Basic Functions	A. Six Basic Functions are:	
	1	Secure physical care that prevents damaging effects of confinement.
	2	Better classification of those youth according to their capacities and responsiveness to control and responsibility.
	3	Constructive individual and group activities including a well-balanced school program, discipline, structure, and opportunity to reform and learn self-discipline.
	4	Counseling and guidance to help the youth with immediate problems of detention.
	5	Study and observation to produce a professional report that provides a better understanding of the youth to the Probation Department and the court.
	6	<p>To maintain a treatment-oriented program designed to help initiate the rehabilitative process by meeting the psychological needs of youth, as much as possible, within the scope of operation of the Tulare County Probation Juvenile Detention Facility.</p> <p>Care and guidance should include the spiritual, emotional, mental, and physical welfare of the youth, while maintaining a safe, secure facility.</p> <p>The purpose and function of the Juvenile Detention Facility cannot be implemented without adequate facilities, a capable staff, and a well-planned, balanced program.</p>

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### 1.3.7 Tulare County Probation Juvenile Detention Facility Staff Objectives *(continued)*

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- B. In the Operation of Tulare County Probation Juvenile Detention Facility, there are certain basic factors that must be kept in mind:

1	Staff must strive to maintain a positive outlook, positive attitude, and approach with an understanding for youth.
2	Youth in general detention and in the treatment program(s) must be accepted for what he/she is without prejudice. They must be guided, observed, controlled, diagnosed, encouraged and helped in every way possible. The rehabilitative process should begin in the Juvenile Detention Facility.
3	In order that the detained youth gains the maximum benefit from the Juvenile Detention Facility experience, the program offered should be wholesome and varied. Certain phases of the program should present the youth with an opportunity to make more responsible decisions, and counseling services should be focused toward this objective as well.
4	As each person on the staff will in some way affect the lives of detained youth, it is necessary that they be emotionally mature and able to cope with the distress, the antagonism, and the often undesirable behavior of detained youth without fear and without the need to retaliate.
5	Although it is acknowledged that detention is an experience in group living, the youth should always be regarded and treated as individuals. Their opinions should be respected, and initiative should be encouraged and directed toward a constructive outlet.
6	The Juvenile Detention Facility is not designed as an institution for the punishment of youth. Discipline is not punishment. Disciplinary action shall be restricted to a system of privilege withdrawal and the individuals removed from the group, keeping in mind the welfare of the individual, as well as that of the group.
7	Throughout the operation, in all elements of the program, the emphasis shall be upon the safety and welfare of all youth.

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Tulare County Juvenile Detention Facility Policy and Procedure Manual, Inspections Section: 1.4 Authority: Title 15, Section 1324</b>
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## 1.4 Tulare County Juvenile Detention Facility Policy and Procedures Manual

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Purpose Establish an organized compilation of the principles guiding the institution and the processes to be followed to achieve service objectives.

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Rules There shall be a policy and procedures manual for the Tulare County Probation Juvenile Detention Facility.

- The manual shall be available to and read by all employees.
  - The manual shall be administratively reviewed a minimum of every two (2) years and updated as necessary by the Facility Division Manager.
  - The records relating to the standards and requirements set forth in these regulations shall be accessible to the Board of State and Community Corrections.
- 

Per Title 15, the manual includes:

A	Table organization, including channels of communications, descriptions of job classifications, and capacity;
B	Responsibility of the Probation Department, purpose of programs, relationship to the Juvenile Court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, Probation staff, school personnel and other agencies that are involved in juvenile facility programs;
C	Responsibilities of all employees;
D	Initial orientation and training programs for all employees and volunteers; Initial orientation includes but is not limited to, including safety and security issues and anti-discrimination policies, for support staff, contract employees, school, mental/behavioral health, medical staff, program providers and volunteers.
E	The maintenance of record keeping, statistics, and communication systems to ensure:
1	Efficient operation of the facility;
2	Legal and proper care of youth;
3	Maintenance of individual youth's records;



## 1.4 Tulare County Juvenile Detention Facility Policy and Procedures Manual (continued)

4	Supply of information to the Juvenile Court and those authorized by the Court or the law; and,
5	Release of information regarding youth;
F	Inspections and operations are reviewed by the facility administrator or manager;
G	Security and controls include physical counts of youth, searches of the facility and youth, contraband control, and key control;
H	There is a written emergency procedures plan as outlined in the regulation;
I	There are instructions for handling deaths, suicide attempts, suicide prevention, and for the notification of the Juvenile Court and the next of kin, or appropriate individuals, in the event of a serious illness, accident, or death of a youth;
J	Provision of emergency and basic health care;
K	Policy on discipline of youths;
L	Policy on the use of force, separation, and restraints;
M	Policy requiring an effort be made to communicate in a language understood by a youth;
N	Procedure and criteria for intake, screening, and release of youth;
O	Classification of youth;
P	Reporting of incidents;
Q	Furlough procedures;
R	Release procedures;
S	Ethical responsibilities of staff;
T	Non-discrimination provision that provides that all youth within the facility shall have fair and equal access to all available services, care, treatment, and benefits and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories;
U	Policy on storage and maintenance of chemical agents, related security devices, and weapons and ammunition, where applicable;
V	Procedures and process for collection of MediCal eligibility information and enrollment of eligible youth.
W	Trauma informed approaches;
X	Culturally responsive approaches;
Y	Gender responsive approaches;
Z	Policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff or a third party.

### **1.4.1 Revising/Updating the Juvenile Detention Facility Policy and Procedures Manual**

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#### **Purpose**

The Division Manager or his/her designee shall ensure the Manual is reviewed at least every two years and updated as necessary, and that staff is trained to ensure that policies in the manual are current and reflect the mission of the Juvenile Detention Facility. The review shall be documented in written form and sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

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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 members suggesting revision of the contents of the Custody Manual should forward their suggestions in writing, through the chain of command, to the Division Manager, who will consider the recommendation.

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### **1.4.2 Manual Distribution**

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#### **Distribution of Manuals**

Copies of the Manual shall be made available to all staff members. An electronic version of the Manual is available on the Group Drive. No changes shall be made to the electronic version of the Manual without authorization from the Division Manager.

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### **1.4.3 Revisions to Policies**

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All staff members are responsible for keeping abreast of all Manual revisions (15 CCR 1324). All changes to the Manual will be posted in the Group Drive. Supervisors shall ensure that all staff members under their command are familiar with and understand all policy revisions.

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#### 1.4.4

### Administrative Review/Inspection

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Intro  
Title 15,  
Section 1313

The Tulare County Probation Juvenile Detention Facility, by law, is subject to various inspections of its operations. Listed below is a table of the various inspections, as well as in-house inventories required of the Juvenile Detention Facility staff and the frequency.

#### A. IN-HOUSE INSPECTIONS INVENTORY:

In-House Inspections	Frequency	Staff Responsible
Fire Drills	Monthly	Institution Supervisor or designee
Daily Housekeeping	Daily	Institution Supervisor or designee
Handcuffs	Daily	Institution Supervisor or designee
Key Inventory	Daily	Institution Supervisor or designee
O.C. Spray	Weekly	Institution Supervisor or designee
Perimeter Check	Three times a day	Institution Supervisor or designee
Radio Inventory	Monthly	Institution Supervisor or designee
Unit Searches	Daily	Institution Supervisor or designee
Vehicle Checks	Weekly and Prior to each transport	Transport Staff
First Aid Kits	Bimonthly	Institution Supervisor or designee

## 1.4.5 Administrative Review/Inspection *(continued)*

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### B. OUTSIDE AGENCY INSPECTIONS

On an annual basis, or as otherwise require by law, the following agencies shall conduct an inspection of the Juvenile Detention Facility and provide a documented evaluation of their findings:

OUTSIDE AGENCY INSPECTION	FREQUENCY	STAFF RESPONSIBLE
Board of State and Community Corrections (BSCC)	Alternate Years	Division Manager
Juvenile Court Judge	Annual	Presiding Juvenile Court Judge
Juvenile Justice Commission	Annual	Division Manager
Health/Sanitation	Annual	Division Manager
Medical/Environmental	Annual	Division Manager
Fire	Annual	Division Manager
Building Safety	Annual	Division Manager
School Programs	Annual	Division Manager

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- C. Administration is responsible for completing and supervising the following oversight. Administrative review of institutional policies and procedures must be consistent so that all institutional staff understands that management is involved in the program. Facility administration or manager refers to the Division Manager, Supervising Probation Officer, and Probation Institution Supervisors. This administration is selected due to the fact that numerous operational procedures must be reviewed on a constant basis, and this team is, in effect, charged with this review.
-

**1.4.5 Administrative Review/Inspection (*continued*)**

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Administration or their designee shall:

A	Written Reports	Review of each written report developed in this institution will be reviewed by the Institution Supervisor § and shall be referred to the Supervising Probation Officer and or the Division Manager . Reports that involve injury to staff and youth, security issues, escape issues, unusual transportation issues, safety issues for youth/institution, medical and mental issues, shall be reported through the chain of command up to the Chief Probation Officer.
B	Mental/Medical	Communicate and discuss any problems with medical and mental health personnel concerning this function of the Juvenile Detention Facility. This relates to youths' well-being and the functioning of staff. Administration will also review medical procedures periodically so that new policies and procedures may be developed in areas that are changing and/or new.
C	Nutrition/Food Prep	Observe the preparation of food within the institution and see that it is wholesome and palatable. Administration shall also inspect the facility on a daily basis for health and sanitation reasons. The general safety inspection will be completed on a daily basis (walk through), however, there is a safety fire inspection every month as completed by one Institution Supervisor and the Supervising Probation Officer.
D	Maintenance	Request maintenance service as needed, through the County Administration Officer Facilities Services website. They will be classified into emergency/non-emergency situations. In unusual situations that need immediate action, the Institution Supervisor or above shall call Building Maintenance Services directly with a follow up memorandum. These activities occur on a daily basis.
E	Public Relations	Be required to provide public relations to all agencies within the institution and any agency personnel that need assistance from an outside department. Teamwork must occur in this area in order to ensure that individuals not only understand the problems of the Juvenile Detention Facility but that the Juvenile Detention Facility understands their issues and would be willing to help in these areas.
F	Youth's Rights	Be responsible for seeing that youth are handled in a courteous, professional manner. Youths are entitled to certain rights, and administration must see that these rights are observed.
G	Program Security	Ensure that the behavior modification program at the Juvenile Detention Facility is functioning properly, and that there are no staff abuses in regard to sanctions and discipline.  Security issues must be addressed and these issues are dealt with on a bi-monthly basis and/or as the need arises.

### 1.4.5 Administrative Review/Inspection (*continued*)

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H	Property	Ensure that the youth's personal property and clothing are secured so that there is no damage or loss of these items.
I	Purchasing	See that all purchasing of supplies, equipment, emergency items, and safety equipment shall be ordered.
J	Death	Follow policies and procedures in connection with injuries to youth and/or death of youth in the institution.
K	Assess	Be responsible for seeing that any youth housed at the Juvenile Detention Facility for 30 days or more, or committed to a program within the facility has an assessment and plan services program. This requires the cooperation of all agencies involved in the treatment, housing, education, and care of the youth with the plan being reviewed as needed. The assessment plan should address the reunification needs and involvement with needed agencies in the community.

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Staffing Section: 2.0 Authority: Title 15; Section 1321 W &amp; I Code 210.5</b>
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## 2.0 Personnel

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### Overview

This manual section covers an overview of issues relating to personnel staffing and behavior.

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This table lists the subjects in this section of the manual:

Manual Section	Title 15 Section	Subject
2.1	1321	Staffing
2.2	1322	Chain of Command
2.3	1322	Personnel Qualifications and Job Descriptions
2.4		Rules of Professionals
2.5		Staff Attire
2.6	1322	Training and Staff Development
2.7		Performance Appraisals
2.8	1511	Staff Leave and Absence Regulation
2.9		Drug and Alcohol Policy
2.10		Occupational Injury/Illness
2.11		Mileage Authorization
2.12		Reasonable Accommodation
2.13		Employee Termination/ Retirement

<b>Tulare County</b> <b>Probation Department</b>  <b>JUVENILE DETENTION</b> <b>FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Staffing</b> <b>Section: 2.1</b> <b>Authority: Title 15; Section 1321</b> <b>W and I Code 210.5</b>
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## 2.1 Staffing

**Intro** Under W&I Code Section 210.5, the legislature declares that the Tulare County Juvenile Detention Facility is a demonstration project for a juvenile detention facility that operation of the facility shall not be subject to laws or regulations governing staffing ratios and housing capacity for juvenile facilities except as provided in this section.

**Staffing Ratio** A. Per Title 15 and in compliance with the agreement with the Board Standards of California Corrections, the JDF shall assign sufficient child supervision staff to provide continuous wide awake supervision of youth subject to temporary variations in staff assignments to meet special program needs.

**Minimum Number** B. Staffing shall be in compliance with a minimum staff/child ratio so that during the hours that the youth are awake, one wide awake youth supervision staff is on duty in the institution, for each youth in detention with the following ratios:

**Male/Female Ratio**

Unit Type	Awake Ratio	Sleeping Ratio
Program/ Camp	1:15	1:30
General Population	1:10	1:30

C. During hours that youth are asleep, one wide awake child supervision staff member shall be on duty for every 30 youth in detention.

D. At least one male and one female child supervision staff member shall be on duty whenever both males and females are housed in a Pod.

E. In addition, staffing requires certain Post positions to be filled:

Location	Staffing Requirement
BIR	1 or 2 Officers depending on activity and population
Medical Unit	1 Officer if a youth is housed in Medical area
Transport Officers	At least 4 Officers, additional Officers as needed



## 2.1 Staffing (*continued*)

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Supervision  
Personnel

F. The Juvenile Detention Facility shall:

1	Have an adequate number of personnel sufficient to carry out the overall facility operation and programming, to provide for safety and security of youth and staff, and meet established standards and regulations;
2	Ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
3	Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
4	Have a clearly identified person on duty at all times, who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 Training;
5	Have at least one staff member present on each living unit whenever there are youth in the living unit;
6	Have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of the youth, provide kitchen supervision, direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records;
7	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 facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,
8	Assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum youth to staff ratio.

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G. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen, or maintenance shall not be classified as youth supervision staff positions.

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H. In addition to the minimum staff to youth ratio required by Title 15, consideration shall be given to the types of youth housed in the general population or committed to the program units, and daily programming needs to determine the level of supervision necessary to maintain the safety and welfare of youth and staff.

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<p><b>Tulare County</b> <b>Probation Department</b></p> <p><b>JUVENILE DETENTION</b> <b>FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Chain of Command</b> <b>Section: 2.2</b> <b>Authority: Welfare and Institution</b> <b>Code Section 885; Title 15, Sections 1322,</b> <b>1320; Government Code Section 1031</b></p>
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## 2.2.1 Personnel Appointment and Qualification

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Pre-  
Employment  
Testing

- A. Tulare County Probation staff have been appointed in accordance with applicable provisions of law and that pursuant to Section 1320 (a) and (b), Title 15, Article 3, all employees have:
1. Been recruited and hired in accordance with Tulare County Personnel rules, and possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;
  2. A medical evaluation and physical examination;
  3. A criminal records review;
  4. A psychological examination pursuant to Section 1031, Government Code.

Govt Code  
Section  
1031

- B. Psychological examinations are required for “public officers or employees declared by law to be peace officers” pursuant to Section 1031, Government Code. Staff who are not public or peace officers are not required to have psychological exams.

Section  
1322

- C. Pursuant to Section 1322, Title 15, Article 3, all personnel who provide for the custody, supervision, treatment or rehabilitation of persons accused of or adjudged responsible for criminal delinquent conduct who are currently under local jurisdiction, have completed core training pursuant to Section 6035, Penal Code, Section 1029, Government code, and Title 15 sections 102 (I) (1), and 176. Personnel have one year from date of hire to complete the training. In addition, to these requirements, all youth supervision staff must have 40 hours of on-the-job training before assuming sole responsibility for supervision of a youth in accordance with Section 1322.

- D. Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law and their presence at the facility shall be subject to the approval and control of the facility manager.
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## 2.2.2

### Chain of Command

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Chain of  
Command

The proper chain of command shall be followed when contacting Administration regarding certain emergency situations identified in this policy manual. It is the policy of the Probation Department that all personnel report first and are accountable for job performance to their immediate supervisor.

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Chief  
Probation  
Officer

A. The Chief Probation Officer is the Administrator of the Probation Department. The Chief Probation Officer is directly accountable to the Judge of the Juvenile Court and the Juvenile Justice and Delinquency Prevention Commission and under budgetary constraints and County policy as established by the Tulare County Board of Supervisors.

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Deputy Chief  
Probation  
Officer

B. The Deputy Chief Probation Officer is responsible for assisting the Chief Probation Officer in directing the activities of staff, coordinating the activities of the facilities and field services departments, supervising the administration of the Juvenile Detention Facility, and the development and implementation of new services programs.

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Division  
Manager

C. The Division Manager is responsible for direct operation of the Juvenile Detention Facility. The Division Manager is accountable to the Deputy Chief Probation Officer and Chief Probation Officer.

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Supervising  
Probation  
Officer

D. The Supervising Probation Officer assists the Division Manager with planning, directing, evaluating the staff, and directing the operation of the Juvenile Detention Facility. The Supervising Probation Officer shall be responsible for the operation of the Juvenile Detention Facility in the absence of the Division Manager. The Supervising Probation Officer is accountable to the Division Manager.

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Institution  
Supervisor

E. The Probation Institution Supervisor shall be responsible for shift operation in the daily operation of the Juvenile Detention Facility. The Institution Supervisor is responsible for the operation of the Juvenile Detention Facility in the absence of the Division Manager and the Supervising Probation Officer. The Institution Supervisor is accountable to the Supervising Probation Officer.

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Probation  
Correctional  
Officer III

F. Under direction of the Institution Supervisor, the Probation Correction Officer III acts as the Facility Training Officer. The Probation Correction Officer III may also provide technical supervision of staff in the Probation Officer I/II, and Detention Services Officer classifications act as shift leader and provides direction to subordinate staff regarding programs, activities, and security measures. In the absence of an Institution Supervisor, the Probation Correction Officer III may be designated the Lead Probation Correction Officer. As a Lead Probation Correction Officer, the Probation Correction Officer III takes on the duties of an Institution Supervisor for that shift, excluding staff discipline issues.

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## 2.2.2 Chain of Command (*continued*)

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Probation Correctional Officer I/II	G. Under the direction of the Juvenile Detention Facility administration and directly responsible to the Institution Supervisor, the Probation Correction Officer responsibilities include the direct supervision all youth at the facility. Additionally, the Probation Correction Officer II provides leadership to the Probation Correction Officer I, and Detention Services Officers and may act as shift leader and provide direction to subordinate staff regarding programs, activities, and security measures. In the absence of an Institution Supervisor, the Probation Correction Officer II may be designated the Lead Probation Correction Officer.										
Detention Services Officer	H. Under the direction of the Juvenile Detention Facility Administration, and directly responsible to the Probation Institution Supervisor, the Detention Services Officer acts as technical support person within the main control function of the facility or in the Booking, Intake, Release area.										
Contacting a Superior Staff	I. When a situation occurs where it is necessary to contact a superior staff member, the following chain of command shall be followed. Contact the first person on the following list. Continue to work down the list until someone of superior rank is contacted. That person shall give the instructions as to how to handle the situation and whether others on the list should be contacted. If you are unsure as to whether additional people should be contacted, ask the person with whom you are speaking. Staff shall also use chain of command to deal with a problem area, starting with the Institution Supervisor and moving down the list as necessary to get resolution if denied.										
	J. This table lists the chain of command in order of contact: <table><tr><td>1</td><td>Any JDF Institution Supervisor</td></tr><tr><td>2</td><td>Supervising Probation Officer</td></tr><tr><td>3</td><td>Division Manager</td></tr><tr><td>4</td><td>Assistant Chief Probation Officer</td></tr><tr><td>5</td><td>Chief Probation Officer</td></tr></table>	1	Any JDF Institution Supervisor	2	Supervising Probation Officer	3	Division Manager	4	Assistant Chief Probation Officer	5	Chief Probation Officer
1	Any JDF Institution Supervisor										
2	Supervising Probation Officer										
3	Division Manager										
4	Assistant Chief Probation Officer										
5	Chief Probation Officer										
Procedures that Preempt Routine Procedures	K. In certain circumstances (i.e., such as an escape, etc.) standard procedure is to contact more than one person on the above list. Be sure to follow the response chain or instructions the superior officer gives you.										

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## 2.2.2 Chain of Command (*continued*)

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Emergency  
Command

- L. In the event of an emergency or disaster involving serious consequences to life or limb, custodial responsibility and control of the youth may be delegated. The most Senior Officer on the scene has the power to exercise discretionary authority in these situations. The Supervising Probation Officer (SPO) or Division Manager shall be contacted at the earliest opportunity.
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## 2.2.3 Lines of Communication

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Standard  
Procedure

Lines of communication and procedures for handling input have been established to ensure effective means of communication.

- A. Administration is responsible for the effective communication via the chain of command. Departmental staff must understand that they have a right to access the chain of command in a proper manner. Any employee who is aware of a discrepancy and/or problems or has a suggestion shall report or discuss it with their immediate supervisor first. Communications or directives are expected to follow the same lines when emanating from a higher level of management.
- 

Action

- B. The individual receiving communication from an employee is bound by County policies to take action. This action includes corrective measures, (if within their purview) or, if beyond their capacity, to report the situation to their supervisor. The principle aim is to rectify discrepancies and conduct operations within established standards. When corrective action has been accomplished, it is the responsibility of the correcting authority to promptly notify all involved personnel of the results and to inform their supervisor.
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Effective  
Communication

- C. If attempts to resolve a conflict at the lowest possible level of the chain of command are not successful, or does not result in satisfactory resolution of the discrepancy, the office of the Supervising Probation Officer is open at all times to receive reports which an employee believes have not been handled to their satisfaction. However, subordinate staff must have made an attempt to resolve the conflict at a lower level of command.
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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Personnel Qualifications Section: 2.3 Authority: Title 15; Section 1322</b>
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## 2.3 Job Descriptions of Institution Positions

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### 1. Probation Division Manager

Under direction of the Chief Probation Officer and ~~Assistant~~ Deputy Chief Probation Officer, the Division Manager is responsible for:

1	Onsite administration of Juvenile Detention Facility.
2	Develop and make policy decisions.
3	Business affairs and supervision of budget areas.
4	Provision of in-service training.
5	Program development.
6	Public relations and information.
7	Representation of Juvenile Detention Facility in department meetings.
8	Report on Juvenile Detention Facility to assigned department superior.
9	Interagency relationships.
10	Coordination between department divisions and give services when needed.
11	Presiding over general staff meetings and other meetings as required.
12	Evaluation of immediate subordinates.
13	Development and maintenance of Juvenile Detention Facility Operations Manual.
14	Handling personnel grievances at appeal level.
15	Handling personnel discipline at appeal level.
16	Requests for facility maintenance and coordinate work with other departments and service agencies from the Probation Department.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 2. Supervising Probation Officer

Under the direction of the Division Manager, the Supervising Probation Officer shall be responsible for:

1	Operational director of Juvenile Detention Facility programs and activities.
2	Report to the Division Manager and keep him/her informed of day-to-day operations and confer regarding policy decisions and changes in program.
3	Supervise the institution security operations and procedures.
4	Supervise the disciplinary system of youth.
5	Supervise and assign work of Institution Supervisors and unit staff as required.
6	Preside over weekly Institution Supervisor's meetings and see that unit meetings are held regularly.
7	Do case work services.
8	Maintain work schedules and make recommendation to the Division Manager of staff needs or major changes and assignments.
9	Recommend job assignments of staff to the Division Manager for approval.
10	Assist with the maintenance of the operational manual.
11	Supervise the training program for new staff and volunteers, as well as on-going staff-training program.
12	Provide on-going supervision, work site file documentation, and evaluation of staff under his/her immediate supervision.
13	Handle personnel grievances and make recommendations for action to the Superintendent.
14	Handle personnel discipline and make recommendations for action to the Division Manager.
15	Act as the Division Manager in his/her absence.
16	Assist the Division Manager in the supervision of services as required.
17	Do personnel evaluations on immediate subordinates and coordinate all Juvenile Detention Facility evaluations.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 3. Probation Officer III - Intake

1	Shall be responsible for the daily operations of the Intake/Home Detention Unit.
2	Shall inform the Supervising Probation Officer of the Juvenile Detention Facility of the status of the Intake/Home Detention Unit on a regular basis.
3	Shall make recommendations regarding the enhancement of program operations of the Intake/Home Detention Unit for consideration of the Supervising Probation Officer of the Juvenile Detention Facility.
4	Shall directly act as lead officer for the Intake/Home Detention Probation Officers and the Probation Technician in the performance of their duties.
5	Shall be directly responsible for the maintenance of the prescribed population level of the Juvenile Detention Facility.
6	Shall be responsible for the maintenance and preparation of statistical reports for the Intake/Home Detention Unit.
7	Shall process Applications for Petition and Warrants of Arrest in a timely manner to ensure youth detained are brought before a magistrate, or released from detention, as prescribed by law.
8	Shall perform other duties and responsibilities as assigned by the Division Manager or Supervising Probation Officer of the Juvenile Detention Facility.
9	Maintains/Supervises activities in regard to the Identex equipment.
10	Maintain the waiting list for placement in the program units.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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3a. **Probation Officer I/II – Intake**

<b>1</b>	Review and accept Applications for Petitions including warrants, courtesy holds and Violations of Probation
<b>2</b>	Perform interviews with youth and parents.
<b>3</b>	Determine custody status for youth including release, detention and/or alternative detention status.
<b>4</b>	Collect DNA and Urine samples
<b>5</b>	Compose “Six-Pack” line-ups for outside agencies.
<b>6</b>	Complete case plans on detained youth.
<b>7</b>	Complete Suspected Child Abuse Reports (SCAR).
<b>8</b>	Assist BIR staff with fingerprinting, ITX, searches, releases and checks.
<b>9</b>	Answer phone calls from parents and outside agencies.
<b>10</b>	Complete Special Interest Case Notices (SIC).
<b>11</b>	Request and input Child Welfare Service History into Caseload.
<b>12</b>	Act as Lead Officer in his/her absence completing all duties as outlined in policy.
<b>13</b>	Shall perform other duties and responsibilities as assigned by the Supervising Probation Officer of the Juvenile Detention Facility.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 4. Probation Officer II - Juvenile Electronic Monitoring

1	Shall monitor and inspect computer printouts.
2	Shall coordinate all supervision of youths on the monitor.
3	Shall make home, school, work, counseling, or any other type of contacts to be able to monitor youths.
4	Shall search youth's person, residence, or vehicle & submit minors to chemical testing.
5	Shall assist in Intake responsibilities when needed.
6	Shall maintain and install equipment.
7	Shall transport youth's home to install equipment.
8	Shall assist other Probation Officers and other law enforcement agencies when needed.
9	Shall pick up equipment at youth's residence.
10	Shall keep the Court informed regarding youth's progress by writing chronological reports, memos, or any other type of reports as needed.
11	Shall perform other duties and responsibilities as assigned by the Supervising Probation Officer.
12	Shall coordinate all activities of the unit at the direction of the Supervising Probation Officer.

### 5. Probation Officer I/II - Juvenile Electronic Monitoring/Home Supervision

1	Shall maintain the computer operations of the Home Detention Electronic Monitoring Program.
2	Shall maintain the equipment used to operate the Home Detention Electronic Monitoring Program in good working order.
3	At the direction of the Intake Officer, shall assist in the daily operational procedures to maintain the prescribed population level of the Juvenile Detention Facility.
4	May, on occasion, be called upon to install Electronic Monitoring equipment in a youth's residence.
5	Shall perform other duties and responsibilities as directed by the Supervising Probation Officer of the Juvenile Detention Facility and/or Intake Officer.
6	Shall provide for hook-ups of youth on the monitor.
7	Shall assist in the giving of terms and conditions at the direction of the Probation Officer II/III.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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6. Probation Technician- Juvenile Electronic Monitoring/Home Supervision

1	Shall maintain the computer operations of the Home Detention Electronic Monitoring Program.
2	Shall maintain the equipment used to operate the Home Detention Electronic Monitoring Program in good working order.
3	At the direction of the Intake Officer, shall assist in the daily operational procedures to maintain the prescribed population level of the Juvenile Detention Facility.
4	May, on occasion, be called upon to install Electronic Monitoring equipment in a youth's residence.
5	Shall perform other duties and responsibilities as directed by the Division Manager/Supervising Probation Officer of the Juvenile Detention Facility and/or Intake Officer.
6	Shall provide for hook-ups of youth on the monitor.
7	Shall assist in the giving of terms and conditions at the direction of the Probation Officer II/III.
8	Shall update and keep current the weekly activity report for the EM/HS department.
9	Shall update and keep current Juvenile Detention Facility Monitoring Equipment Inventory.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 7. Probation Institution Supervisors

1	Under the direction of the Supervising Probation Officer, to be in charge of the staff, program, operations, and youths in the Juvenile Detention Facility.
2	Takes complete charge of all institutional operations during those periods in a seven-day week, twenty-four hour operation when superiors are unavailable. May be designated as Institution Supervisor in charge of the institution during an assigned shift; checks security of each unit; takes immediate action in case of emergency and notifies superiors; makes temporary reassignment of personnel as needed to cover units and programming.
3	Implements and supports institutional and departmental policies and philosophies.
4	Plans and implements programs aimed at meeting the purposes of the institution and the specific needs of the confined youths under the direction of the Juvenile Detention Facility Division Manager.
5	Anticipates problems and special handling requirements of difficult youth; advises staff on methods for handling youth with behavioral problems; personally performs intensive individual counseling with more difficult cases; deals with critical incidents or emergency situations arising on shift; reviews all corrective action and written reports of such action.
6	Assigns staff to various assignments and units.
7	Counsel youth with more serious emotional, adjustment, or behavior problems.
8	Ensures that court orders, departmental, and divisional policies are carried out.
9	Establishes and maintains proper working relationships and communication between the units within the facility. Serves as a liaison between Juvenile Detention Facility and casework Probation Officers, psychologists, medical personnel, support staff, etc.
10	Maintains security and safety within the institution; is alert to potential problem areas and takes steps to alleviate potential problems with appropriate documentation and communication with other supervisory personnel and Juvenile Detention Facility Directors.
11	Sets expectations and standards, trains staff, and co-ordinates and supervises the work of staff. Takes corrective action as appropriate and keeps Juvenile Detention Facility directors informed when irregularities in unit or staff performance occur and corrective action taken, if any.
12	Meets with assigned staff regularly (once per month minimum for probationary staff, once per quarter minimum for permanent staff) to discuss performance. Keeps written documentation of each employee's work on file for training and evaluation purposes. Writes probationary and annual Performance Evaluations for assigned unit employees.
13	Attends meetings and writes reports.
14	Reviews unit logs, Incident Reports, and written entries in youth's records; reviews periodic summaries of youth behavior; prepares written observations, comments and evaluations for case records when required. Ensures accuracy and accountability for all official written documentation. Investigates and reports on serious incidents and takes appropriate measures to contain and prevent them.

## 2.3 Job Descriptions of Institution Positions (*continued*)

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### Probation Institution Supervisors (*continued*)

15	Handles staff scheduling and ensures that an adequate number of staff are on duty at all times.
16	Authorizes overtime and time off in accordance with policy.
17	When necessary, provides staff training for institutional procedures, supervision tactics, group meetings, and directing recreational activities.
18	May be assigned to related administrative duties.
19	Assists administration in employee selection, evaluation of applicants, employment decisions, induction, orientation, training development, and performance appraisals.
20	Delegate responsibilities to staff in accord with designated position (e.g., shift leader responsibilities, maintenance requests, clothing orders, recreational supplies, inventory control, etc.).
21	Public speaking upon assignment.
22	All maintenance issues found by line staff are to be brought to the attention of the Institution Supervisor, who will complete a request through the County Administration Officer Facility Services website for repairs.
23	Oversees the Booking, Intake, and Release Unit and its various functions.
24	Supervise, screen, and instruct visitors, volunteers, and church groups.
25	Supervise the security and transportation for youth appearing in court.
26	Deal with critical incidents or emergency situations arising on shift and review all corrective action and written reports of such action.
27	Ensure Title 15 standards are maintained.
28	Oversee the keeping of the grounds for the Juvenile Detention Facility.
29	Ensures that Caseload Explorer is properly used by line staff to document information as needed, each shift, and performs a review of each shift's logs at the completion of the shift.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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a. Specific Duties of Probation Institution Supervisor - 6:00 a.m. to 2:00 p.m.

1	Oversee visitors during visiting hours.
2	Check daily to see that all dirty clothing and linen are laundered by Laundry Personnel.
3	Responsible for supervising youth who perform work details.
4	When necessary, make a careful check of each room in each unit, as soon as practical after coming on duty and shall make a notation of any new damage on the forms provided.
5	Conduct an inspection of all units. The inspection will cover, but not limited to, the following: cleanliness and orderliness of the main unit and individual rooms, maintenance issues.
6	Check that all searches are completed according to the policy outlines for dorm searches, and any contraband found is to be documented in Caseload Explorer.
7	Ensure that the County-approved barber performs his/her duties as expected.
8	Prior to being relieved by the incoming Probation Institution Supervisor, the outgoing Probation Institution Supervisor is responsible for verifying all Caseload Explorer entries completed by Probation Correction Officers for accuracy, as well as the facility population.
9	Ensure that breaks for each of the Probation Correction Officers and the Detention Services Officer during his/her shift are being done.
10	Provide adequate coverage to assist Court Transportation Officers.
11	The Scheduling Probation Institution Supervisor will make certain that all shifts are adequately covered and that personnel are being used on an equitable basis.
12	Ensure that all eligible youth have a minimum of one (1) hour of outside recreation on a daily basis (weather permitting).
13	Coordinate school, mental health, and medical services within the facility.
14	Coach, mentor and teach staff under their direct supervision.
15	Complete a perimeter check of the facility.
16	Ensure that meals are conducted according to policy.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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b. Specific Duties of Probation Institution Supervisor - 2:00 p.m. to 10:00 p.m.

1	Oversee visitors during visiting hours.
2	Check daily to see that all dirty clothing and linen are laundered by Laundry Personnel.
3	When necessary, make a careful check of each room in each unit, as soon as practical after coming on duty and shall make a notation of any new damage on the forms provided.
4	Conduct an inspection of all units. The inspection will cover, but not limited to, the following: cleanliness and orderliness of the main unit and individual rooms, maintenance issues.
5	Check that all searches are completed according to the policy outlines for dorm searches, and any contraband found is to be documented in Caseload Explorer.
6	Ensure that all eligible minors have a minimum of one (1) hour of outside recreation on a daily basis (weather permitting).
7	Review the classification of youth housed in General Population—Ensure all youth meet classification criteria for proper placement in living units.
8	Prior to being relieved by the incoming Probation Institution Supervisor, the outgoing Probation Institution Supervisor is responsible for all Caseload Explorer entries completed by Probation Correction Officers for accuracy, as well as the facility population.
9	Ensure that breaks for each of the Probation Correction Officers and the Detention Services Officer during his/her shift are being done.
11	Provide adequate coverage to assist Court Transportation Officers.
12	Coordinate school, mental health, and medical services within the facility.
13	Complete a perimeter check of the facility.
14	Ensure that meals are conducted according to policy.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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c. Specific Duties of Probation Institution Supervisor - 10:00 p.m. to 6:00 a.m.

1	When necessary, make a careful check of each room in each unit, as soon as is practical after coming on duty and shall make a notation of any new damage in Caseload Explorer.
2	Shall conduct an inspection of all units. The inspection will cover, but not limited to, the following: cleanliness and orderliness of the main unit and individual rooms.
3	Shall make sure that the unit staff keeps their supply rooms properly stocked and clean.
4	Shall make sure that the unit staff issue youth <del>clean towels on daily basis and issue</del> clean clothing on the appropriate days.
5	Shall provide breaks for each of the Probation Correction Officers and the Detention Services Officer during his/her shift.
6	Prior to being relieved by the incoming Probation Institution Supervisor, the outgoing Probation Institution Supervisor is responsible for verifying all Caseload Explorer entries completed by Probation Correction Officers for accuracy, as well as the facility population.
7	Completes a perimeter check inspection of the outer facility.
8	Ensures that all mail is scanned and sent out according to <u>Policy Section 5.11</u> .
9	Completes all relevant Caseload Explorer entries.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 8. Specific Duties of the Probation Correction Officer I/II

1	Implements and supports Probation Department and Juvenile Detention Facility policies.
2	Under the direction of the Juvenile Detention Facility Administration and directly responsible to the Probation Institution Supervisor, the Probation Correction Officer I/II aids the immediate superior in the daily functioning of their unit.
3	The Probation Correction Officer I is the entrance level which, after six months of satisfactory performance, may lead to promotion to Probation Correction Officer II.
4	Maintains security and safety within the institution, is alert to problem areas, and takes steps to alleviate potential problems. Counsel youth regarding personal and group living problems; attempts to de-escalate situations by use of interpersonal communications skills.
5	Provide orientation explaining the purpose, rules, and program of the institution to youth.
6	Plan, organize, and execute a complete program meeting the needs of youth, including participation in specific programs of their assigned unit.
7	Observe and report on the attitudes, behavior, and adjustments of youth.
8	Attend meetings when directed including departmental training.
9	May perform individual and group counseling.
10	Takes corrective action and makes recommendations to Institution Supervisor when irregularities within the unit occur. If anything out of the ordinary occurs, he/she is to notify the Institution Supervisor through the Podium Probation Correctional Officer.
11	Takes appropriate action in emergency situations.
12	Maintains unit logs, and makes necessary reports as indicated by departmental policy or procedure.
13	Directs and supervises the daily unit activities (i.e., school movements, unit cleaning, etc.).
14	Properly supervises the visiting program.
15	When assigned to the Podium work station, coordinates all POD activities, and ensures all POD staff are given appropriate time for breaks upon instruction from the Institution Supervisor.
16	Conducts and supervises the transport of youth as needed.
17	Shall ensure that progressive discipline is implemented at the Probation Correction Officer's level. Shall notify each youth receiving a roster, consequence, or incident report.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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a. Specific Duties of Unit Probation Correction Officers - 6 a.m. to 2:00 p.m.

1	Shall ensure that each youth has properly fitting clothing for each shift. The Officer shall not issue torn or dirty clothing.
2	Shall be responsible for seeing that all rooms are neat and clean at all times.
3	Shall be responsible for posting and planning the daily program in their respective units.
4	Shall document any unusual events during their shift in Caseload Explorer logs, events, and other such reports as may from time to time be required.
5	Shall make sure that each morning, all youth makes their bed and sweeps out their room.
6	On the assigned day, shall see that all floors, toilets, sinks, doors, showers and windows in the unit are washed and cleaned.
7	Shall search all youth and visiting areas after visits.
8	Shall make sure that all youth that are eligible attend school.
9	When requested, shall make sure those youth going to Court are ready-for the Transportation Officer.
10	Shall search the living unit and all rooms at least once during their shift.
11	Shall, complete all required Caseload Explorer logs, events, appointments, and reports, prior to completing their shift.
12	POD/Units shall have their dirty linen ready for laundry personnel on the appropriate days to be washed.
13	Shall ensure that all doors are checked and locked prior to going off duty.
14	Shall visually check that each youth that is housed in the unit is accounted for at beginning of shift and prior to going off duty, by completing a perimeter check of the unit and entering a Visual Check Log in Caseload Explorer.
15	Make sure that all security equipment is accounted for prior to going off duty.
16	Shall visually check on youth every fifteen (15) minutes while in their rooms. When a youth is on Suicide Watch, they shall be checked per policy with date and time logged on the Suicide Watch Log.
17	Supervise youth during any outside activities (weather permitting).

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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b. Specific Duties of Unit Probation Correction Officer – 2:00 p.m. to 10:00 p.m.

1	Shall shower all youth and ensure those that need to shave do so safely.
2	Shall be responsible for planning or implementing the evening program in their respective units.
3	Shall ensure the showers are mopped and cleaned thoroughly after the youth's showers are completed.
4	Shall document any unusual events during their shift in Caseload Explorer logs, events, and other such reports as may from time to time be required.
5	Shall search the living unit and all rooms at least once during their shift.
6	Shall supervise youth at outside recreation (weather permitting).
7	POD/Units shall have their dirty laundry ready for laundry personnel on the appropriate days to be washed.
8	During evening recreation, all lights in the unit must be on. Night-lights are to be left on during the night. The Probation Correction Officer shall supervise the youths by circulating throughout the room. The Probation Correction Officer shall hand out any request forms, envelopes, stamps, and personal folders.
9	Shall ensure that the youth's toilets and sinks are neat and clean prior to the end of their shift.
10	Shall ensure that all doors are checked at least twice during shift and locked prior to going off duty. Lock checks are to be properly documented as Perimeter Check Logs.
11	Shall visually check that each youth that is housed in the unit is accounted for at beginning of shift and prior to going off duty, by completing a Perimeter Check of the unit and entering a Visual Check Log in Caseload Explorer.
12	Shall visually check on youth every fifteen (15) minutes while in their rooms. When a youth is on Suicide Watch, they shall be checked per policy with date and time logged on the Suicide Watch Log.
13	Shall complete all required Caseload Explorer logs, events, appointments, and reports prior to completing their shift.
14	Shall ensure that each youth completes a Directed Activity, one (1) hour of Large Muscle/Physical Training, and their homework each week day.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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c. Specific Duties of Unit Probation Correction Officer - 10:00 p.m. to 6:00 a.m.

1	Shall document any unusual events during their shift in Caseload Explorer logs, events, and other such reports as may from time to time be required
2	Shall be responsible for keeping the linen closet in their PODS neat and orderly. Clothing and other items shall be properly segregated in sized, etc. Dirty and torn clothing shall be kept in the containers provided. All other shift Probation Correctional Officers shall cooperate in helping to keep the closets neat and clean at all times.
3	Shall be responsible for ensuring that the POD is stocked with all necessary supplies for the other shifts.
4	Shall visually check on youth every fifteen (15) minutes while in their rooms. When a youth is on Suicide Watch, they shall be checked per policy with date and time logged on the Suicide Watch Log.
5	Shall ensure that all doors are checked and locked prior to going off duty.
6	Shall visually check that each youth that is housed in the unit is accounted for at beginning of shift and prior to going off duty, by completing a Perimeter Check of the unit and entering a Visual Check Log in Caseload Explorer.
7	Shall complete all required Caseload Explorer logs, events, appointments, and reports, prior to completing their shift.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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d. Specific Duties of Probation Correction Officer – Transport

At times, Probation Correctional Officer II's will be selected to work in the Transport Unit. Transport support staff are responsible for the following:

1	Ensure all youth scheduled for Court arrive in the designated location and on time.
2	Constant supervision of youth while in Court and in holding cell area of Court.
3	Transport youth to medical appointments on time.
4	Ensure the Intake Unit receives all Court Orders regarding youth being released or detained.
5	Help in the POD's, whenever available, while not engaged in any Transport duties. Check in with the Duty Institutional Supervisor when you are available.
6	Escort youth to Medical and Mental Health appointments in the facility.
7	Make sure youth's parents or guardians are notified of youth pending detention hearings.
8	Perform all duties in accordance with Juvenile Detention Facility procedural regulations in a professional manner.
9	Ratio for normal transports is 1 staff to 1 youth, however, the Duty Institution Supervisor should give final approval based on i.e. sophistication, gang affiliation, charges, and violent nature.
10	Search all youth before and after transports.

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## 2.3 Job Descriptions of Institution Positions *(continued)*

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- e. Transport Probation Correctional Officer III
  - a. This is a specialist level in Probation Correctional Officer class series. It differs from the Probation Officer II class in the latter does not have the lead supervisory responsibility that is assigned to the III level class. Incumbents are responsible for performing their duties at the highest level of proficiency and serve as role models and lead workers within the department.
  - b. **Lead Officer:** Staff rotate into the lead transport position each shift rotation. As Lead, the primary responsibility is to ensure all transport related duties are completed in a professional and timely manner. All questions or comments in regards to transports are primarily directed to the Lead for response. The Lead officer is responsible for assigning daily transport duties to their respective support staff and to ensure duties are completed in an acceptable manner.

## 2.3 Job Descriptions of Institution Positions (*continued*)

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f. Other duties of the Transport Probation Correctional Officer III include, but are not limited to:

1	Ensure all youth scheduled for Court arrive in the designated location and on time.
2	Maintain constant supervision of youth while in Court and in holding cell area of Court.
3	Transport youth to off-site medical appointments on time.
4	Schedule and arrange transport of youth to other County Juvenile Facilities, DJJ, Group Homes, and County Jail.
5	Schedule and arrange transport of youth from other Counties, State, and Medical secured facilities
6	Keep Caseload Explorer up to date and accurate with youth's next court dates and pertinent information.
7	Ensure the Intake Unit receives all Court Orders regarding youth being released or detained.
8	Make a Court list for the following day, making sure all copies are distributed to pertinent staff.
9	Check the Transport vehicles daily. Search thoroughly before each transport, before transporting youth, go through check list looking for problems with the vehicle, i.e. tires, tail lights, turn signals, lights, gas, etc. Schedule service appointments as needed. Keep fueled.
10	Help in the POD's, whenever available, while not engaged in any Transport duties. Check in with the Duty Institutional Supervisor when you are available.
11	Escort youth to Medical and Mental Health appointments in the facility.
12	Make sure youth's parents or guardians are notified of youth pending detention hearings.
13	Complete monthly mileage stats for vehicles used.
14	In the event a youth is transported to DJJ without releasing property, parents must be notified to retrieve property.
15	Perform all duties in accordance with Juvenile Detention Facility procedural regulations in a professional manner.
16	Ratio for normal transports is 1 staff to 1 3 youth minors, however, the Duty Institution Supervisor should give final approval based on i.e. sophistication, gang affiliation, charges, and violent nature.
12	Search all youth before and after transports.
13	Be knowledgeable in the Tulare County use of Force policy, including but not limited to use of deadly force found in the Probation Department Administrative Manual Section 6.10.1.
14	Be knowledgeable in the Tulare County Carrying a Firearm policy found in the Probation Department Administrative Manual Section 6.10.0.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 9. Detention Service Officers

Detention Service Officers perform non-sworn, technical duties within Probation Juvenile Detention/Commitment Facilities under the direction of the Institution Supervisor.

Duties may include but are not necessarily limited to:

1	Act as technical support person within the Probation Facilities, either within the Main Control function of the facility, or in the Booking/Intake/Release area.
2	Learn and apply a variety of policies and procedures of the Probation Department and other applicable laws and regulations.
3	Operate control panel to maintain security of facility. Assures that only authorized personnel and/or youths and visitors enter and exit the facility. Route all such personnel through the reception area so that they can be properly checked in and out.
4	Operate and perform non-sworn booking functions in Booking/Intake/Release of the Juvenile Detention Facility. Functions include, but are not limited to: Assist Booking Officer with gathering, inventory and storage of personal property, clothing, money, etc. Complete responsibilities for the release of property to youth and law enforcement agencies.
5	Functions appropriately during emergency situations in facility in order to provide communication and back-up, respond appropriately to alarms, etc.
6	Answer phones as necessary and transfer call to appropriate party or take messages. Always try to be helpful in finding a solution for a person's concern.
7	Confer with an Institution Supervisor on problem situations. Report all pertinent areas of concern that may pose a threat to the safe operation of the facility's integrity and security to the on-shift Institution Supervisor.
8	Maintain communication between central control and other units of the facilities. Remain calm, respectful, considerate, and professional when relaying message traffic throughout the facility.
9	Maintain contact with Probation Correction Officers and other staff working in the # units.
10	May write incident reports. Maintain required documentation in Caseload Explorer as instructed.
11	Respond to emergency situations in accordance with specified procedures and regulations.
12	Keep Control Room, BIR, and Reception clean and stocked with all needed supplies.
13	Scan paperwork into the youth's Caseload Explorer Documents as necessary.
14	Attend training programs, activities, and unit meetings.
15	Perform related duties as assigned.
16	Assist the EM/HS Unit with clerical duties.

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**2.3 Job Descriptions of Institution Positions (*continued*)**

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18	Assist with BIR Release Procedures (Functions listed in Chapter 4.4) include, but not limited to:
	<ul style="list-style-type: none"><li>• Process Placement releases, Court releases</li></ul>
	<ul style="list-style-type: none"><li>• Facilitate communication with units and staff setting up the release</li></ul>
	<ul style="list-style-type: none"><li>• Verify the youth's identity. Retrieve their Caseload Explorer booking record from the computer file and check the youth's name, date of birth, and home address with the information contained on the booking slip.</li></ul>
	<ul style="list-style-type: none"><li>• Recording the disposition release on Caseload Explorer (i.e., a <del>YF</del>, a DJJ release, a Group Home release, etc.).</li></ul>
	<ul style="list-style-type: none"><li>• Adjust the youth's living unit's population count on the Caseload Explorer roster.</li></ul>
	<ul style="list-style-type: none"><li>• Release all personal clothing and valuables to the youth by obtaining the property bag number from the booking slip, and pulling the property bag from storage. Have the youth change into their personal clothing and sign the release slip acknowledging and verifying the return of their property. If property is missing, staff are to note precisely what is missing and submit a report. Staff will also sign the release sheet witnessing the youth's signature.</li></ul>
19	Greet visitor and public, determining their eligibility to visit, having them sign-in, issue a visitor's badge, and direct them to the appropriate visiting areas.

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**10. Specific Duties of the Food and Laundry Service Manager**

1	In charge of ordering and inventorying all items used in the Juvenile Detention Facility kitchen and laundry
2	In charge of all maintenance of the kitchen machinery
3	Complete kitchen work schedules
4	Train and evaluate the Cook III's assigned to the kitchen
5	Conduct meetings with the kitchen staff
6	Develop institution menus based on nutritional guidelines
7	Ensure proper sanitation procedures are being performed in the kitchen
8	Assist the Cook III's as needed
9	Laundry responsibilities

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 11. Specific Duties of the Cook III

1	Under direction of the Food and Laundry Services Manager, be responsible for the preparation and serving of food on an assigned shift.
2	Assists with menu planning.
3	Assists with ordering, receiving, and accounting for food and supplies.
4	Does meat cutting.
5	Sees that the kitchen and equipment are kept clean and in good repair, and delivers meal trays to the PODS.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 12. Specific Duties of the Receptionist

1	Answer incoming phone calls, answer questions, give information, direct call to appropriate persons.
2	Greet visitor and public, determining their eligibility to visit, having them sign-in, issue a visitor's badge, and direct them to the appropriate areas.
3	Make appointments and visiting rooms for professional visits, e.g., attorneys, private investigators etc.
4	Accept deliveries arriving through the main facility doors, such as Office Depot, Fed Ex, etc.
5	Receive and distribute incoming mail, e.g., payroll checks, subpoenas, etc. addressed to various county personnel working at the Juvenile Detention Facility, as well as youth housed therein.
6	Keep supplies of informational pamphlets available, including MAA information, for visitors coming into the Facility.
7	Verify identity of individual(s) visiting or picking up a youth. Scan identification into Caseload Explorer if it has not already been done.
8	Organize paperwork/forms related to youth and scan them into Caseload Explorer, then prepare the paperwork/forms for storage or destruction.
9	Perform related duties as assigned.
10	May operate a variety of office automation and peripheral equipment and a variety of office related appliances.
11	Perform routine office equipment checks to determine cause of problems and report needed repairs.
12	May undertake and complete a variety of office assistance projects requiring independent judgment, initiative, and the maintenance of confidentiality.

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### 13. Specific Duties of the Maintenance Worker

(Standard 1510) Under the Supervision of the Resource Management Agency, RMA

1	In charge of the care and maintenance of the Juvenile Detention Facility and Youth Facility.
2	Maintains custodial equipment and maintenance equipment.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 14. Specific Duties of the Medical Staff

1	Provide professional nursing care for youth at the Juvenile Detention Facility in accordance with medical policies and procedures manual and as required by Title 15.
2	Make preliminary observations of youth's conditions and refer them, if needed, to a physician's care.
3	Performs physical examinations and treatment.
4	Instructs staff on medical treatment required.
5	Requisitions and maintains stock of non-prescription first-aid needs.
6	Make appointments for examinations and/or treatment at medical facilities.
7	Renders first-aid.
8	Maintains adequate temporary and permanent medical records and makes reports to the physician and Administration.
9	Ensures that youth that need to see a physician are scheduled and available.
10	Schedules physical examinations and coordinates medical service with County Health Department, Probation Officers, and private health services as needed.

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### 15. Specific Duties of the Drug and Alcohol Specialist

1	Shall provide alcohol and other drug counseling services for the youth at the Juvenile Detention Facility.
2	These services include, but are not limited to: alcohol and other drug assessments for confidential use and/or court requests, referral and treatment recommendations, alcohol and other drug education classes, and individual counseling sessions for the youths at Juvenile Detention Facility.
3	Shall provide and maintain an ongoing professional relationship with the Juvenile Detention Facility staff.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 16. Specific Duties of the Mental Health Therapist

1	Shall provide mental health services for youth of the court in the Juvenile Detention Facility.
2	These services include, but are not limited to: Mental health assessments for confidential use and/or court request, referral and treatment recommendations, medication evaluation, crisis stabilization, corrective thinking groups, individual therapy sessions.
3	Shall provide Juvenile Detention Facility staff with all the necessary forms for referrals for crisis or suspected mental issues.
4	As needed, shall provide Juvenile Detention Facility staff with information needed to identify and deal with youth of the court that are suspected of having mental health problems.
5	Shall provide necessary documentation as needed on all youth of the court on an ongoing basis.
6	Shall provide and maintain a professional relationship with probation staff as well as medical and school staff in the facilities.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 17. Program Probation Officer I/II/III

The commitment program youth are divided into four (4) geographical zones by their home address. Each zone is an assigned caseload for a Program Probation Officer. The Program Probation Officer is responsible for supervision of the youth from the first day he/she is committed to a program at the Juvenile Detention Facility, until the day the youth completes the Aftercare Program. Duties may include, but are not necessarily limited to:

#### For In Custody Youth

1	Review social reports and minute orders for all youth committed to a program at the Juvenile Detention Facility;
2	Complete a full JAIS evaluation and re-assess each youth as necessary;
3	Develop a case plan for each youth;
4	Complete a program orientation with each committed youth, which includes a review of program rules and contacting parents to acquaint them with program;
5	Review terms and conditions of probation;
6	Organize and participate in an initial MDT with services providers, parents and youth and review case plan goals;
7	Initiate referrals and coordinate assessment times for all required services;
8	Review each youth's progress in required services'
9	Track phasing for all program youth;
10	Weekly one on one contact with every youth in custody assigned to the caseload;
11	Contact parents of in custody youth if not assigned a parent partner;
12	Conduct home visits during later phases;
13	Organize and lead return home groups (1 per week for 8 weeks);
14	Conduct an MDT meeting at the beginning of every phase, for each youth;
15	Coordinate services to ensure continuum of care;
16	Plan for release of youth onto aftercare;
17	Contact medical personnel at time of release for medication refill;
18	Complete review hearing reports and VOPs;
19	Complete releases including monitor contracts;
20	Maintain Caseload Explorer entries.

## 2.3 Job Descriptions of Institution Positions (*continued*)

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For Out of Custody Youth

1	Supervision based upon risk level (medium risk - 2-3x/month, high risk – weekly);
2	Testing and searching;
3	Coordinate and monitor monthly progress of treatment and school for each youth;
4	Complete review hearing reports and VOPs;
5	Assist with family needs;
6	Provide incentives and sanctions regarding behavior modification;
7	Prepare for DJJ releases and complete report and home visits;
8	Supervision of DJJ releases and monitor GPS activity;
9	Re-assessment and update case plan;
10	Maintain Caseload Explorer entries.

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### 18. Program Institution Supervisor

The Program Institution Supervisor is a critical part to obtaining success in the program units. The Program Institution Supervisor is responsible for:

1	Movement of youth to program upon disposition;
2	Outfit youth with appropriate program necessities;
3	Direct supervision of the program units, both male and female;
4	Impose discipline: Rosters, Consequences, Incident Reports;
5	Review and instruct staff to correct Incident Reports as needed;
6	Movement of youth based upon behavior;
7	Ensure progressive discipline is enacted;
8	Conduct weekly DRB's for youth appeals;
9	Notify parents of critical incident or discipline;
10	Update program progress in Caseload Explorer;

**2.3 Job Descriptions of Institution Positions (*continued*)**

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11	Ensure units are in compliance with program schedule;
12	Monitor groups and assist treatment providers with group control;
13	Monitor incentive programs and supplies;
14	Inventory incentive supplies and order as necessary;
15	Point of contact for treatment providers, schools, mental health, program POs and parents;
16	Maintain communication with SPOs and POs regarding youth behavior and discipline;
17	Counsel youth;
18	Complete crime reports;
19	Identify youth leaders and monitoring behavior for continued participation;
20	Assign and direct program based community service details and/or incentive details;
21	Check the background of person(s) visiting or writing youth;
22	Monitor contacts and arrange special visits;
23	Ensure that court ordered telephone calls, visits and video calls occur;
24	Follow up with behavioral health regarding on going issues;
25	Monitor youth manipulation in units to build hierarchy and move youth accordingly;
26	Submit maintenance requests as necessary;
27	Conduct unit specific briefings;
28	Develop individualized professional relationships with the youth and make trauma informed and culturally responsive decision regarding their care while in custody;
29	Review caseload entries and ensure all information is documented appropriately.



## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 19. Stock Clerk II

This is the advanced journeyman level class in the Stock Clerk series. Incumbents are expected to perform more complex stocking duties including contacting vendors, determining best price and quality, accounting, cost mark-ups, and price extending, and handling complaints and quality control reports.

Duties may include, but are not necessarily limited to:

1	Receive shipments of supplies, materials, and equipment for stock
2	Compare shipping invoices with quantities received and ordered.
3	Check items received for damage and take appropriate steps for their return or credit.
4	Determine utilization of storeroom space for stocking of inventory for the juvenile facilities and maintain the proper numbering system for such stock.
5	Receive requisitions from departments of intra-department divisions.
6	Fill orders requested and arrange for delivery.
7	Calculate unit prices and make extensions determining costs and mark-up based on volume, vendor and purchase price.
8	Adjust inventory records from requisitions.
9	Order stock based on observed turnover and on immediate need.
10	Use parts' books and manuals, particularly for specialty items not stocked.
11	Research manuals to determine equivalent usage or value.
12	Determine amount needed and frequency or comparability of use with other departments or divisions.
13	Contact vendors and salespersons to determine best prices and quality.
14	Prepare purchase orders for payment.
15	Maintain up-to-date inventory for reordering or for decisions on substitution.
16	Maintain billing forms for proper recording of charges to department.
17	Maintain current price lists for correct charging.
18	Make quality control reports and handle complaints from users.
19	Use forklift to move and store equipment and stock.
20	Give product information by telephone or in person.
21	May prepare and assemble parts from stock on hand using various pieces of equipment.
22	May use a two-way radio and learn proper radio communication policy.
23	Keep storeroom in a clean and orderly condition at the juvenile facility.
24	Perform related duties as assigned.

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## 2.3 Job Descriptions of Institution Positions (*continued*)

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### 20. Probation Correction Officer III / Juvenile Detention Facility

This is a specialist level in the Probation Correction Officer series. Incumbents are responsible for performing their duties at the highest level of proficiency of a Probation Correction Officer and serve as role models and lead workers within the department.

Duties may include, but are not necessarily limited to:

1	Serve as a mentor and role model to entry and journey level Probation Correction Officers to instill and provide support in the vision, mission, and goals of the agency and to provide staff training.
2	Serve as a lead worker by assisting in the distribution of work and providing technical assistance and training in the operations of the Juvenile Detention Facility.
3	Teach basics of Policy and Procedure Manual to staff.
4	Promote communication and problem solving.
5	Perform related duties as assigned.
6	Perform the duties of a Probation Correction Officer II, working the units when instructed to by the Institution Supervisor
7	Perform the duties of a Shift Training Officer. Train new staff as they orientate themselves to the Juvenile Detention Facility.
8	Participate in monthly meetings with the designated Institution Supervisor in charge of new staff.
9	Provide honest and thorough evaluation of new staff, to the designated Institution Supervisor, throughout their Floor Training hours.
10	Complete training documents issued for new staff.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Rules of Professionals</b> <b>Section: 2.4</b> <b>Authority:</b> <b>Tulare County Probation Department</b> <b>Conduct Administrative Manual;</b> <b>PC 830.5</b>
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## 2.4.1 Peace Officer Status of Juvenile Detention Facility staff

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Peace  
Officer  
Status

- A. Section 283 of the Welfare and Institution Code and Section 830.5 & 6031.5 of the California Penal Code designates Peace Officers with limited powers of arrest. Department policy states that Institution Probation staff may exercise their arrest powers only when such action is in the direct line of duty concerning persons under departmental jurisdiction. For Juvenile Detention Facility staff this includes:

1. Maintaining custody and control of youth in the facility.
  2. Apprehending all youth being transported by an officer under departmental jurisdiction.
- 

Arrest  
Policy

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

1. Referred to the appropriate law enforcement agency, or
  2. Referred to the Intake Division of the Probation Department through vertical channels.
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## 2.4.2 Off Duty Conduct

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Rule to be  
Law Abiding

Employees shall not violate any federal statute, state law, local ordinance or department rule or regulation. Failure in this regard will be considered behavior that brings discredit upon the criminal justice system, the Probation Department, and could jeopardize staff's employment.

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Any staff who becomes aware that he or she is the subject of a criminal investigation, or is arrested or charged with any felony or misdemeanor, shall immediately report the matter to the office of the Chief Probation Officer through their immediate supervisor.

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## 2.4.2 Off Duty Conduct (*continued*)

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Employees who are aware of Probation staff that has had any contact with law enforcement, arrest, detention, or allegation of criminal or other misconduct, which may result in criminal prosecution, must report this information to their immediate supervisor at the first opportunity. This information will be kept confidential pursuant to all applicable laws and departmental policy and procedure. The supervisor will immediately advise management via the chain of command.

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### Representative

All employees are representatives of the county, the court, and the department. An employee's conduct, both on and off the job, which reflects negatively on or discredits the criminal justice system, the department, the court, or the county, may be a basis for disciplinary action.

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### Illegal Use of Drugs

Any employee convicted of an offense involving the illegal use or possession of drugs or hallucinogens will be subject to disciplinary action, including dismissal, even if the offense was committed on off-duty time. Further, the facts and circumstances which lead to any employee's arrest for such use or possession of drugs will be considered for the purpose of imposing disciplinary action, up to and including dismissal.

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## 2.4.3 Professional Responsibilities

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### Standards

The following general provisions set forth the professional standards by which the Juvenile Detention Facility personnel shall conduct themselves.

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### Administrative Manual on Rules of Conduct

- A. All staff shall be required to read and sign off on Administrative Manual Section Rules of Conduct which are as follows:
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## **TULARE COUNTY PROBATION DEPARTMENT**

### **STANDARDS OF PROFESSIONALISM**

1. Courtesy toward members of the public and clientele is expected of all employees. While on duty, employees are to conduct themselves in a professional manner by being respectful and courteous to others and will not make racist, sexist, disparaging, profane, uncomplimentary, discourteous, or disruptive remarks.
  2. Employees of the Department shall present to the public a professional appearance in compliance with the Tulare County Probation Department dress code.
  3. No Probation Department employee may consume alcoholic beverages while on duty. Probation Department employees will not report to work or be on duty when there is any observable effect of the use of alcohol or a controlled substance.
  4. Employees will not bring an alcoholic beverage, controlled substance, or paraphernalia for the illegal use of a controlled substance onto the site of any juvenile institution, nor into any other Probation Facility in which the employee is working, conducting County business, or visiting.
  5. All employees must meet the obligations of their work assignments as specified in departmental policies, procedures, performance standards, written and verbal directives, and the law. In addition to specific job tasks, employees are expected to report for duty as scheduled unless specifically excused, to remain awake, alert, and sober while on duty.
  6. Employees are required to speak the truth in all official communications and not falsify any records, reports, time sheets, legal documents, testimony etc.
  7. No employee shall withhold information pertinent to effective law enforcement for any reason.
  8. Employees of the Department shall treat confidentially the official business reports and records of the Department. They shall not impart information of such business, nor shall they permit anyone to see or read such reports of records, or permit anyone to receive copies of such reports or records, except those for whom they are intended or as directed by their supervisor, under due process of law.
  9. Every employee of the Department shall treat his/her supervisor with respect, be courteous to his associates and refrain from all derogatory remarks discrediting them, except to his/her supervisor when the seriousness of the situation demands attention.
  10. No employee shall deliver addresses via radio, television or at public gatherings concerning the work of the Department; nor shall they under any circumstances make a statement for publication which concerns the plans, policies, or affairs of the Administration of the Probation Department unless duly authorized to do so by the Chief Probation Officer or his designee. Employees shall not, directly or indirectly, seek notoriety through the public press for acts performed in the discharge of their duties.
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### 2.4.3

#### **Professional Responsibilities** *(continued)*

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11. Employees shall not accept, directly or indirectly, from any person liable to arrest or to complaint, or in custody, or after discharge, or from any friend or friends of any such person, any gratuity whatsoever.
  12. No employees shall knowingly transact any business with, or for, any person in custody or under suspicion except in the lines of duty.
  13. All employees concerned in cases before the courts are to be punctual in their attendance. They shall testify with accuracy and honesty. When cross-examined, they shall answer with the same readiness as when testifying in support of the charge, remembering that the ends of justice will be better served by showing a desire simply to tell the whole truth, whether it be in favor of or against the defendant or probationer.
  14. Any employee who is placed temporarily in a position of higher authority shall exercise the authority and perform the duties of such high positions and shall be responsible in the like manner as if regularly appointed to such high position. He/she will not interfere with or countermand any prior order issued by the member whose place he/she temporally occupies unless that prior order impairs effective operation of the Department.
  15. An employee shall give all proper identification to persons requesting the same avoiding all unnecessary conversation or controversy. He/she shall give name and number of a badge (if he/she has one) without hesitation to any person who requests it.
  16. Whenever any member retires, resigns, is discharged or suspended, he/she shall surrender to the Department Head or his designee all property assigned to him/her.
  17. Sleeping, idling, or loafing while on duty shall be considered neglect of duty and grounds for disciplinary action.
  18. Employees injured in the line of duty shall report in writing the circumstances of such injury on the prescribed form. Injury reports shall be completed as soon as practical after the occurrence of the injury and in accordance with Department policy and procedures.
  19. An employee who strikes or injures any person in any way shall report the circumstances in writing. Such reports shall be completed not later than at the end of the working day or shift.
  20. No employee shall willfully assault any person for any reason, except to prevent or interrupt the commission of a public offense. Nor will he/she use more force than is necessary to affect an arrest or to maintain the custody of a prisoner or youth.
  21. Employees shall not use the Department as a mailing address for private purposes including as the address of any privately owned motor vehicle registration or operator's license. Pursuant to California Vehicle Code Section 12500(a), all Department employees are required to have in their possession a valid California Driver's License Class B while operating any Class B vehicle owned or leased by Tulare County or their Class C for private vehicle used in the performance of County business.
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### 2.4.3 Professional Responsibilities (*continued*)

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22. No employee, while on active duty, will use any controlled substance steroid or even an over-the-counter medication that has the medically established possibility of altering the user's personality. This would not preclude taking medication under the direct supervision of a physician. But if the medication could impair faculties, it is the employee's responsibility to take appropriate action, including notifying the immediate supervisor.
  23. No employee shall socialize with any probation client during non-duty hours, except employees who are members of the immediate family.
  24. Employees shall not intimidate, demean, interfere with or harass another employee. Employees shall not engage in hazing of other employees. Employees are responsible for preventing and addressing harassment and hazing by reporting to a supervisor when they observe this conduct.
  25. Any employee who observes or is aware of an employee violating the law and/or departmental policy and procedure must report this to a supervisor at the earliest possible opportunity. All employees are responsible for reporting any situation that poses a threat to the health and safety of staff and clients under the Probation Department's jurisdiction. An employee who knowingly fails to report misconduct may be the subject to disciplinary action.
  26. Employees are not to violate the legal or civil rights of others to commit any criminal act while on duty. Any such violation is to be immediately reported to management via the chain of command, with follow-up written reports as required by departmental policies, procedures, and directives. When it appears an employee has committed a criminal act while on-duty, the matter will be referred to the appropriate law enforcement agency for investigation. Civil rights violations will be investigated per County and Departmental procedures and referred via the chain of command to Management for review.
  27. No employee of the Probation Department will use his or her position, badge, or County identification for any purpose other than for official business.
-

## 2.4.4 Juvenile Detention Facility Staff Interaction with Youth

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Intro	<p>The following are general provisions setting forth the standards for Juvenile Detention Facility personnel with respect to their association with youth and further delineates the limitations of their interactions.</p>
Establish Professional Relationship	<p>A. Staff are to develop a respectful relationship with youth by displaying responsible adult behavior, setting firm limits, enforcing consequences consistently and fairly, and treating all youth with respect. Staff need to clearly communicate behavioral standards to the youth to motivate the youth to believe that they can fulfill those expectations.</p>
Avoid Social Contacts with Youth or Families	<p>B. Probation staff are to avoid discussing their personal lives or establishing social contacts with youth, and their families, and ex- youth of Juvenile Detention Facility who are still or were under correctional jurisdiction.</p>
Over familiarity/ Favoritism	<p>C. Staff are to avoid developing a “special relationship” with a youth, one which is characterized by over-familiarity in their interactions and/or special time or favors being accorded to one youth over the rest of the group. Professional distance is compromised between staff and youth if, but not exclusive to:</p> <ol style="list-style-type: none"><li>1. Rules are relaxed for “certain” youth</li><li>2. Special favors are performed for “certain” youth</li><li>3. The same youth performs errands for staff routinely.</li></ol> <p>Such favoritism or appearance of favoritism is prohibited.</p>
Report to Supervisor	<p>D. Staff must report to their Supervisor any attempt by the youth and their families to become unduly familiar.</p>
Physical Contact with Youth	<p>E. Staff shall not touch youth except when security measures require it. Under no circumstances shall a youth be allowed to touch staff. Unnecessary physical contact between staff and youth can lead to many problems, including accusations of sexual molestation, harassment, and physical abuse. Any physical contact between staff and a youth requires that the Institution Supervisor is notified immediately and an Institution Incident Report be written.</p>
No Correspondence Given Unless Approved	<p>F. Staff shall not correspond by any form of communication or take pictures of a youth, ex- youth, or with any member of a youth’s / ex- youth’s family, except as required by their official duties or when specifically approved by the Supervising Probation Officer. If staff are contacted by any of the previously listed individuals other than under approved circumstances, staff must immediately report it to the Juvenile Detention Facility Division Manager via the Institution Supervisor.</p>



**2.4.4 Juvenile Detention Facility Staff Interaction with Youth (*continued*)**

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Correspondence      G. Staff shall immediately take appropriate action to report all correspondence from youth or ex-youth to prevent the youth from continuing the correspondence. Staff failure to act in these situations may compromise their professional standing with other staff and lead the youth and his/her peers to assume that continued correspondence and the sentiments expressed therein are welcomed

This includes, but is not limited to social network sites such as Facebook, Instagram, SnapChat, and MySpace.

1. This table lists actions to be taken upon receipt of letters from a youth:

Step	Action
1	Immediately notify your Supervisor of the receipt of the letter and that it is unwelcomed and unsolicited.
2	The Institution Supervisor will instruct the youth not to write any more letters to staff.
3	The Institution Supervisor shall inform the youth that the letters are unwelcome, inappropriate, and that disciplinary action will result if such behavior continues.
4	Staff will write a letter to the youth, <u>if instructed by his/her Supervisor</u> , instructing the youth to discontinue any correspondence, as it is inappropriate.
5	Staff will write an Incident Report, documenting all actions and responses.

Other Types  
of  
Communication

2. When staff believe there may be some therapeutic or rehabilitative value in responding to the correspondence, the following steps must be completed prior to corresponding:
- a) Notify your Supervisor of the situation.
  - b) Get permission to write the youth from the Juvenile Detention Facility Division Manager.

Other  
Institutions

H. Youth are not allowed to receive correspondence from other institutions, e.g., prison, jails, or other juvenile facilities without prior approval from the Institution Supervisor via chain of command.

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## 2.4.4 Juvenile Detention Facility Staff Interaction with Youth (*continued*)

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Language  
1324m  
(Title 15)

- I. Staff shall not prohibit the speaking of Spanish or any other language by youth in the Juvenile Detention Facility, when English is not their primary language. Every individual has the right to converse in his/her primary language without the fear of reprisal and to be provided an interpreter, if necessary, so for communication to occur.

The following departmental procedure is established in regard to the above stated issue:

1. The Juvenile Detention Facility and the Probation Department have many experienced officers available to assist in interpreting for youth and staff. This option will be followed whenever possible.
2. When there is an inability to communicate between staff and youth as a result of a language barrier, the Juvenile Court/Probation Department has funds set aside to provide interpreting services. To arrange for an interpreter, process your request through your supervisor who will arrange for such services.

Families or  
Relatives of  
Youth  
Contacting  
Staff

- J. Juvenile Detention Facility staff are responsible for the care, guidance, supervision, and custody of youth only while they are detained in the Juvenile Detention Facility. This responsibility terminates upon the youth's release from the Juvenile Detention Facility, except for the Aftercare Officer. Youth's, parents, legal guardians, or relatives contacting the Juvenile Detention Facility staff members, either inside or outside the institution, seeking advice and/or assistance, or making any effort to continue association with a staff member outside the institution after the youth's release from custody, shall be reported to the Juvenile Detention Facility Supervising Probation Officer through the Institution Supervisor. The youth's Probation Officer shall be notified when applicable.

Working with  
Youth of  
Opposite Sex  
Guidelines

- K. The following policies have been developed for staff who work in housing units with youth of the opposite sex, to protect staff and youth:

1. All youth shall be afforded the right to privacy and personal dignity in regard to supervision by staff members of the opposite sex. This provision shall be strictly adhered to during showers and bedtime activities and when youth are changing clothes and using the restroom.
2. Staff members working in units with youth of the opposite sex are to avoid directly supervising showers or conducting body searches. If such supervision occurs, staff are to maintain privacy needs of youth except in the case of safety/security issues.

Knock and  
Notice Rule

3. Staff shall announce their presence when entering a unit occupied by youth of the opposite gender by stating, "Female/Male entering the Unit," so that all youth are alerted to the staff member's presence.

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## 2.4.4 Juvenile Detention Facility Staff Interaction with Youth (*continued*)

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- Unannounced Rounds
4. Supervisors conducting unscheduled rounds shall only announce their presence as they enter the dorm, not prior, regardless of gender.
  5. In exigent circumstances wherein an officer has called for assistance, a female/male officer is not required to announce her/his intent to enter the male/female dorm. This includes, but is not limited to, a physical altercation, staff attack, dorm removal(s), and/or medical emergency.
- 
- L. Supervisors on all shifts shall regularly conduct unannounced rounds in addition to viewing and reviewing digital video to ensure discrimination and sexual harassment policies are being followed and to identify and deter sexual misconduct. Such rounds shall be documented in Caseload Explorer as an IS Note
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## 2.4.5 Dissemination of Information

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- Background
- Juvenile Detention Facility staff are an integral part of the casework process and system and often have significant data to impart to the Program, Aftercare, and/or Casework Probation Officer. This policy is designed to aid staff, by designating the framework in which such information can be shared.
- 
- Discussion with Parents
- A. Juvenile Detention Facility staff may briefly discuss with parents the youth's general behavior or attitude while detained in the Juvenile Detention Facility. However, if parents, guardians, or relatives inquire if their child should come home or be sent to one place or another, staff shall NOT express an opinion. Instead, the parents/legal guardians shall be referred to the Program, Aftercare, or Casework Probation Officer, or Public Defender for information.
- 
- Refer Health Questions to Clinic
- B. If parents/legal guardians inquire about the youth's health or medication, they shall be referred to the Juvenile Detention Facility medical.
- 
- References
- C. All requests by attorneys, parents, relatives, and other interested parties to the Juvenile Detention Facility staff to write letters or appear in court or to make statements that could interfere with the case work PO's plan for the youth, must be respectfully referred to the youth's casework Probation Officer, the Program Probation Officer or the Supervising Probation Officer.
- 
- PO Contact
- The Probation Officer's name and work number shall be given to the individual requesting such information. If the Probation Officer feels that the youth's behavior or attitude, either positive or negative, may be important, the Probation Officer can check the youth's Caseload Explorer observations. The Casework Probation Officer is in the best position to decide how much emphasis the youth's behavior at the Juvenile Detention Facility should influence a casework decision.
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## 2.4.5 Dissemination of Information *(continued)*

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III  
Informed

- D. Staff shall not make statements to the youth detained at the Juvenile Detention Facility relative to where the youth is to be or should be placed. Such information may be ill-informed and might upset him/her greatly and could even lead to the failure of a particular placement. Counseling shall be directed toward improving a youth's behavior at the Juvenile Detention Facility and toward getting him/her to accept a particular placement if this issue has been decided by the Court.

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## 2.4.6 Relating Professionally with Staff

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Intro

The following general provisions shall structure the working relationships between staff members at Juvenile Detention Facility.

Staff  
Conduct

- A. Probation staff at Juvenile Detention Facility are to conduct themselves in a professional and responsible manner at all times. Employees are expected to abide by the policies and rules of this institution and must be willing to accept direction, instruction, and correction from their supervisor. Cooperation and reasonably harmonious relationships with all members of the staff are factors in the evaluation of employee efficiency.

Courtesy  
and Respect  
At All  
Times

- B. Staff shall treat each other with courtesy and respect. It is unacceptable and intolerable for staff to use profanity, derogatory language, ethnic slurs, or sexual epithets when speaking with or referring to other coworkers or youth. Rough, crude, profane, or harsh language is considered out of order and tends to invite similar language from the youth and staff. Staff shall keep their conversation above reproach.

Never Discuss  
Other Staff's  
Job  
Performance  
with Youth

- C. Staff shall never discuss the job performance of themselves or another co-worker with a youth or in the presence of a youth. Problems which develop between staff over the performance of work activities shall be discussed in a setting which affords a level of privacy; civility shall be maintained in all discussions amongst staff and/or public agency personnel.

Constructive  
Criticism

- D. All staff have a duty to inform other staff when any aspect of their job performance is in violation of the law and/or any Juvenile Detention Facility policy and/or procedures, which are counter-productive to the team effort, injurious to dorm security, and/or the safety of other coworkers. Such discussions shall take the form of constructive criticism. The communication of such criticisms shall be educational in intent, and never for the purpose of demeaning or ridiculing a fellow employee. Probation Correction Officers III/Training Officers are responsible for providing this kind of feedback and training to staff and to the Institution Supervisor.

Don't  
Undermine  
Other Staff

- E. Under no circumstances shall a staff member engage in behavior which deliberately undermines the authority or seeks to embarrass another staff member. All staff have the responsibility and duty to assist other staff members in becoming effective team members.

## 2.4.7 Facility Regulations

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Emergency  
Duty

A. Regardless of class or service, when notified of an emergency at the institution and ordered to return to the work site, staff shall report without delay to the Institution Supervisor in charge

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Confidentiality  
of Case Files

B. The Juvenile Detention Facility records regarding a youth are confidential and shall not be given to anyone, except to persons who have an official need for such information (i.e., casework Probation Officer, the Court, persons designated by Court Order, etc.) (See Manual Section 3.1.).

1. Youth files shall not be removed from the facility or the Juvenile Institutions record section without the approval of the Institution Supervisor.
  2. Caseload Explorer documents and data shall not be copied or printed and removed from the facility without permission of the Institution Supervisor.
- 

Distractions  
Prohibited

C. Staff assigned to youth supervision and control functions shall not read, listen to a private radio, watch television, or engage in any distracting amusement or activity (including but not limited to, personal exercising for engaging in personal telephone calls, texting or personal e-mail exchanges. Staff shall not possess/carry personal cell phones while working without specific permission from the Division Manager.

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Legal Aid to  
Youth  
Prohibited

D. Staff shall not assist youth in the preparation of any legal document or give any form of legal advice or service to a youth, except in regard to the institutional disciplinary due process procedure.

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Trading,  
Betting,  
Lending,  
Gratuities  
Prohibited

E. Staff are prohibited from trading, bartering, lending, betting, or otherwise dealing with any youth in such a manner. Staff shall not directly, or indirectly, give to or receive from any youth or member of the family of youth anything in the nature of a tip, gift, service, or promise of a gift. Staff shall not benefit personally from youth labor, including use of labor on personal projects (e.g., washing/repairing personal vehicle.)

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No Weapons

F. Staff shall not bring any type of weapon upon the grounds of any institution. Any staff procuring for, or delivering to, any youth any type of weapon shall be referred for discipline, and the matter will be referred for a criminal investigation and to the District Attorney for prosecution.

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Staff Phone  
Numbers

G. The Institution Supervisor has access to the home phone numbers of staff. These numbers are confidential and are NOT to be given out except under specific circumstances and only by the Institution Supervisor. If Probation staff must be contacted for business reasons, the Juvenile Detention Facility Institution Supervisor shall ascertain the nature of the business, obtain contact number for the person needing to contact the Probation staff member, and then call the staff member and relay the message.

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## 2.4.7 Facility Regulations (*continued*)

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Corporal  
Punishment  
Forbidden

H. Corporal punishment shall not be used upon any youth. Striking, slapping, paddling, holding at rigid attention, enforcing physical exertion upon, or any such disciplinary action is not condoned and is absolutely forbidden.

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Religious  
Program

I. Each Probation Correction Officer is to familiarize themselves with Tulare County Juvenile Detention Facility religious program policy and procedures. They must work within the policy framework when dealing with aspects of the program that are religious in nature. Promotion of any specific religious doctrine by staff is forbidden.

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Basic Safety  
Awareness

J. Each Probation Correction Officer is to remain alert to certain everyday safety factors in order to safeguard themselves, their fellow workers, their group, and the security of the Institution by not allowing dangerous items and trash such as glass, metal, wood, or other objects to accumulate.

---

Male/Female  
Issues

K. Both male and female staff should be present at all coed functions and activities. Staff of the opposite gender are not permitted in youth rooms with youth alone, except in an emergency situation.

---

Key Control

L. All staff must keep their assigned keys connected to their person. These keys must be returned to the Institution Supervisor at the end of each shift. If keys are taken home by chance, the Institution Supervisor in charge must be called immediately upon discovery. Staff will be directed to return the keys. Keys must never be given to youth for any reason.

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Staff Meals

M. One meal per shift is allowed to staff working an 8-hour day or afternoon shift at no charge.

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County  
Property

N. No County property, including food, leftovers, clothing, or supplies will leave the Institution for personal use. Occasionally, a group or another institution may desire to borrow County property from the Juvenile Detention Facility (e.g., kitchen utensils, sports equipment, maintenance equipment, etc.). Prior to any county property being borrowed, authorization from the Juvenile Detention Facility Administration must be obtained.

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No  
Pornographic  
Materials

O. Pornographic material (Penthouse, Playboy, etc.) is not to be brought inside the institution or viewed on any of the facility computers. Any reading material must be approved by the Probation Institution Supervisor, Supervising Probation Officer, or Probation Division Manager.

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Threats

P. Any threats made by youth to other staff or the public must be recorded in an Incident Report and forwarded to Administration. Administration will be responsible for notifying the potential victim.

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## 2.4.8 Punctuality

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### Punctuality

- A. Staff must report to the SST Office for their shift promptly at the time scheduled and not leave their duty station before the completion of the shift and relieved by another Probation Correction Officer, except with a Supervisor's permission.
- 

### Reporting Hours

- B. Reporting Hours are as follows:

TRACK	Days of the week	Hours
1	Sunday to Thursday	6 a.m.-2 p.m.
2	Sunday to Thursday	2 p.m.-10 p.m.
3	Tuesday to Saturday	6 a.m.-2 p.m.
4	Tuesday to Saturday	2 p.m.-10 p.m.
5	Thursday to Monday	6 a.m.-2 p.m.
6	Thursday to Monday	2 p.m.-10 p.m.
7	Monday to Friday	10 p.m.-6 a.m.
8	Saturday and Sunday Monday-Wednesday	10 p.m.-6 a.m. 2 p.m.-10 a.m.

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### Not to Leave

- C. Employees may not leave their assigned posts without first securing approval from the Officer in charge. Staff must not request other staff to leave their assigned posts without obtaining prior clearance from the Institution Supervisor. The only exception would be in an emergency situation where attempted prior contact would mean a delay in getting assistance to the area needed.
- 

### Check In

- D. Each Probation Correction Officer shall check their Unit Notes in Caseload Explorer upon reporting to their assigned unit. This check will provide needed initial information. Items to note during this check are the number of youth in the unit, new classification, new admittances, transfers, releases, suicide risks, special programs, high security levels and special remarks-Caseload Explorer should indicate accurate population records and information at all times.
- 

### Illness

- E. The employee who is unable to report for their assigned duty due to illness or some emergency must notify the Institution Supervisor on duty as far in advance as possible in order that a substitute may be obtained. Staff shall notify the Institution Supervisor personally (spouse, friends, in-laws, etc. should not call unless in an emergency).

### Sick Call authorized by a Supervisor

1. Sick leave must be authorized by an Institution Supervisor. Failure to have sick leave authorized by an Institution Supervisor may result in leave without pay for the absence or AWOL status.

## 2.4.8 Punctuality (*continued*)

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F. The Institution Supervisor shall call any scheduled staff member that has not arrived by the start of the shift at home to try to determine the reason for the “no show.”

Procedure  
for Tardy  
Staff

1. If employees think they are going to be tardy to work, they shall promptly notify the Institution Supervisor.
  2. The Institution Supervisor shall complete the Tardy Slip. This form will then be given to the staff's immediate supervisor for inclusion in the staff's work site file. Staff shall be given a copy of this slip.
  3. If staff fails to show for their shift and does not call and explain their delay, after one-half (½) hour has elapsed, their shift may be covered, and they may be put off pay for the day's work and are subject to disciplinary action.
  4. Tardiness may result in progressive discipline, up to and including termination. The Supervisor shall document all tardiness in the Institution Supervisor Note, in Caseload Explorer.
- 

Lost  
Time

G. The Division Manager may:

- Allow staff to work past the end of their scheduled shift, equal to the amount of time the employee was tardy.
  - Require staff go off pay.
- 

H. This table sets lists the possible consequences of tardiness:

Tardy Number	Consequence
First	Institution Supervisor records a tardy slip. Employee signs tardy slip, and it is placed in his/her work site file.
Second	The tardy report procedure as described for first tardy; verbal warning with work site file documentation that any additional tardiness, may result in action with further documentation including the possibility of disciplinary action.
Third	The tardy report procedure as described for first tardy and inform the Supervising Probation Officer or the Division Manager of the issue.
Fourth and Subsequent	The tardy report procedure as described for first tardy and the matter referred to the Supervising Probation Officer or Division manager for appropriate personnel action.

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One Year  
Expiration

I. The tardy record will be kept for a period of one year, going back from the current date.

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## 2.4.9 Conflict of Interest

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Policy	<p>County employees are subjected to public scrutiny in the performance of their duties. The use of County time and property and operation of County vehicles by employees is under even more scrutiny.</p> <p>It is the responsibility of each employee to demonstrate by work and action that he/she is performing his/her duties at a very high level of performance and is irreproachable in his/her attitude and demeanor. The unacceptable conduct of one person will reflect unfavorably on the department as a whole. The importance of professional conduct by Probation Department employees cannot be stressed enough.</p>
Outside Employment	<p>A. Any employee, who desires to hold outside employment in addition to County employment, shall submit a request through their department head to the Personnel Director for permission. Requests must be submitted and approved prior to any work performed in a secondary position.</p> <p>The Human Resources Director shall review the request and determine if a conflict of interest exists. If he/she determines that a conflict exists he/she shall reject the request. If not, the request shall be approved for secondary employment.</p>
Volunteering	<p>B. No employee may volunteer any time for any County department without the prior written approval of the Human Resources Director.</p>
Use of County Property	<p>C. All Probation Department employees shall utilize County time, supplies, equipment, and vehicles under their control solely for the performance of official County business.</p>
Private Business Activities	<p>D. The solicitation and conducting of non-County business by salesmen, peddlers, collectors, or other similar persons are prohibited in County offices. All employees shall conduct their personal business activities outside of regular working hours.</p>
Acceptance of Gratuity	<p>E. Department personnel shall not accept any gratuity from anyone, especially probationers or relatives of probationers. The acceptance of any gratuity may be inferred to be either a reward for services provided or to influence the employee in the carrying out of official duties.</p>
Confidentiality	<p>F. Probation Department personnel all have access to reports, records, and other sources of information. It is mandatory that all privileged record information be treated as confidential. Confidential information may not be the subject of loose conversation in the presence of outsiders. Even within the department, confidential information should be revealed on a need to know basis. . It is extremely important that staff open and view electronic files only when there is a professional, business-related need to do so.</p> <p>1. All Probation Department employees are required to sign a statement advising them of their responsibilities as it relates to confidential information. This statement is filed in the employee's Department Personnel File after it is signed.</p>

## 2.4.9

### Conflict of Interest (*continued*)

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Personal  
Relationship

G. All Juvenile Detention Facility staff are to advise Administration when a youth is booked into Juvenile Detention Facility, with whom they have some personal connection. This connection may be that they are friends of the family, attend the same church, have outside work involvement, etc. Staff need to process this discussion through Administration so as to ensure that there are no conflicts of interest concerning the treatment of youth housed at the Juvenile Detention Facility.

The Supervising Probation Officer will manage this procedure and, if need arises, it will become more formalized at their discretion.

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H. The following is a sample of the “Confidentiality Statement of Employees.”

### **CONFIDENTIALITY STATEMENT OF EMPLOYEES**

The Welfare and Institutions Code and the California Penal Code emphasize the importance of keeping criminal records, both adult and juvenile, confidential. As a Probation Department employee, you will have access to confidential information about probationers, their prior arrest record, and other pertinent facts and data.

By my signature below, I indicate that I have read and am familiar with the Tulare County Rules of Court applying to confidentiality of juvenile records; Welfare and Institutions Code Sections 742, 827, 828 and 676; Vehicle Code Sections 200012 and Penal Code Sections 11105, 11105.1, 13300 through 13305.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Staff Attire</b> <b>Section: 2.5</b> <b>Authority:</b>
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## 2.5.1 Approved Staff Attire

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### Intro

The Juvenile Detention Facility Administration has the prerogative to establish standards of dress and appearance of employees as may be required. Dress and appearance at the Youth Facility is primarily established for safety reasons; however, staff are County employees and are in view of the public. Staff also interact with youth on a daily basis and must set certain standards of professional demeanor and dress so that youth can gain from every aspect of their time in custody.

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### Professionalism

The dress and appearance of an employee includes not only cleanliness but also neat attire of a conservative nature. Refusal to conform to the regulations may constitute insubordination and may lead to discipline. Staff have always understood the philosophy in connection with the above and have cooperated in the effort to represent the Probation Department in a professional manner.

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- A. Juvenile Detention Facility Staff not issued uniforms shall adhere to the Tulare County Probation Department Dress Standard Policy 4.7.0 and represent the Probation Department in a professional manner.

The following is a partial list of some attire which are not appropriate for wear during duty hours, for all Juvenile Detention Facility employees:

1	Open toe shoes, sandals, thongs or moccasins
2	Sweat pants, sweat shirts
3	Neckties (other than court appearances or formal work related gatherings such as presentations etc.)
4	High heels or dress type shoes with 1½” heels or higher
5	Tank-tops, half-shirts and sleeveless shirts
6	Dresses, skirts, or pant suits (other than during court appearances for formal work related gathering such as presentations etc.)
7	Revealing blouses or apparel designed for eveningwear or leisure time activities
8	Shorts and cut-offs
9	Shirts with writing, except approved Probation shirts

## 2.5.1

### Approved Staff Attire *(continued)*

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B. Based upon issues and Institutional Safety and Security:

- Pierced earrings shall not be worn.
  - Necklaces and bracelets shall not be worn.
  - Watches shall be functional and practical for work environment.
  - Hair, beards, mustaches, and sideburns must be neat and well-trimmed.
  - Staff that has hair longer than the top of their shoulders should wear hair “up” or in a “pony tail.”
- 

Off Duty  
Employees

C. No off duty employee shall enter either the Juvenile Detention Facility or the Tulare County Probation Youth Facility wearing:

- Shorts, cut-offs, or tank-tops
  - Revealing apparel designed for evening or leisure-type activities
  - Any item of clothing containing writing or design which promotes or refers to alcohol or drug use
  - Any item of clothing containing profanity
  - Any item of clothing containing writing or design which is sexually explicit
- 

Hats

D. Baseball style caps may be worn when working outdoors or in the recreation yards only. If worn, hats are to be black in color and in good condition. Baseball-style caps are to have the Probation Department’s logo or nothing at all. No other head gear has been approved.

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## 2.5.2 Required Uniforms

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MOU Per Article 22 of the Memorandum of Understanding with the Tulare County Correctional Association, all employees in the represented classifications, shall be required to adhere to uniform specifications, appearance, and maintenance standards established by the Department.

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Allowance A. Each Probation Correctional Officer, Probation Officer, and Detention Services Officer shall receive a uniform allowance in the amount of \$400 per year. New officers shall receive their uniform allowance within sixty (60) days of commencing employment. Each subsequent year of employment, the officer shall receive the clothing allowance in the second pay period of July. The second uniform allowance for a new employee will be pro-rated based on the date of hire.

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Pro-Rating B. Should an officer leave the Department or be off work in excess of six (6) months on an unpaid Leave of Absence, his/her uniform allowance shall be pro-rated on a per pay period basis. The uniform allowance shall also be similarly pro-rated if the employee is off work in excess of six (6) months on paid Leave of Absence.

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DSO C. Detention Services Officers are required to wear a solid white, forest green or navy blue polo or Oxford-type long/short sleeved shirt, with or without front pocket with, "Tulare County Probation Department," embroidered over the left chest pocket area. The Officer's first initial and last name may be embroidered above the job classification on the right pocket area.

Detention Services Officers are required to wear properly fitting, black or tan colored, cotton twill material pants only. All uniformed staff are required to wear black rubber-soled shoes as part of their uniform.

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PCO D. Probation Correctional Officers are required to wear a black polo or Oxford-type long/short sleeved shirts, with or without front pocket. The Tulare County Probation seven point star and Tulare County Probation Department shall be embroidered on the left chest pocket area. The Officer's first initial and last name may be embroidered above the job classification on the right pocket area.

Probation Correctional Officers are required to wear properly fitting, black or tan colored, cotton twill material pants only. All uniformed staff are required to wear black rubber-soled shoes as part of their uniform. All uniform shirts shall be tucked in.

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## 2.5.2 Required Uniforms *(continued)*

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DPOs

- E. Deputy Probation Officers are required to wear approved solid color polos or Oxford-type long/short sleeved shirts, with or without front pocket, with the Tulare County Probation seven point star, and Tulare County Probation Department shall be embroidered on the left chest pocket area. The Officer's first initial and last name may be embroidered above the job classification on the right pocket area. Shirt colors authorized by the department are: Black, Forest Green, Navy Blue, Tan, Gray, and White.

Deputy Probation Officers are required to wear properly fitting, black or tan colored, cotton twill material pants only. Deputy Probation Officers are subject to the Probation Department Policy and Procedure Manual, Section 4.7.0.

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IS

- F. Institution Supervisors shall wear solid gray color polo or Oxford-type short/long sleeved shirts, with or without a front pocket. The Tulare County Probation seven point star and Tulare County Probation Department shall be embroidered on the left chest pocket area. The Institution Supervisor's first initial and last name may be embroidered above the job classification on the right pocket area.

Institution Supervisors are required to wear properly fitting, black or tan colored, cotton twill material pants only. All uniformed staff are required to wear black rubber-soled shoes as part of their uniform.

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- G. The above articles of clothing constitute a UNIFORM and are the only acceptable attire for on-duty staff. If an item needs replacement, the employee will be required to replace the item(s) (unless damaged while performing his/her duties).
- 

- H. T-shirts may be worn under uniform shirts and, if worn, are to be white or black in color. The Division Manager must approve any other items.
- 

- I. Uniforms are to be clean and in good repair.
- 

- J. Jackets may be purchased and worn while on duty by all staff. Uniformed staff jackets shall be black or dark blue and be in good condition. Staff may not wear sweatshirts of any manner on duty.

“Probation” may be placed across the back of the jacket by either embroidery or silk screen.

Tulare County Probation Department Patches are not to be attached to jackets.

The front of jackets may be embroidered in the same fashion as the polo shirts.

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## 2.5.3 Identification Cards and Badges

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### Identification Cards

Tulare County Probation Department Identification Cards shall be issued to all permanent staff, extra help staff, volunteers, and student interns as necessary. Other persons performing services for the Department shall be issued identification cards with expiration dates when it is essential to the function they perform. Belt badges shall be issued to all Deputy Probation Officers and Probation Institution Supervisors.

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- A. Badges will be issued to all Probation Correctional Officer III's, Deputy Probation Officers, Institution Supervisors, Supervising Probation Officers, Probation Division Managers, and Assistant Chief Probation Officers. They will also be issued to Probation Correctional Officers on assignment outside the institution.
- 

### Badges

- B. The badge and identification card provide verification of identity to operate within the official realm of the duties of deputized staff. It must be produced and displayed upon request and when questioned as to identity or authority. Officers must have their identification card in their possession any time official actions are taken in exercise of their duties as departmental representatives. Under no circumstances will the badge and/or identification card be utilized for other than official purposes.

1. The identification card is to be placed in the badge case.
  2. The identification package is to remain as a unit (i.e., the identification card may not be used with a badge which is non-county issue) and will be carried at all times while on duty. Employees who are issued only identification cards should carry them in a wallet or purse as protection against loss.
  3. Badges and badge cases will be supplied by the Probation Department. The badge, badge case, and identification card are the property of Tulare County and as such are to be returned to the Probation Department upon termination or prior to taking an extended leave of absence. Old identification cards must be returned before new cards may be issued.
  4. Each badge holder will be assigned a number which will be reflected on the badge. This number will remain with the employee throughout their career, even when transfers occur between divisions and program work units.
- 

### Use of

### Belt Badges

- C. Belt badges are issued based on prioritized work assignments. Each belt badge will be numbered and will be assigned to a specific officer. It will be the officer's responsibility to maintain the badge and prevent loss or damage.
-

### 2.5.3 Identification Cards and Badges *(continued)*

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Care and  
Display

- D. Officers issued belt badges shall display them at all times while on duty. The belt badges are issued to readily identify the Probation Officer as a Peace Officer with powers of arrest and the right to carry out other specified duties as a Peace Officer.
1. Male officers shall display the belt badge to the front of their trousers either on the belt or waistband. Female officers shall display the belt badge either on a belt if it is part of the attire or on a purse. Officers wearing uniforms shall display the badge on the shirt or jacket, if applicable.
  2. Officers issued the badge shall display them at all times while on duty.
- 

Cleaning

- E. The badge, its case, and the identification card shall be protected from abuse and displayed with respect. The badge should be cleaned and polished with the application of a light coat of badge cleaner.
- 

Lost or  
Stolen

- F. Lost or stolen badges or identification cards shall be reported immediately to the employee's supervisor. A written report describing the circumstances is required. The supervisor shall make a copy of the report for the employee's personnel file and forward the copy along with the original through the chain of command to the Chief Probation Officer.
- 

- G. The Chief Probation Officer is the only person authorized to issue replacements for lost or missing identification.
-



<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject:</b> <b>Training and Staff Development</b> <b>Section: 2.6</b> <b>Authority: Title 15; Section 1322</b> <b>STC Training regulations</b></p>
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## 2.6 Training and Staff Development

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This section addresses the training requirements, standards, and programs which are mandated by this institution and the State of California for staff who are assigned to the Juvenile Detention Facility.

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### 2.6.1 General Provisions

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Purpose A. It is the intent of this facility to provide all staff with the necessary training to perform their assigned duties in a professional and skilled manner. Training programs specified by the State of California and the Board of State and Community Corrections are required for all staff performing supervision of youth at the Juvenile Detention Facility. To meet this objective, the following standards shall structure the delivery of training programs to all Juvenile Detention Facility staff.

- Orientation and Operations Training;
- Standards and Training for Corrections (STC - Core Training); and
- Annual STC Training.

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

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Required Participation B. Training Standards: Assignment to the Juvenile Detention Facility requires participation and successful completion of all mandatory training programs. Therefore, staff are expected to attend all scheduled training classes and give appropriate consideration to the material presented. Staff who fail to meet this requirement may be subject to discipline, up to and including termination of employment.

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## 2.6.2 Minimum Orientation Training

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40 hours  
Training  
Required for  
All Staff New  
to  
JDF

Title 15, Section 1322 of the California Administrative Code Minimum Standards for Camps and Juvenile Halls states prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility specific orientation, including:

- Individual and group supervision techniques;
- Regulations and policies relating to discipline and rights of youth pursuant to law and Title 15;
- Basic health, sanitation and safety measures;
- Suicide prevention and response to suicide attempts;
- Policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;
- Review of policies and procedures referencing trauma and trauma-informed approaches;
- Procedures to follow in the event of emergencies;
- Routine security measures, including facility perimeter and grounds;
- Crisis intervention and mental health referrals to mental health services;
- Documentation;
- Fire/Life Safety Training.

Additional  
Training  
Required

A. The Orientation and Operations Training for Juvenile Detention Facility is coordinated by the Institution Supervisor responsible for new staff and under the auspices of the Tulare County Probation Department. During orientation, the new officer shall be properly orientated to his/her duties, including:

1. Youth supervision Duties;
2. Scope of decisions they shall make;
3. The identify of their supervisor;
4. Persons to contact for decisions that are beyond their responsibility; and
5. Ethical responsibilities.

B. All new employees will be given a Basic Institutional Training/Orientation Schedule and will be required to sign as each area is covered. All youth supervision staff, both full time and extra help, shall receive eighty (80) hours of on-the-job orientation, including working at least one time on each of the three (3) shifts, before assuming sole responsibility for the supervision of any youth once staff has completed their Core classes. During the eighty (80) hour training, the new staff will undertake the full responsibilities and duties of a Probation Correctional Officer while accompanied by trained Core staff.

## 2.6.2

### **Minimum Orientation Training** *(continued)*

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- C. Following completion of the basic instruction course of general Juvenile Detention Facility policies and procedures, all staff will receive sixteen (16) hours of instruction in Weaponless Defense Tactics, instruction in CPR (4 hours), First Aid (4 hours), Oleoresin Capsicum (OC) Spray (4 hours), Caseload Explorer (4 hours), and Prison Rape Elimination Act (4 hours). Successful completion of CPR and First Aid training course shall be as early as possible.
- 

## 2.6.3

### **In-Service Juvenile Detention Facility Training (New Hires)**

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#### JDF Manual Training

All line staff newly assigned to the Juvenile Detention Facility shall read the Policy and Procedures Manual during the first week of employment and undergo In-Service Juvenile Detention Facility Manual training within the first month. This program is specifically designed to complement and extend the basic training and instruction received in the Orientation and Operations Training. This will provide staff with an indoctrination of the practices, policies, and procedures for the Juvenile Detention Facility while gaining familiarity with the day to day operations, duties, and responsibilities comprising their specific job classification.

---

#### Program Design Requirements

- A. New staff will be assigned to a primary Institution Supervisor who is responsible for seeing that on-the-job training is provided during their probationary period. The Institution Supervisor shall be responsible for supervising the new staff member throughout their probationary period; they shall evaluate their progress, their need for on-going training, and their timely progression through the varied tasks they must learn to perform.
- 

#### PCO Institution Training Program

- B. The Juvenile Institution Training Program was developed to assist Training Officers and new Probation Correctional Officers. The Program is organized in a way that will allow the trainee to be exposed to, and to master, easier tasks before moving on to the more complex tasks and duties in both facilities. It is designed to outline principles and procedures, which will be followed by all Training Officers. The primary goal of this program will be to train all personnel in a consistent and effective manner. This will provide the department with better trained employees, who are able to handle a wide range of situations with confidence and insight.

1. To attain this goal, several objectives will be met:

- Close evaluation of training, performance and job suitability.
- Daily feedback to the trainee on his/her performance in the training program. This will promote a better and more productive working relationship between the trainee and the Training Officer.
- Specific training objectives will be set to ensure consistency of training. These objectives will be followed as closely as possible.

### **2.6.3 In-Service Youth Facility Training (New Hires) (*continued*)**

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2. As training progresses, the Training Officer should demonstrate each performance objective, while the trainee observes him/her. The trainee should be encouraged to take increasing responsibility for performance, based on the length of time in the Training Program and ability to complete the tasks and duties that he or she is taught. The Training Officer shall review the trainee's performance and provide him or her with positive and corrective feedback. It is important that the Training Officer includes positive feedback with the trainee to develop trust.
  3. Ideally, upon completion of each segment in the training program, the trainee should have satisfactorily demonstrated each performance objective in the segment. When each objective is explained, demonstrated and completed, the Training Officer shall date and initial the line adjacent to the objective to indicate satisfactory performance. If a trainee has not satisfactorily performed an objective by the time the segment is completed, the Training Officer shall communicate the issues with the Training Coordinator for the facility.
  4. Toward the end of each training shift, the Training Officer shall complete a Daily Observation Report. Upon completion of the report, the Training Officer and trainee shall sit together in a learning area and review the report. This does not preclude any needed evaluation report or conference that may be necessary at any time during the program's duration.
  5. The Institution Supervisor that coordinates the training program for the facility shall interact with both the trainee and Training Officer, individually and jointly. Each week, the Institution Supervisor and Training Officer shall meet and discuss the progress of the trainee, any concerns the Training Officer has, and any assessments the Training Officer has made of the trainee. The Institution Supervisor must counsel the Training Officer through the training process. A personal style that the Training Officer may have that has an adverse impact on the trainee, or issues such as personal relationship or serious conflict with a trainee must be detected and remedied. The Institution Supervisor is an important element in carrying out the objectives of the organization.
  6. Each week, an informal meeting shall be held by the Institution Supervisor, the trainee and the Training Officer to discuss training progress and to review the entries in the training binder and the trainee's Shadow Training Log. This will provide an opportunity for the Institution Supervisor to receive input from both of the participants and support the Training Officer by suggesting training alternatives, if they are appropriate. The Daily Observation Reports should be reviewed for consistency with what is being said.
  7. The trainee and the Institution Supervisor shall also meet individually, to discuss the trainee's perceived progress and any issues that he or she may want to bring forward. The Institution Supervisor and trainee shall discuss policy for topics that have been learned that week.
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### 2.6.3 In-Service Youth Facility Training (New Hires) (*continued*)

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Non-Sworn  
Training

- C. Newly hired non-sworn institution staff shall be required to complete a minimum of a forty (40) hour training period, with a staff member in the same job classification, at the institution to which he/she is assigned.
- 

Staff Training

- D. The Institution Supervisor is responsible for evaluating the staff's performance throughout their probationary period. This is done by direct observation, review of shift forms, and in-put of Shift Training Officers involved in on-the-job training. The Institution Supervisor also shall assign work tasks for the staff and shall evaluate the new staff's ability to perform these tasks.

1. Staff Responsibilities: All new staff are expected to read the Juvenile Detention Facility Policies and Procedures Manual. Each new staff member will fill out and sign a Policy and Procedures Training Log Form, prior to beginning shadow and floor training. The Institution Supervisor in charge of training, shall meet with the new employee each week during the first month of employment to ascertain retention of job skills and policy knowledge. Competency is measured by ongoing oral examination and job performance. All of the signed documents will be placed in the staff member's work site file.
- 

- E. All new hires who fail to satisfactorily complete the Juvenile Detention Facility Training Program shall be provided additional training under the auspices of the Institution Supervisor to correct deficiencies in knowledge or work performance. However, subsequent demonstration of poor work performance, coupled with written documentation, may provide grounds for failure to pass probation.
-

## 2.6.4 Standards and Training for Corrections (STC) Core Training

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### CORE Training

New Probation Correctional Officer hires or staff who have been promoted to supervisory or administrative positions are required by the Board of State and Community Corrections to complete a program of instruction administered and approved by the Standards and Training for Corrections (STC) Program. For staff assigned to the Juvenile Detention Facility, STC instruction (referred to as Core Training), is mandated for Probation Correctional Officers, Probation Officers, Supervisors, and Division Managers. The specific programs mandated for each job title are described below.

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### Complete Core Minimum Training Objectives

A. Juvenile Institution Staff Core Training: Prior to assuming sole supervision of youth, each youth supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core Course, pursuant to Penal Code Section 6035. Failure to do so could result in termination from the position.

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### 832 PC

B. Prior to exercising the powers of a peace officer, youth supervision staff shall successfully complete training pursuant to California Penal Code Section 832. Completion of this Core Training requires that each line staff successfully complete the course objectives by demonstrating a satisfactory level of proficiency on relevant achievement tests. Failure to do so could result in termination from the position.

---

C. Supervisor Core Training: STC regulations require each Juvenile Detention Facility Institution Supervisor and Supervising Probation Officer, to complete the Supervisor Core Course within their first year of employment. Under current STC standards, the Supervisor's Core Course consists of a minimum of 80 hours of instruction. In addition to STC training, all new Supervisors must also complete County of Tulare Supervisor's Academy.

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### Title 15 Section 1323

D. Whenever there is a youth in the facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board of State and Community Corrections for general fire and life safety which relate specifically to the Juvenile Detention Facility. This requirement is fulfilled with CPR/First Aid training, which every youth supervision staff receives during initial training and on a bi-annual basis thereafter.

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## 2.6.5

### Annual Training Requirements

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24 Hours  
Annual  
Training  
Required Each  
Year for Line  
Staff

#### A. Probation Correctional Officers:

All Juvenile Detention Facility Probation Correction Officer I/II, who have completed the Juvenile Counselor Core Course are required to complete 24 hours of STC sponsored training on an annual basis. This training consists of refresher courses and specialized classes designed to develop or enhance job-related skills. Course selection includes mandatory and elective courses.

1. Mandatory Classes: Courses which require mandatory enrollment and attendance for Juvenile Institution's line staff include the following:

A	Weaponless Defense - Within the first year. Review class annually.
B	CPR - Every other year
C	First Aid - Every other year
D	In-Service Manual Training - Within first month and as updated <del>year</del> .
E	OC Spray Training –Yearly Refresher
F	Caseload Explorer Training-Every Year
G	Corrections 101
H	Prison Rape Elimination Act Training - Every other year
I	Trauma Informed Care and Approaches
J	Culturally Responsive Approaches
K	Gender Responsive Approaches

Required 40  
Hours of  
Training

- B. All Probation Division Managers, Supervising Probation Officers, and Institution Supervisors must successfully complete a minimum of 40 hours of STC sponsored training annually.
- 

## 2.6.6

### Training Attendance and Employee Conduct

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Attendance  
at Training  
Classes is  
Mandatory

- A. Training Attendance: Any staff member who fails to attend scheduled training classes without prior Supervisor authorization may be subject to disciplinary action.

Attending scheduled training classes and meeting the STC training requirements are necessary prerequisites for continued employment with the Tulare County Probation Department.

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## 2.6.6 Training Attendance and Employee Conduct *(continued)*

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Training  
on Work  
Time

- B. Employee Conduct: Employees scheduled for training on County time are expected to behave in a professional manner appropriate to their status as a Peace Officer and as employees of Juvenile Detention Facility.

Be On Time  
and Be  
Professional

Staff are required to be punctual in their arrival and act in a courteous, professional, and responsible manner during the class presentation. Staff shall dress appropriately, in uniform unless otherwise approved by a supervisor, prior to the training. The reading of books, cellular telephone, magazines; use of computers and newspapers during lectures; engaging in conversation; horseplay, or making inappropriate comments to the instructor is prohibited.

Supervisory  
Staff Shall  
Intervene If  
Needed to  
Discipline Staff

Supervisory staff in attendance at training classes are expected to intervene when control problems occur in classes, and the instructor is unable to resolve them. Examples of employee conduct problems include tardiness, lack of attentiveness, inappropriate attire, departing class prior to a designated break or prior to the conclusion of class, or any other behavior which is disruptive and deemed unprofessional.

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## 2.6.7 Non-Sworn Support Staff Training

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Title 15  
Section 1324

The Juvenile Detention Facility successfully operates its programs, by the Probation Department creating partnerships with other agencies to provide the youth housed therein with the best possible education, treatment, care, living conditions, and services. All non-sworn support staff are provided with an orientation and training, which includes but is not limited to:

- Safety and Security
  - Prison Rape Elimination Act (PREA)
  - Reasons for Detention
  - Anti-discrimination policies
  - Mental Health issues
  - Trauma Informed Approaches
  - Culturally Responsive Approaches
  - Gender Responsive Approaches
  - Chain of Command
  - Emergency situations
  - Hostage Policy
  - Youth Rights
  - Dress Code
  - Mandated Reporter Responsibilities
-



<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Performance Appraisals Section: 2.7</b></p> <p><b>Authority: Tulare County Personnel Rule 5; Government Code Section 3300 - 3311, Public Safety Officers Procedural Bill of Rights</b></p>
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## 2.7 Employee Files and Performance Appraisals

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Overview This section covers various employee file procedures and employee evaluation procedures. For a complete discussion of the rules and regulations, refer to Personnel Rule 5, Tulare County.

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### 2.7.1 Employee Files

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File Types There are five (5) types of files maintained on employees of the Probation Department:

1. The employee's official personnel file is located in the County Personnel Department.
  2. The staff personnel file is located at the Courthouse Probation Office department's personnel staff.
  3. Confidential disciplinary materials are kept in a separate locked file in the Courthouse Probation Department under the supervision of the Personnel Officer.
  4. The Supervisors' work site file for each staff assigned to their work location is located at the work site.
  5. The training file for each staff is located at the Probation Center under direct control and supervision of the department's personnel staff. It has a complete record of the STC training of each individual staff.
- 

### 2.7.2 File Security

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Files in a Secure Area All personnel files retained by this department must be maintained in a physically secure area to prevent unauthorized entry and to ensure area confidentiality. Any unauthorized employee who discloses information of a confidential nature, obtained from an employee's file, may be guilty of illegal conduct and/or be subject to disciplinary action. Any employee or supervisor who discloses staff personnel information of a confidential nature to unauthorized persons who do not have the right or need to know may be guilty of illegal conduct and/or be subject to disciplinary action.

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### 2.7.3

#### **File Access**

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Access to All  
Other Files

Employees shall have access to their own files and may review the file in the presence of the supervisor at a mutually convenient time. In keeping with good management practices and the Peace Officers' Bill of Rights, nothing adverse shall be placed in these files which has not been discussed with the employee. The employee must have been provided a copy of the adverse materials, and receipt or refusal to sign must be noted on the document (s).

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### 2.7.4

#### **Supervisor's Work Site files**

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Files

The following information is generally maintained in a work site file:

1. The employee's last performance evaluation;
2. The personal data sheet, including the employee's address, telephone number, next of kin, and medical data;
3. "Memorandum of Counseling" memos, with the employee's signature acknowledging receipt or a notation of the refusal to sign by a person initiating the record. Upon staff's request, any such material will be reviewed and considered for purging twelve (12) months after the date of the incident.
4. Commendations;
5. The employee contact logs/memos, signed by both parties, with the signature of the employee acknowledging receipt, or refusal to sign, noted by the person initiating the memo.
6. Training records and plans, as well as compliance monitoring. (This information shall not be removed from the file).
7. A copy of the "Notice of Formal Disciplinary Action," if any. This includes: reprimands, letters of warning, and/or suspensions. These records will be retained in the work site file for twelve (12) months or until the next rating period.

Any back-up investigation data/correspondence dealing with a formal disciplinary matter(s) shall not be kept in the work site file. This is to be forwarded through channels with the disciplinary recommendation. It will be retained in the Department's personnel file unless the matter is dismissed.

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## 2.7.5 File Review

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Annual  
Performance

Supervisors shall conduct an annual review of all work site/facility files at the time of the employee's performance evaluation and shall purge appropriate materials. The Supervisor shall note the date and time of the review in the running log evaluation sheet and shall give all purged materials back to the employee.

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Periodic  
Reviews

Supervisors shall conduct periodic reviews and documentation of employee performance throughout the year. Supervisors shall document probationary employees' performance at least on monthly basis in the work site files. Supervisors shall document non-probationary employees' performance at least on a quarterly basis in the work site files. All entries must be initialed by the employee or noted that the employee refused to sign. More entries may be made as needed and appropriate in the supervision of the employee.

---

Informal  
MOC to be  
reviewed

Any Informal Memorandum of Counseling enclosed in the file shall be reviewed when the employee receives their performance evaluation. The Memorandum of Counseling may be incorporated into the performance evaluation at that time, and the Memorandum of Counseling destroyed. All Memorandum of Counseling's shall be destroyed by the second annual performance evaluation, following the issuance of the Memorandum of Counseling.

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## 2.7.6 Employee Performance Appraisal Forms

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Review on  
Transfer

Whenever a staff member is transferred or terminated, their file shall be reviewed. As a general rule, all noteworthy data in the file should be included in the transfer or termination report. All remaining data should be purged. All permanent data (e.g., training records/plans, personnel data sheet, file review documentation, etc.) shall be forwarded to the new Supervisor, or if the employee is terminated, the file shall be sent to the Personnel Director.

PAF  
Guidelines

A. Probation staff from Probation Correctional Officer I through Institution Supervisor who have been appointed to a permanent position from an eligible list and are currently serving, but who have never completed a probationary period, shall be evaluated on a Performance Appraisal Form every three months. When employees achieve permanent status, evaluations are done on a yearly basis.

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Process

B. The original rating procedure is executed as described on the form and in Administrative Manual Section 1201.

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Verbal  
Discussion

C. The employee may appeal any evaluation they do not agree with to the department head.

1. If an Institution Supervisor writes a memo documenting performance of a staff, the Institution Supervisor shall verbally discuss their review with the rated staff and have staff sign/initial memo. Following discussion of the memo, the Institution Supervisor shall then place the memo for inclusion in the rated staff's work site file.

## 2.7.6

### Employee Performance Appraisal Forms *(continued)*

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In-Service  
Training  
Packet

2. All probationary staff shall complete an In-Service Training Packet within the first half of their probationary period. Staff are responsible for obtaining on-the-job training in all areas and having an Institution Supervisor or their designee sign off. Failure to complete this packet within time limits shall result in a rating of below five (5).
  3. No documentation shall be placed in an employee's work site file that the employee has not had the opportunity to read and initial.
-

<p><b>Tulare County</b> <b>Probation Department</b></p> <p><b>JUVENILE DETENTION</b> <b>FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Staff Leave and Absence Regulation</b> <b>Section: 2.8</b> <b>Authority:</b> <b>County of Tulare Personnel Rules</b> <b>Title 15 Section 1511</b></p>
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Overview

This section focuses on the various types of leave, procedures for requesting time off, holiday, overtime pay, and the regulations governing these employee benefits.

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## 2.8.1 Weekly Time Sheet

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Weekly  
Time  
Sheet

Staff are required to maintain a Weekly Time Sheet. This form is used to report regular hours worked, time off, and overtime. It is the responsibility of each staff to maintain his/her own time sheet. These forms are available electronically. The form must be filled out completely by the employee and turned into the Institution Supervisor biweekly by 8:00 a.m. Friday, before the Sunday of said pay period. The Supervisor needs to have the time sheet turned into the payroll clerk by 9:00 a.m. Friday, before the Sunday of said pay period. Any adjustments or corrections to timesheets need to be communicated to the payroll clerk immediately via email by the Institution Supervisor approving the changes. If staff does not complete their forms accurately, sign their time sheet or cause delay by not turning them by mentioned deadlines, their paycheck may be delayed.

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Leave

Leave and absence regulations are governed by the rules of the County of Tulare, State and Federal Regulations, and the Memorandum of Understanding between the County of Tulare and the Tulare County Correctional Association. Detailed information regarding these regulations and departmental policies may be obtained from Payroll Clerk.

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\* Staff are required to provide a signed leave request prior to sick leave approval when such sick leave absence is pre-planned; e.g., in the case of a known surgical procedure or other medical care that allows for pre-planning. Such pre-approval is not required when an employee is ill on a particular day(s). An employee shall follow the guidelines of Manual Section 2.8.8 in that instance.

\*\*Staff are required to provide a signed sick leave request prior to the use of bereavement leave approved when such leave is pre-planned and does not require a staff to leave immediately.

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## 2.8.1 Weekly Time Sheet *(continued)*

Weekly Time sheet (Sample/Shift Work)

Employee Time Sheet										PP					
Employee Name										Title					
Day	Date	Shift Worked			Employ	Reg	Extra	Total	Personal	Other Pay Hours				Off	
		1	2	3	Initial	Hours	Hours	Hours	Day	Holiday	CTO	Vac	Sick	Pay	
Sun															
Mon															
Tues															
Wed															
Thur															
Fri															
Sat															
Comp/OT Earned					1st Week Total										
S.T.					Employee Signature										
1.5										Supervisor Initial					
Day	Date	Shift Worked			Employ	Reg	Extra	Total	Personal	Other Pay Hours				Off	
		1	2	3	Initial	Hours	Hours	Hours	Day	Holiday	CTO	Vac	Sick	Pay	
Sun															
Mon															
Tues															
Wed															
Thur															
Fri															
Sat															
Comp/OT Earned					2nd Week Total										
S.T.					Employee Signature										
1.5										Supervisor Initial					
<i>Payroll Use Only</i>															
Reg Pay Hours _____					Overtime (S.T.) _____					Comp Earned _____					
Vacation Pay _____					Overtime (1.5) _____					Comp Time Taken _____					
Sick Pay _____										Personal Day _____					
Family Sick _____															

## 2.8.1

**Weekly Time Sheet** *(continued)*

Weekly Time sheet (Sample/Regular Work Week)

Employee Time Sheet										PP1					
Employee Name										Title					
Day	Date	Shift Worked			Employ	Reg	Extra	Total	Personal	Other Pay Hours				Off	
		1	2	3	Initial	Hours	Hours	Hours	Day	Holiday	CTO	Vac	Sick	Pay	
Sun	2/6														
Mon	2/7														
Tues	2/8														
Wed	2/9														
Thur	2/10														
Fri	2/11														
Sat	2/12														
Comp/OT Earned		1st Week Total													
S.T.						Employee Signature									
1.5						Supervisor Initial									
Day	Date	Shift Worked			Employ	Reg	Extra	Total	Personal	Other Pay Hours				Off	
		1	2	3	Initial	Hours	Hours	Hours	Day	Holiday	CTO	Vac	Sick	Pay	
Sun	2/13														
Mon	2/14														
Tues	2/15														
Wed	2/16														
Thur	2/17														
Fri	2/18														
Sat	2/19														
Comp/OT Earned		2nd Week Total													
S.T.						Employee Signature									
1.5						Supervisor Initial									
<i>Payroll Use Only</i>															
Reg Pay Hours _____					Overtime (S.T.) _____					Comp Earned _____					
Vacation Pay _____					Overtime (1.5) _____					Comp Time Taken _____					
Sick Pay _____										Personal Day _____					
Family Sick _____															

## 2.8.1

**Weekly Time Sheet** *(continued)*

Weekly Time sheet (Sample/Extra Help)

Extra Help Time Sheet						PP 15		
Employee Name						Title Prob Correctional Officer		
Day	Date	Shift Worked 1	2	3	Employee Initial	Reg Hours	Extra Hours	Total Hours
Sun	6/27							
Mon	6/28							
Tues	6/29							
Wed	6/30							
Thurs	7/1							
Fri	7/2							
Sat	7/3							
1st Week Total								
Employee Signature								
Supervisor Initial								
Day	Date	Shift Worked 1	2	3	Employ Initial	Reg Hours	Extra Hours	Total Hours
Sun	7/4							
Mon	6/21							
Tues	6/22							
Wed	6/23							
Thurs	6/24							
Fri	6/25							
Sat	6/26							
2nd Week Total								
Employee Signature								
Supervisor Initial								
<i>Payroll Use Only</i>								
Regular Pay Hours								
Overtime Hours								





## 2.8.2 Requests For Time Off

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The basic procedure for requesting vacation from the Juvenile Detention Facility is as follows (per TCCA MOU July 1, through June 30):

Step	Action														
A	Employees may submit vacation requests yearly, in conjunction with yearly shift bidding. Holidays are included in vacation bidding. The amount of time requested may be any amount up to the employee's current balance plus any time normally earned prior to the vacation requested. During each round of scheduling, no more than one block of time may be scheduled for each employee. Employees submitting more than one vacation request must indicate priority consideration for each request. Scheduling shall be on the basis of seniority for each selection round until all requests are processed. All vacation requests to be considered for per-approval must be submitted November 1 through November 15. Vacation shall be published by December 1.														
	When approving leave for vacation, the priority is to ensure proper staff coverage for all facility functions. The number of employees to be allowed off on any shift will be evaluated based upon the needs of the facility including, but not limited to, gender balance, availability of replacement staff, as well as security and program needs.														
	Employees must submit requests for blocks of vacation based on their current balance. These requests may be submitted annually based on the below-listed guide. Blocks of time are a minimum of 40 hour increments up to a maximum of hours accrued. If an employee has 300 current hours and is submitting a Yearly Request, the combination of the 40 hour blocks of time must total 240 hours.														
	<table><tr><th>Current Hours</th><th>Requests per rotation</th><th>Yearly Request</th></tr><tr><td>0-150 hours</td><td>No minimum block of time</td><td>Minimum 40 hour block</td></tr><tr><td>150-200 hours</td><td>No minimum block of time</td><td>Minimum 80 hour block</td></tr><tr><td>200-250 hours</td><td>No minimum block of time</td><td>Minimum 80 hour block</td></tr><tr><td>250+</td><td>Minimum 40 hour block of time</td><td>Minimum 120 hour block</td></tr></table>	Current Hours	Requests per rotation	Yearly Request	0-150 hours	No minimum block of time	Minimum 40 hour block	150-200 hours	No minimum block of time	Minimum 80 hour block	200-250 hours	No minimum block of time	Minimum 80 hour block	250+	Minimum 40 hour block of time
Current Hours	Requests per rotation	Yearly Request													
0-150 hours	No minimum block of time	Minimum 40 hour block													
150-200 hours	No minimum block of time	Minimum 80 hour block													
200-250 hours	No minimum block of time	Minimum 80 hour block													
250+	Minimum 40 hour block of time	Minimum 120 hour block													

**2.8.2****Requests For Time Off** *(continued)*

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B	<p>Once the initial requests have been processed further scheduling shall be on a first come first served basis. Employees submitting requests shall be notified of approval or denial within two (2) weeks. All vacations not scheduled during vacation bidding are subject to current Tulare County and Probation Department policy.</p> <p>Employees must be aware of their accrual rate and must submit block vacation requests based not only on their current balance, but on their rate of accrual. It is the employee's responsibility to request sufficient blocks of vacation, based on his/her accrual rate, to remain below the 300 hour vacation cap.</p> <p>Requests for less than five consecutive days will not be accepted until after the vacation block pre-approval period has been completed.</p>
C	<p>Individual staff is responsible to check if requested time off conflicts with scheduled training prior to vacation request. Scheduled training is defined as training that has been identified, and an actual date for the training has been scheduled. Staff shall get approval in writing from their assigned Supervisor in order to miss scheduled training. Supervisors shall grant such permission only if the training can be rescheduled in the same fiscal year, it does not cause the Department a loss of money to reschedule, and if there is an emergency warranting such a reschedule.</p>
D	<p>If mandated training is scheduled during an employee's pre-approved vacation, the employee must inform his/her supervisor in writing of his/her conflict. His/her supervisor shall then reschedule mandated training.</p>
E	<p>Staff shall monitor their training hours and advise the Institution Supervisor should insufficient hours be scheduled. However, it is the supervisor's responsibility to ensure that all employees complete all STC hours in any particular fiscal year. It is the employee's responsibility to attend all scheduled training and to inform his/her supervisor of the need to reschedule in accord with above policies.</p>
F	<p>The Scheduling Institution Supervisor enters time off on Master Scheduling calendar.</p>
G	<p>The Scheduling Institution Supervisor approves the time off request via a vacation slip. Time off is not approved until the form is approved by the Institution Supervisor.</p>

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## 2.8.3 Vacation Leave

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### Vacation Rule

#### A. Vacation Requests

1. The employee may take whatever balance he/she has on credit at any time, provided the immediate supervisor approves the vacation. To be eligible to take vacation leave, the employee must have completed thirteen (13) full pay periods of continuous service.
  2. Accumulation of vacation time is in accordance with Tulare County Personnel Rules.
  3. Vacation requests require prior approval of the immediate supervisor or higher authority. The approval form must be completed and signed by the employee and supervisor and attached to their time sheet. All vacation requests shall be submitted in writing at least two (2) days in advance for a period of eight (8) hours or less, and ten (10) days in advance for periods exceeding eight (8) hours. Division Managers and above may waive the above-mentioned time lines at their discretion.
  4. All vacation requests will be considered and evaluated with consideration given to the employee's desires; if two or more staff request time off on the same day that otherwise would be approved, seniority will be used to determine priority of request. The final determination must include an evaluation of the Department needs.
  5. A limited number of staff are able to be pre-scheduled on vacation at any one time: Three (3) staff per week at Juvenile Detention Facility ~~and two (2) per Youth Facility~~. This number can be adjusted with approval from the Probation Division Manager.
  6. It is the responsibility of the employee to monitor his/her vacation balance and not reach the vacation cap of 300 hours. If a five (5) day block of vacation or more has been approved by the scheduling I.S. it is expected that the time will be taken as submitted. Employees may retract vacation up to two (2) weeks prior to the scheduled date with approval of the SPO or above, via the chain of command. Retractions of vacation less than five (5) days can be approved by an I.S.
  7. All vacation requests for time off for less than five days shall be granted on a case by case basis and shall be submitted in writing at least two (2) days in advance for a period of eight (8) hours or less. Once the schedule is posted, time off will be granted so long as the granting of the day off does not entail the use of extra-help or overtime.
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## 2.8.4 Personal Holiday

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### Definition A. Personal Holiday

Personal In accordance with the 2002-2003 Memorandum of Understanding, Resolution Number 2003-00138, Article 41, Section (m), Holidays to be observed by the County shall include one (1) Personal Holiday.

Request One personal holiday to be taken off at the request of the employee with holiday departmental approval. The personal holiday for a given year is credited July 1 and must be used by the following June 30 or it is forfeited. The personal holiday is a one day, 8 hour limit. The personal holiday shall be an 8 hour shift and cannot be split in hours, (i.e., two 4 hour increments is not allowed). An employee's personal holiday is not accumulated in the vacation accrual.

A request for the personal holiday follows policy and procedure 2.8.3 sections (3, 4 & 5).

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## 2.8.5 Military Leave

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Definition Military leave shall be granted by the Personnel Director in accordance with the provisions of applicable state and Federal Law. Employees who are called or volunteer for services with the Armed Forces of the United States or the California National Guard shall be entitled to be considered for reinstatement. An employee promoted to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be restored to the position he or she had held previously or any other equivalent position. A new employee hired to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be placed in as nearly equal a vacant position as may exist, or if no such position exists, may be subject to lay-off.

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## 2.8.6 Bereavement Leave

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Definition Bereavement leave is deducted from the employee's sick leave balance. Employees are eligible for 40 hours bereavement leave for the death of an immediate family member, Tulare County Personnel Rule 6.7.4(d).

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## **2.8.7 Court Leave / Jury Duty**

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### Definition

Court leave is paid leave granted by the County to an eligible employee to enable that employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the employee is not a party before a Superior or Municipal Court located within Tulare County.

---

### Eligibility

A. During jury duty, or appearing as a legally required witness, an employee will receive pay from the County. Employees receiving witness fees, or trial or inquest jury service fees while on Court leave shall endorse such payments, except those for travel expenses, to the County.

---

### Travel Time

B. Leave is granted for the time the employee is scheduled to work, and is in attendance at court together with reasonable travel time between court and the employee's work location.

### Instructions

If attendance at court is for less than a full day, the employee is to return to work, provided that adequate time exists prior to the end of the employee's full regular work shift for the employee to so return.

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## 2.8.7 Court Leave / Jury Duty *(continued)*

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- C. When you are called to jury duty, you must bring the letter from the Jury Commissioner to the scheduling Institution Supervisor as soon as possible after it is received. Unless you are on late nights, your schedule will not be changed, but you will be placed on “jury duty” status for any of the next five (5) consecutive week days (i.e., Monday through Friday) you are scheduled to work. If you are on late nights, your schedule will be changed to accommodate jury duty.
1. On days you are scheduled to work but are at jury duty, you must keep track of your time and present the time sheet to the Juvenile Detention Facility payroll clerk by the end of each pay period in order to get paid for those days. Further, you must put in eight hours per day between jury duty and work at the Probation Youth Facility in order to be paid for eight hours. Reasonable travel time is allowed. In other words, if you are called to jury duty at 8:30 a.m. and are released from jury duty at 11:30 a.m., you must return to the Probation Youth Facility and work until 4:30 p.m. to complete the eight (8) hour shift. Vacation time off will NOT be automatically granted if you do not work a full eight (8) hours between jury duty and the Juvenile Detention Facility. Time off can only be taken with the permission of a supervisor.
  2. During your five (5) day obligation or while on jury duty, if you are notified that you are not needed for jury duty on a day you would otherwise work, notify the Institution Supervisor at the Juvenile Detention Facility as soon as you learn this, and you will be put back on the schedule.
  3. If you are selected for a jury and must remain on jury duty longer than the five (5) day period specified in the letter, you must notify the scheduling Institution Supervisor that the jury duty has been extended, and you must let the scheduling Institution Supervisor know when the jury duty is completed.
  4. Jury duty is a civic obligation. If you are required to perform jury duty on your scheduled day off that time will not be counted toward your forty (40) hour work week, and you will not be paid by the County for it. If you must remain on jury duty over the normal eight (8) hour work day, you are not eligible for any overtime compensation.
- 

## 2.8.8 Sick Leave

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According to Tulare County Personnel Rules, an employee entitled to sick leave shall be granted such leave only after having completed thirteen (13) full pay periods of continuous service and for the following reason(s):

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A. Illness or injury to the employee.

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B. Medical or dental office or hospital visits for examination, diagnosis, or treatment. \_\_\_\_

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## 2.8.8

### Sick Leave *(continued)*

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- C. Illness, injury, or death of the spouse, parent, brother, sister, child (i.e. natural child, adopted child, step child, and/or child who is employee's legal ward), grandparent, or grandchild, or the appointments for the spouse and/or children of the employee. Not more than 40 hours of employee sick leave or in connection with required attendance at or necessary transportation to medical leave may be taken by an employee for the combined illness and/or medical appointments of all the aforementioned relatives within a calendar year. Not more than 40 hours of sick leave may be taken by an employee for each absence due to the death of one of the aforementioned relatives.
- 

## 2.8.9

### Holidays

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Holiday  
Entitlement

- A. An employee shall be entitled to the provision of the Tulare County Personnel Rules on holidays only if the employee was on the County payroll and entitled to receive salary for the employee's entire scheduled working day before and the employee's entire scheduled working day after the holiday.
- 

On Weekends

- B. Holidays which fall on Sunday shall be observed on the following Monday.
- 

Holiday  
Worked

- C. Any employee who is required to work on any day designated as a holiday, pursuant to Tulare County Personnel Rules 6.6.4, shall be entitled to receive one hour of vacation for each hour worked up to a maximum of eight (8) hours.
- 

Transport  
Staff

- D. Juvenile Detention Facility Transport staff shall observe the same holidays as all other Juvenile Detention Facility staff and shall be scheduled to work a shift in the Juvenile Detention Facility or may apply to take the day off on vacation following the rules for getting such time off, if the Court has a holiday not observed by Juvenile Detention Facility staff.
- 

## 2.8.10

### Overtime

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Definition

- A. The term "overtime" as used in this section means time worked by a Federal Fair Labor Standards Act (FLSA) non-exempt employee in excess of forty (40) hours per week.
- 

Overtime  
Authorization

- B. No employee shall work overtime without advance authorization, unless prior authorization is not possible because of emergency conditions. In that case, the employee shall obtain a ratification of his overtime from the Department head or his designee on the next regular business day after such overtime is performed.

The purpose of this policy is to ensure equity and uniformity in the use of overtime and compensating time throughout the various divisions of the Department. It is the policy of the County and the desire of the Chief Probation Officer to avoid overtime whenever possible. All Probation staff shall, insofar as possible, plan their work so as to avoid the need for overtime.

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## 2.8.10

### Overtime *(continued)*

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C. Overtime work must be authorized prior to being worked by one of the following:

1. Institution Supervisor
  2. Supervising Probation of the Juvenile Detention Facility
  3. Probation Division Manager of the Juvenile Detention Facility
- 

Authorized  
By

D. Overtime is reported in accordance with divisional rules.

---

Specifics

E. The following specific policies will be followed:

FLSA

1. The County and its employees will comply with all provisions of Federal Fair Labor Standards Act (FLSA) including the amendments of 1985.
  2. If, as a result of time actually worked during a call back, the total time worked by an employee during the work qualifies the employee for overtime compensation, overtime shall apply.
- 

TC MOU

F. Any employee covered by the TCCA MOU who is called back to duty for performance of an emergency task shall receive compensation for a minimum of two (2) hours straight time, regardless of the actual time required to perform the emergency task. In the event the task exceeds two (2) hours in duration, the total compensation shall be based on actual hours worked. Extension of a normal work day or shift, regardless of lunch break, shall not be deemed call back.

If, as a result of time actually worked during a call back, the total time worked by an employee during the work qualifies the employee for overtime compensation, overtime shall apply.

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## 2.8.11 Staffing Shortage

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Shift Change

- A. At shift change, if there is not sufficient staff to fill fixed post positions, it may become necessary to have staff currently on duty stay for all or part of a second shift. When the department determines that there is a need for overtime, the determination of which employee shall work such time will be determined by an employment list based on seniority (which is an employee's date of service within the Probation Department). The list shall be applied to those employees that are currently on shift when staffing the current or the following shift.
- 

Volunteers

- B. Voluntary Overtime - Initially, the overtime will be offered to the most senior employee on the list. If he/she works or declines the overtime, such will be noted on the employment list. If the overtime is declined, the next most senior employee on the list will be offered the overtime, and such will continue until the overtime is covered or until the entire list has been offered to work the overtime on a voluntary basis. This shall continue throughout each four month shift rotation or until all of the employees on the list have been offered voluntary overtime, whichever comes first. At that time, the cycle shall start over with the most senior person.
- 

May be  
Ordered to  
Stay

- C. If the overtime hours are not covered on a voluntary basis, mandatory overtime shall become necessary.

Mandatory Overtime: Initially, the mandatory overtime shall first be worked by the least senior employee on the list. After an employee has worked mandatory overtime, it shall be noted. When mandatory overtime is again required, the next employee on the list shall be required to work the overtime. This shall continue throughout each four month shift rotation or until all of the employees on the list have worked mandatory overtime, whichever comes first. At that time, the cycle shall start over with the least senior person.

---

- D. In the event all available staff on shift have been crossed off the list, the least senior eligible employee will be required to stay.
- 

- E. Employees who have already worked sixteen hours (16) or more beyond their regularly scheduled hours during the work week, in which mandatory overtime is required, will not be subject to mandatory overtime, unless all other eligible staff on duty at the time have also worked sixteen (16) hours that week. If that is the case, the least senior eligible employee on the list will be required to stay.
- 

- F. When staffing levels permit, the department will attempt to offer flex time prior to overtime. It may not always be feasible to offer flex time to the most senior person working. However, the supervisor shall make an effort to offer flex time, beginning with the most senior employee, based on each eligible employee's existing work schedule and staffing throughout the remainder of the pay period.
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## 2.8.11 Staffing Shortage *(continued)*

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Insubordination

- G. Failure on the part of any staff member to obey a direct order to remain at work shall be considered insubordination and may result in disciplinary action, up to and including termination of employment.
- 

Duty Institution  
Supervisor

- H. The Duty Institution Supervisor shall make an effort to cover the required position(s) prior to ordering staff to stay. Given sufficient notification and opportunity, the Institution Supervisor shall attempt to obtain a volunteer from the current shift, or another shift, and/or call in an off duty staff, prior to making the decision to order a staff member to work.
- 
- I. If volunteers cannot be obtained from another shift, no off duty staff is available, and/or there is not enough time before shift change to go through this process, staff shall be ordered from the shift currently on duty.
- 
- J. If there is a shortage of time and the Duty Institution Supervisor is not able to obtain a volunteer prior to ordering a staff member to work, the Duty Institution Supervisor shall make an effort to find a volunteer as soon as practical after ordering the staff member to stay. The staff member ordered to stay may voluntarily terminate/ waive this process at any time, by volunteering to complete the shift themselves.
-

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## 2.8.11 Staffing Shortage *(continued)*

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No Show

- K. Should an employee fail to report to work without giving the Duty Institution Supervisor prior notification, the Institution Supervisor shall report to the Security Safety Room, SST, to determine who is still in the building. The Institution Supervisor shall consult the schedule to determine if overtime needs to be issued to cover the vacant shift. Off going staff shall remain at work, until the Institution Supervisor determines how many staff need to stay, and refers to the seniority list to determine who shall be required to stay. All staff, upon reporting to the, equipment room, shall be required, and if deemed necessary by the Institution Supervisor, directly ordered, to stay on site until the vacant shift is covered. The Institution Supervisor will then make an effort to find voluntary coverage.
- 

## 2.8.12 Staff Hours

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Regular Hours

- A. Employees of the Probation Department shall generally have regular hours assigned for duty each day. When not active duty, they shall be considered “off duty.”

Punctual

Employees shall be punctual in reporting for duty at the time designated. No employee shall absent him or herself from duty without the consent of their immediate supervisor.

---

Rest Periods

- B. Rest Period for Employees:

1. One fifteen (15) minute rest period is allowed in the first four (4) hours of the shift and one fifteen (15) minute rest period is allowed in the last four (4) hours of the afternoon shift. The Probation Correction Officer and Detention Services Officer will coordinate breaks with the Institution Supervisor.
- 

- C. Rest periods shall be no longer than fifteen (15) minutes from time of departure to return to work.
- 

- D. Rest periods are MANDATORY
- 

- E. Rest Periods SHALL NOT be taken in the:

- Central Control
  - Probation Institution Supervisor’s Office
  - Court Transport Offices
  - Booking, Intake & Release
-

### **2.8.13 County Phone Policy**

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County telephones are provided for County business use only. Private use of the phones shall be limited to emergency situations only.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Drug and Alcohol Policy</b></p> <p><b>Section: 2.9</b></p> <p><b>Authority:</b> <b>Tulare County Drug and Alcohol Policy</b></p>
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## 2.9 Tulare County Drug and Alcohol Policy

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Policy

Per the Tulare County Drug and Alcohol Policy, “it is the County’s policy that employees shall not be under the influence of, shall not possess alcohol or drugs or manufacture illegal drugs while on County property, at County work locations, or while on duty or on stand-by. Employees shall not sell or provide drugs or alcohol to any person while on duty or stand-by.

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Use of medically prescribed medication and drugs is not by itself a violation of this policy. However, an employee who is taking medication which could interfere with the safe and effective performance of duties or the operation of County equipment must bring a note from a doctor, providing work restrictions or absence from work.

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### 2.9.1 Staff Responsibility

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No Alcohol/  
Drugs or  
Weapons

Staff shall not bring any type of alcoholic beverage, weapons, or any type of illicit drugs upon the grounds of any institution. Any staff procuring for, or delivering to any youth, alcoholic preparations of any type or a drug of any type shall be referred for discipline. The matter will also be referred for criminal investigation to the District Attorney for possible prosecution.

---

Staff under the  
Influence of  
Intoxicants  
Prohibited from  
Coming onto  
the Grounds of  
the Institution

Staff shall not come upon the grounds of an institution or report for duty under the influence of intoxicants or illicit drugs. Such behavior constitutes grounds for dismissal. It is incumbent upon staff to inform the Institution Supervisor if any employee comes on duty, or on the institutional grounds, either on or off duty, while under the influence of, or suffering from the effects of overindulgence in intoxicants or drugs. Should a staff be required to take any drug for medical reasons that affect their behavior or demeanor, they shall bring a note from a doctor, providing work restrictions or absence from work.

---

## 2.9.2 County Smoking Policy

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Section  
1162

The County Ordinance Code sections pertaining to smoking are very explicit, particularly under Section 1162 which defines place of employment. As a Department, we will fully comply with the ordinance as written. There will be no smoking in any work place under the control of the Tulare County Probation Department.

Where to  
Smoke

County Ordinance:

### ARTICLE 29. SMOKING RESTRICTIONS

#### SECTION 1-03-2180. SMOKING PROHIBITED IN TULARE COUNTY BUILDINGS: PENALTY:

Disposal

It is unlawful for any person to smoke in any building which is owned, controlled, leased, or managed by the County of Tulare, or any vehicle owned or leased by the County except those vehicles which are permanently assigned to a designated County officer or employee.

Any person who violated any provisions of this article is guilty of an infraction.

---

A. Staff who smoke or use smokeless tobacco must do so:

1. Outside in the staff parking lot, more than 20 feet away from the main entrances, exits, and operable windows of public buildings.
  2. Outside the presence and/or view of youth
- 

B. All cigarettes must be disposed of in a metal container. Those who use smokeless tobacco will not dispose of chew on the sidewalk or pavement. It will be disposed of in the trash receptacle.

---

C. It is Tulare County policy according to California Govt. code section 7597 (a) that...“No public employee or member of the public shall smoke any tobacco product inside a public building or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building...”

Section 308 of the Penal Code prohibits selling or furnishing tobacco products to persons under 21.

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D. This manual section relates specifically to use of and exposure to tobacco products while a youth is in the custody of the Juvenile Detention Facility staff as required by Title 15 Section 1511.

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## 2.9.2

### **County Smoking Policy** *(continued)*

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#### E. Staff Responsibilities:

1. No Juvenile Detention Facility staff, Tulare County Probation Department staff or related county staff, or member of the public shall smoke any tobacco products inside the Juvenile Detention Facility, any county operated building, or in an outdoor area within 20 feet of a main exit, entrance or operable window of the Juvenile Detention Facility or a public building.
  2. No Juvenile Detention Facility staff or Tulare County Probation Department staff or related county staff or member of the public shall smoke any tobacco products while engaged in the transport of any youth in the custody of the Juvenile Detention Facility whether the transport is conducted in a county owned vehicle or by other means.
  3. No Juvenile Detention Facility staff or Tulare County Probation Department staff shall smoke any tobacco product while engaged in any department sanctioned activity that requires the oversight of youth, (i.e., work programs inside or outside facilities), department authorized recreational activities, (i.e., participating in parades, athletic competitions, field trips, etc.).
  4. No youth in the custody of the Juvenile Detention Facility is to be provided any tobacco products or allowed to use or possess tobacco products while being in the custody of this facility.
  5. Staff are not to supply or provide any tobacco products to a youth in the custody of the Tulare County Probation Department.
-



<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Occupational Injury/Illness</b></p> <p><b>Section: 2.10</b></p> <p><b>Authority:</b></p>
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## **2.10.1 Employee Responsibilities**

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Report All  
On-the-Job  
Injuries to  
Supervisor

All on-the-job injuries which occur to an employee, no matter how slight, shall be reported immediately by the injured employee to the on-duty supervisor. Failure to report an on-the-job injury may result in loss of Worker's Compensation Benefits, should complications arise at a later date.

---

## **2.10.2 Procedures for Reporting On-the-Job Injury/Illness**

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The following procedures shall be assumed when staff reports an injury/illness which occurred as a result of employment.

---

Minor  
Injuries

- A. Minor injuries refer to an injury which is reported, but does not require medical treatment beyond routine first aid which can be administered at the work site. For all reported minor injuries occurring at the Juvenile Detention Facility, the supervisor must complete the Supervisor's Report of Employee Injury/Illness and give the employee a completed Employee's Claim for Workers' Compensation Benefits.
- 

- B. On-the-job injuries, which occur away from staff's immediate work site shall be reported to the Institution Supervisor immediately. The supervisor must complete the Supervisor's Report of Employee Injury/Illness and give the employee a completed Employee's Claim for Workers' Compensation Benefits.
- 

Medical Care  
Needed

- C. The following procedures shall be completed when an employee incurs an on-the-job injury/illness which requires medical treatment.
-

## 2.10.2 Procedures for Reporting On-the-Job Injury/Illness *(continued)*

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The reporting Supervisor shall complete the following procedures:

Step	Action
a	Complete the Medical Referral form (Authorization for Initial Treatment).
b	Complete the Supervisor's Report of Employee Injury/Illness.
c	Complete the Initial Lost Time Form.
d	Complete the Employer's Report of Occupational Injury or Illness.
e	Complete the Employee's Claim for Workers' Compensation Benefits.
f	The Institution Supervisor shall scan the documents into a PDF format, e.g., Supervisor Report of Employee Injury/Illness, Initial Lost Time Form, Employer's Report of Occupational Injury or Illness, and the Employee's Claim for Workers' Compensation Benefits and send said documents via County email to the Probation Administrative Assistant, Courthouse Room 206. The original documents will be given to the Division Manager or Supervising Probation Officer for delivery to the Courthouse.
g	Refer injured staff to the appropriate, approved medical facility. The Medical Referral form is to be taken to the medical clinic by the injured staff. In situations of emergency medical treatment, refer the staff to the nearest medical facility. Staff may elect to be seen by their private physician, only if they have <u>previously</u> completed and filed a form with the Probation Department requesting treatment by their private physician for occupational injuries.

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## 2.10.3 Physician Responsibilities

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Treatment If medical treatment is required staff should be referred to a county-approved treatment facility.

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## 2.10.4 Compensation

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Work  
Comp  
eligibility All staff are eligible for Worker's Compensation benefits under provision of the State Labor Code.

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1. Use of Sick Leave for On-the-Job Injuries: Disapproval of injury leave does not disqualify an employee from using accumulated sick leave for an on-the-job injury. 4850 benefits will be paid to staff who were injured at work and are on total temperate disability. However, if an accommodation of work restrictions is in place, staff shall use sick leave for associated Worker's Compensation appointments.

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Mileage Authorization Section: 2.11</b></p> <p><b>Authority: Tulare County Personnel Rules</b></p>
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## 2.11 Mileage Authorization

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Staff can  
Receive  
Mileage  
Reimbursement

Mileage reimbursement is approved only for Probation Department staff using their own vehicles, with prior approval for out of town Standards and Training for Corrections Training. Compensation value shall be the current prevailing rate. For staff to qualify for private mileage reimbursement, they must submit a mileage authorization form through payroll for approval by the Supervising Probation Officer. These forms must be submitted by the third day of each month. Mileage reimbursement per mile is usually received by the end of the month in which the request was submitted.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Reasonable Accommodation Section: 2.12</b></p> <p><b>Authority: Tulare County Probation Administrative Manual</b></p>
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## 2.12

### Reasonable Accommodation

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For Staff  
Restricted by a  
Physician

Staff who have been recommended for light duty work restrictions by a physician will be accommodated, if possible, with the approval of the Chief Probation Officer. The Tulare County Risk Management Division coordinates the Disability Management Program.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Employee Separation/Retirement</b></p> <p><b>Section: 2.13</b></p> <p><b>Authority: Tulare County Probation Administrative Manual</b></p>
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## 2.13 Employee Termination or Retirement

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Resignation  
In Writing  
With Two  
Week  
Notice

An employee who decides to terminate County service should submit a written resignation to the immediate supervisor. Included in the resignation should be his/her expected date of termination. A two (2) week notice is expected. The supervisor will forward the resignation to the Supervising Probation Officer, who will forward the information to the Division Manager, Scheduler, Account Clerk, and Probation Administrative Aide.

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Exit  
Interview

The Institution Supervisor shall complete an Exit Interview using the Exit Interview form with all staff resigning, terminating, or voluntarily leaving Probation employment. The form, once completed, shall be forwarded through the Supervising Probation Officer, and Division Manager, and Probation Administrative Aide.

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WSF

Upon conclusion of service, the employee's Work Site File and County Identification Card shall be given to the Supervising Probation Officer. The Supervising Probation Officer will ensure the file is forwarded to Probation Administration.

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Records and Reports Section: 3.0 Authority: Title 15 section 1312, 1328, 1341, 1362</b>
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## 3.0 Records and Reports

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### Overview

This manual section covers the confidentiality of reports and records that the Juvenile Detention Facility (JDF) staff have access to, the writing of institutional reports, and the procedures wherein those reports are written.

This table lists the subjects in this section of the manual:

Section	Title 15 Section	Subject
3.0	1312	Records and Reports Overview
3.1	1312	Confidentiality of Juvenile Court Records and Info
3.2	1312	Subpoenas
3.3	1362, 1341	Institutional Records and Reports
3.4	1328	Unit Logs/Records/Files/Forms
3.5		Child Abuse Reporting Procedure
3.6	1340	Reporting of Legal Actions
3.7		Purging and Destruction of Facility Records

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Confidentiality of Records</b> <b>Section: 3.1</b> <b>Authority: Title 15 section 1312, 1328, 1341, 1362</b>
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## 3.1 Confidentiality of Juvenile Court Records and Reports

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JDF Records  
Are All  
Confidential

Section 827 of the Welfare and Institutions Code mandates confidentiality of all Juvenile Court Records and limits access to those with a need to know and a right to know as defined by statute or court order.

By extension, all Juvenile Detention Facility records and reports written or provided by institutional staff are confidential and are subject to limitations regarding right to inspect as they are used in completing the Probation Officer's report.

Under Section 827 Welfare and Institutions, specific authorization to review and inspect juvenile court records and reports is granted only to court personnel, the youth who is the subject of the court proceedings, the youth's parents or legal guardians, the attorneys of record for both parties, and other persons as designated by court order of a Juvenile Court Judge upon the filing of a petition.

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Only those persons authorized by the law or the courts have access to such information and records. In order to obtain such access, persons not designated by law must petition the court for an Order, and prior to granting such Order, copies of the Petition must be served on the youth, the parents or guardians, and the youth's attorney.

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In keeping with the spirit of the law, it shall be the policy of the Juvenile Detention Facility that staff shall not discuss information concerning a youth's behavior, personal or family background, or facts concerning the offense charged with any person not legally entitled to such information. (See Section 827 and 828 Welfare and Institutions Code.)

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**3.1.1**

**Tulare County Probation Department Confidentiality Policy**

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Right to  
Know/Need to  
Know

All documents, reports and information, whether written or stored in computer files, pertaining to juvenile court proceedings, Juvenile Detention Facility youth, Juvenile Probation casework, District Attorney actions and/or law enforcement activities, shall not be released to persons outside the Probation Department unless the interests of justice would be served, and the person to whom the information is released has a legitimate need and right to know the information. What constitutes a valid need and right to know depends upon the nature and source of the information, as well as the identity and/or status of the person seeking release of the information.

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Staff members are not to exchange gossip about youth in custody. Behavior problems are recorded on the appropriate forms. Problems which affect the health and welfare of youth in custody are reported to the Probation Division Manager, Supervising Probation Officer, and/or the Probation Institution Supervisor on duty for appropriate action.

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Juvenile Detention Facility staff shall refer inquiries about the investigation of the youth's case, Court Hearings, and placement to the Probation Officer assigned to the case or the Supervisor of the Investigative Unit. Juvenile Detention Facility Staff are not to discuss the youth with prospective foster parents or relatives other than the parents or legal guardians. When in doubt, refer inquiries to the Probation Officer, since a violation of confidentiality can result in civil suit against any staff person.

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### 3.1.2 Juvenile Court Release of Information Policy

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Who Can Have  
Access

An order signed on March 21, 1997, by the Presiding Judge, Juvenile Court, sets forth the policy of the court regarding confidentiality. Paragraph A of that order permits law enforcement agencies in Tulare County to release any information in their files regarding youth to the following:

1	The youth;
2	The parents or guardians of said youth;
3	Foster parents;
4	The youth's attorney;
5	All California district attorneys' offices;
6	California Bureau of Investigation and Information;
7	All California law enforcement agencies (including all peace officers designated in Penal Code Sections 830, 830.1, 830.2, 830.4 and 830.9);
8	All California school systems;
9	All California Probation departments;
10	All California public welfare agencies;
11	Department of Juvenile Justice;
12	Department of Corrections and its parole agents;
13	Authorized court personnel;
14	Any California court pursuant to subpoena from such court;
15	The victims of juvenile crime, or the parents of the victims of juvenile crime, who wish to pursue the enforcement of civil liability <u>may apply to the court for information</u> (note: "May apply to the court for information" added as clarification);
16	Hospitals, schools, camps, job corps, ranches, or placement agencies which require the information for the placement, treatment, or rehabilitation of the detainee;
17	The persons entitled thereto under Vehicle Code Sections 20008-20012;
18	Any coroner;
19	Tulare County Community Health and/or its subsidiary;
20	Tulare County Department of Public Health;
21	Tulare County Department of Revenue and Recovery;
22	Community referral agencies, whether in or out of California, provided the forwarding law enforcement agency has first obtained the written consent of the parent having legal custody of the youth.

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All such information received by an authorized recipient as listed above must be kept confidential by that recipient and must not be further released, except to one or more of the authorized recipients.

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### 3.1.2 Juvenile Court Release of Information Policy (*continued*)

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Requests by any law enforcement agency to disseminate any information in its files to any person or agency not listed above will be considered by the juvenile court on an individual basis, in accordance with the standards set forth in T.N.G. v. Superior Court.

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This order does not prohibit release of information by law enforcement agencies about crimes or the contents of arrest reports, except as they disclose the identity of the youth. This order does not apply prior to the taking into custody or detention of a youth, and it is not intended to apply to coroner's reports.

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### 3.1.3 Juvenile Detention Facility Release of Information Policy

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The following policy has been developed and implemented to ensure Juvenile Detention Facility staff are in compliance with the law regarding the confidentiality and release of Juvenile records.

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JDF Records  
Released by  
PDM

- A. No institutional records and/or reports shall be directly released directly to any outside person or agency. Requests for such information shall be directed to the appropriate Institution Supervisor (I.S.) or Probation Officer. In case of an emergency, all requests for information shall be directed to the Juvenile Detention Facility Division Manager.
- 

No Still/  
Photos  
Movies

- B. No still or motion pictures may be taken for any purpose, including television, or for use of youth without the permission of the Presiding Judge of the Juvenile Court and/or the Division Manager of the Juvenile Detention Facility. No voice recordings may be made of youth who are in court ordered placements or the Juvenile Detention Facility-

Media  
Release

1. Requests for information made by the news media for information (e.g., newspapers, TV, radio, etc.) are to be referred to the Chief Probation Officer's Office.

Photos Of and  
Interviews with  
Youth Needs  
Court Approval

2. No youth who is the subject of juvenile court proceedings may be interviewed or photographed by any member of the news media without the express authorization of the Presiding Judge of the Juvenile Court. If the youth has a pending case before the court, the attorney of record must be consulted before authorization will be given.
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### 3.1.3 Juvenile Detention Facility Release of Information Policy (*continued*)

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Request for Information by Parents or Guardians	<p>C. Certain information may be released by Juvenile Detention Facility staff to parents and/or legal guardians. Information which may be directly divulged to parents and legal guardians includes:</p> <ol style="list-style-type: none"><li>1. Whether or not the youth is detained in the Juvenile Detention Facility;</li><li>2. The name, phone number, and office location of the detained youth's casework Probation Officer;</li><li>3. Visiting information;</li></ol> <p>Any other information must be provided by the Institution Supervisor or Program Probation Officer.</p> <p><u>Prior to divulging such information, staff are required to verify the identity of the person(s) requesting the information and their relationship to the detained youth.</u></p>
Verify ID	
Attorney's Request for Information	<p>D. Attorneys appointed by the court or retained by the youth for representation in Juvenile Court proceedings are entitled to receive the same as that provided to parents and legal guardians. Requests for information beyond that which is routinely provided (i.e., prior probation casework information, prior criminal record, arrest reports, etc.) are to be referred to the Program Probation Officer or Institution Supervisor.</p>
Release of Information Procedures	<p>E. All requests for release of information regarding Juvenile Detention Facility operating procedures, directives, manuals, and non- youth institutional related reports from attorneys, youth, parents, and/or members of the public, are to be referred to the Juvenile Detention Facility Division Manager. Information regarding security practices and/or safety procedures are to remain confidential. Exceptions to this policy extend only to law enforcement agencies and/or other Probation departments within California. Requests from these agencies shall be forwarded to the Juvenile Detention Facility Division Manager and will be handled on a need to know, case by case basis.</p>
Release of Juvenile Offender Record Data	<p>F. Youthful offender record data includes, but is not limited to, police reports, arrest records, District Attorney Information, Probation records, CII/FBI rap sheets, Marshal's warrants, and other related agency Incident Reports. All persons having access to Youthful offender record data are required by law and statute (California Penal Code sections 11075-11081, 1203.05, 1203.10) to protect and carefully control the dissemination of information obtained or generated. Consequently, information contained in Caseload Explorer shall not be shared. <u>Any</u> request for information shall be given to the Institution Supervisor or Program Probation Officer.</p>

### 3.1.4 Computer Authorization and Security

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Authorization  
Procedures

- A. Access to Caseload Explorer computer system information is restricted to authorized Juvenile Detention Facility staff. Only authorized persons who have been assigned log-on codes are permitted to operate computer terminals. Log-on codes are be obtained directly from the Institution Supervisor. All staff are required to sign the confidentiality form. Under no circumstances should staff review an electronic file without a specific business or case related reason.
- 

- B. Security of Caseload Explorer case management system is the responsibility of all Juvenile Detention Facility staff, as well as the individual operators. Proper security measures require staff to be personally responsible for the security of their individual log-on code. Authorized personnel are further responsible for logging off the terminal following completion of their use.
- 

Official  
Use Only

- C. All information entered or retrieved from Caseload Explorer computer systems is subject to the laws regarding confidentiality of juvenile records. Information obtained from these systems are intended for official use only and may be disseminated only to authorized persons within the department or to authorized law enforcement and/or correctional agencies. Failure to maintain the confidentiality of the Caseload Explorer computer system is a serious dereliction of duty and shall result in disciplinary action.
- 

Penalties

Felony to  
Release  
Unauthorized  
Records or  
Information

- D. Penalties for Unauthorized Furnishing of Criminal Record Data: Sections 502, 11142, 13302 and 13303 of the California Penal Code prescribes criminal sanctions for persons who knowingly furnish records and information to unauthorized persons.
1. Penal Code Sections 11142 and 13303 specifically state; "Any person authorized by law to receive a record (state or local criminal history) or information obtained from a record, who knowingly furnishes the record or information to a person who is not authorized by law to receive the record or information is guilty of a misdemeanor."
  2. Section 502 of the California Penal Code states: "Any person who knowingly accesses and without permission takes any copies or makes use of any data from a computer, computer system, or computer network" is guilty of a felony.
- 

Department  
discipline

- E. In addition to the penalties provided by law, any staff member who knowingly accesses a record not authorized in the course of their duties (i.e., themselves, friends, family members, etc.) or provides criminal record information to a person not authorized to receive such information, shall be subject to Departmental disciplinary action, up to and including termination of employment.
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### 3.1.5 Exceptions to Confidentiality Policy

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SPO  
Must  
Warn any  
Potential  
Victim

- A. Legal Duty to Warn: The Probation Department has a legal duty to warn potential victims and disclose confidential information when their public safety is jeopardized.

If a youth threatens to injure or kill an identifiable person(s), and such threats are communicated to the line staff, the Institution Supervisor must be notified immediately, and an Incident Report will be forwarded to the Supervising Probation Officer. The Institution Supervisor will also telephonically notify the Supervising Probation Officer as soon as possible.

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No Legal Duty  
to Warn but  
Public Safety  
so Dictates

- B. Non-Disclosure and Public Danger: Situations may arise wherein a legal duty to warn/disclose does not exist, but the public is endangered by non-disclosure. In this instance, the officer shall consult with their supervisor and the Juvenile Detention Facility Division Manager to determine if the peril to the public from non-disclosure outweighs the need for confidentiality. If the public endangerment is greater than the need for confidentiality, then the warning/disclosure of information to the youth's potential victim(s) should be made.
- 

Court Must  
Give  
Permission  
for Disclosure

- C. A decision whether to disclose should involve a careful review of the pertinent facts in a case to determine the necessity for disclosure. If it is an emergency situation, the officer should consult with the Institution Supervisor and Juvenile Detention Facility Division Manager. The supervisor should contact the court directly, either via telephone or in person, for permission to release the information.
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### 3.1.6 Probation Department Computers

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No Right of Privacy for the User	The Probation Department computers, Internet services, e-mail services, telephone services, and related computer programs and FAX machines are provided to enable users to conduct the County's business in an efficient manner. These services and hardware systems are to be used in the direct conduct of the County's business. County of Tulare Information Technology Security Program (hereafter referred to as ITSP), 2.4.24 states: "All users acknowledge that there is no personal right of privacy for the user using County Computing Assets. The use of a password does not create a right to privacy."
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County Email for County Business	A. The County or department-authorized individuals may conduct audits or investigations of its computing assets to monitor usage or to otherwise ensure compliance with this policy. (ITSP 2.4.2.1) E-mail service is available throughout the county, strictly for the purpose of conducting County business more efficiently; all personnel are reminded that the information exchanged through the County E-mail or the department E-mail is not private or privileged to the sender or receiver in any manner. It is the product and property of the County. Consistent with the Information Technology Security Program, strictly forbidden E-mail usage includes, but is not limited to:
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- |                            |   |
|----------------------------|---|
| Forbidden<br>Email Content | <ul style="list-style-type: none"><li>• Any matter that violates the Tulare County Policy against Harassment, Discrimination, or Retaliation.</li><li>• Solicited or unsolicited personal views of a social, religious, political, or racial nature.</li><li>• Conduct or participate in gambling activities.</li><li>• Maintain or engage in a personal/private business, outside employment, or other commercial activities, including assisting another person or entity to do so.</li><li>• Provide information about, or lists of, County users to parties outside the County, for other than authorized County business purposes.</li><li>• Creating or forwarding "chain letters," "Ponzi," or other "pyramid" schemes of any type, pornography or fraudulent E-mail as listed on the Federal Trade Commission's website.</li><li>• Sending unsolicited E-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e.g., E-mail spam)</li><li>• Any form of harassment or discrimination via E-mail, telephone or paging, whether through language, frequency, or size of messages.</li><li>• Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups, effectively producing newsgroup spam.</li><li>• Accessing another employee's email or voicemail without authorization.</li><li>• Transmitting or posting defamatory, obscene, offensive, threatening, or harassing content in discussion forums, message boards, blogs, photo and video uploading, sharing, tagging, social networking, including but not limited to, Facebook, Instagram, Snapchat, MySpace, YouTube, Twitter, and public discussion features. Content transmitted electronically may negatively reflect upon the County or may be inaccurately perceived as reflecting the official County position because of transmission by or use of County computing assets.</li></ul> |
|----------------------------|---|
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### 3.1.6 Probation Department Computers *(continued)*

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Subject to Review and Retention Without Notice	B. As County computer equipment, Internet services, E-mail services, telephone services and FAX machines are only to be used for legitimate county business purposes, the County has the capability and reserves the right to access, copy, delete, and use any communication sent, received, or stored utilizing this equipment. Communications deleted by the user of the County computer equipment may remain with the system. All communications utilizing County computer equipment are subject to review by County authorized personnel without notice. Authorized individuals within the County may monitor equipment systems and network traffic at any time for security, network maintenance, policy compliance, or other purposes. (ITSP 2.4.2.5)
All County Policies Apply to Digital Documents	C. All County and departmental rules and policies apply to communications sent or received utilizing County computer equipment, Internet services, E-mail service, telephone services, or FAX machines, including, but not limited to, Tulare County Personnel Rule 12.2 and the Tulare County Discrimination/ Sexual Harassment Policy. Communications which involve harassment, sexual or otherwise, utilize offensive language and/or offensive references, or are forbidden under any county or departmental policy or rule will subject an offending employee to discipline under the applicable rule or policy.
Report Inappropriate Use	D. County of Tulare Information Technology Security Program 2.4.27 requires: "All users shall report known or suspected inappropriate use or abuse of County computing assets to the appropriate department head and/or other County incident reporting resource."
Disclosure	E. County of Tulare IT Security Program 2.5 County <u>Access, Review, Deletion and Disclosure</u> : <ol style="list-style-type: none"><li>2.5.1.1 County has the capability to access, review, copy, and delete any messages sent, received, or stored on County computing assets.</li><li>2.5.1.2 County reserves the right to access, review, copy, or delete all such information for any purpose and to disclose it to any party it deems appropriate, unless such disclosure is proscribed by law.</li></ol>
Email for communication	F. It is not the intent of the Probation Department to allow the use of e-mail to replace face-to-face contact between the I.S.s and their staff, i.e., PCO's and DSO'S. <p>E-mail and other electronic forms of communication are to be used to enhance communication. E-mail should be used in those instances in which large numbers of staff need to be updated or advised of a change which may impact them, for example, change of policy or notification of a pending requirement which requires action on the part of the employee.</p> <p>Contacts with the staff regarding performance, positive or negative, would continue to be made by the supervisor, (I.S. or S.P.O.) in person, with a resulting written contact in the worksite file signed by both the supervisor and the staff at the time of the meeting. E-mail is not to be used to replace other forms of supervision or communication. Face-to-face communication is always the preferred method.</p>

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### 3.1.6 Probation Department Computers *(continued)*

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Policy  
changes  
via email

G. In the case of a change of policy, the policy would be e-mailed to the employee along with a signature page. The employee would be required to print out the signature page and return it to the I.S. acknowledging they had read the new policy. The I.S. would then put the acknowledgment in the staff's worksite file.

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H. E-mail can be used to advise staff of staff meetings, upcoming training or other events that might alter their regular schedule. It can also be utilized by the Probation Department or Tulare County to advise staff of special events or business related information.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Subpoenas</b></p> <p><b>Section: 3.2</b></p> <p><b>Authority: Government Code; Penal Code</b></p>
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### 3.2.1 General Policy

Overview	The term "subpoena" refers to a written legal order directing a person to appear in court to give testimony. This may occur in a civil or criminal proceeding. The term "subpoena duces tecum" refers to a written legal order to produce and bring to court specified records, documents, books, and reports.
Applies to	The following policy regarding the service of subpoenas applies to all County officers, employees, boards and/or commissions relating to matters within the scope of their duties and employment.
Does not Apply to Personal Business	This policy does <u>not</u> apply to circumstances where an employee is served with a subpoena regarding matters which do not arise out of their employment. In those circumstances, the employee must seek their own counsel and respond as they deem appropriate.

### 3.2.2 Civil Subpoenas

An officer who is served with a subpoena for a civil proceeding, in relation to his/her employment, shall immediately notify the on duty supervisor, who shall immediately notify the Division Manager. The matter will be referred to County Counsel.

### 3.2.3 Criminal Subpoena

No Fee	When served with a subpoena for a criminal proceeding, the officer should <u>NOT</u> request witness fees. If a court appearance is required of the officer, then we appear without special compensation as a courtesy to the criminal court.
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### 3.2.4 Subpoena Duces Tecum

Disclosure Decision	If served with a subpoena duces tecum, the decision to disclose the subpoenaed information will usually depend upon the identity/status of the person requesting the information and whether that person states a legitimate need for the data which exceeds the interest for maintaining the privacy of the material.
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### 3.2.4 Subpoena Duces Tecum *(continued)*

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Used to  
Get Records  
Which Are  
Public Info

A subpoena duces tecum is usually necessary to obtain documents and records which are not public records. The officer served with the subpoena duces tecum, in relation to his/her employment, shall immediately notify the on-duty supervisor, who shall immediately notify the Division Manager. The matter will be referred to County Counsel. The Division Manager, will seek the assistance of County Counsel to prevent disclosure.

---

JDF  
Records

A. Youth (Defendant) has subpoenaed his own Case File Information. A request of this nature will be immediately forwarded to the Division Manager.

A youth will be able to obtain original records and files held by Juvenile Detention Facility, which pertain to them if a subpoena duces tecum is served. However, pursuant to Sections 13200, 13201, 13300, 13320 and 13321 of the California Penal Code, an agency is required to provide reasonable access to these files, and, therefore, a subpoena is typically not required. Thus, a youth may obtain access to files which include notes, reports, logs, incident reports, accident reports, rule violations, etc., so long as the information is not confidential and privileged. If a youth requests access to the file, it will be necessary to review the file and remove the confidential/ privileged information prior to releasing the data. This practice should be done on a case-by-case basis. It should be noted that the possibility exists that the information may have to be produced for an "in-camera" hearing if the court determines the youth's due process rights outweigh the necessity for confidentiality.

---

B. A Youth requests information concerning another Youth.

County  
Counsel

1. No information or materials should be disclosed. The Institution Supervisor will refer the matter to the Division Manager, who, shall contact County Counsel and request assistance in disposing of the subpoena. If a hearing is held, the officer shall follow the directives of County Counsel and the court regarding disclosures of data.
2. Only information from court orders, routine handwritten running history entries (to the extent they include non-confidential matter), legal history entries, reports of substance abuse testing, etc., shall be disclosed in response to a subpoena issued in a criminal case (with no charge for printing or photocopying). However, if the subpoena is not explicit regarding the items sought, the officer shall contact the Division Manager to obtain further clarification.

If the attorney wants disclosure of the entire case file or confidential materials (e.g., rap sheets, probation reports, psychological reports, data/information received in confidence from victims, witnesses, law enforcement, neighbors of the youth, etc.) he/she must advise the Duty Supervisor, who will notify the Division Manager. The Division Manager will contact County Counsel.

The officer shall follow the direction of County Counsel regarding any disclosure of confidential information or documents pertaining to another youth.

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### 3.2.4 Subpoena Duces Tecum *(continued)*

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- C. A subpoena duces tecum is necessary to obtain documents and records which are not public records. Section 6252 of the Government Code gives a broad definition to public records. However, Section 6252(a) restricts access. The pertinent exception is found in Section 6254(f) of the Government Code which provides:

"Records of complaints to or investigations conducted by, or records of intelligence information or security procedures of any other state or local police agency, or any such investigatory or security files compiled by any other state or local agency for correctional, law enforcement, or licensing purposes, except that state and local law enforcement agencies shall disclose the names and address of persons involved in, or witnesses other than confidential informants to, the incident.

Operational manuals sought by a subpoena duces tecum will be classified as "public records" for which there is no exception available unless it contains security procedures. The subpoena duces tecum may be quashed for failure to state the specific information sought (i.e., it represents a fishing expedition), it is unreasonable, or it seeks to obtain access to other information in which the need to maintain confidentiality, such as with security procedures, outweighs the necessity for disclosure."

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### 3.2.4 Subpoena Duces Tecum *(continued)*

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D. Procedure for Complying with a Subpoena Duces Tecum The keeper of records will:

Step	Action
1	Make a true, legible, and durable copy of the records/documents requested.
2	Seal the documents in an envelope with the following information written clearly on the outside of the envelope: a) Title of the case b) Case number c) Your name d) Date of the subpoena.
3	Prepare a declaration stating: a) You are duly authorized to provide these records b) You have authority to certify the records c) The enclosed copy is a true copy of all the records requested d) The records were prepared by departmental (or County) personnel in the ordinary course of business, at or near the time of the act, condition, or event e) If all of the requested information is <u>not</u> enclosed, explain why (i.e., not available, can't locate, confidential, etc.)
4	Sign and date the declaration following your statement of, "I declare under penalty of perjury that the foregoing is true and correct"
5	Place the declaration and the sealed envelope in another envelope
6	Seal and mail or hand deliver to the Clerk of the County Court (or as otherwise directed) the envelope within five (5) days of receipt of the subpoena

---

### 3.2.5 Service of Subpoena on a Juvenile Detention Facility Youth

---

A. INSTITUTION SUPERVISOR RESPONSIBILITIES: When a subpoena is issued for a youth housed at the Juvenile Detention Facility it will be routed to the Transport Office. Upon arrival of the subpoena, the Transport Officer shall complete the steps listed in the following table:

B.

Step	Action
1	Verify that the individual subpoenaed is actually in custody at Juvenile Detention Facility. If the individual is not being detained, the subpoena should not be accepted.
2	Scan the subpoena into the youth's Caseload Explorer Documents the original to the transport office for their records.
3	Contact the youth and youth's parents to inform them of the subpoena. Inform them of the date, time, and location of the hearing.
4	Transport shall arrange to have the youth in court on the hearing date.
5	Make a notation in the youth's Caseload Explorer file that the subpoena has been received. If the youth is released prior to the appearance date, send the subpoena home with him/her and indicate what was done in Caseload Explorer.

---

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Institutional Records and Reports</b></p> <p><b>Section: 3.3</b></p> <p><b>Authority:</b> <b>Title 15 Section 1341, 1362</b></p>
--	---

---

Intro                      This section covers the various records and reports used and written at the Juvenile Detention Facility.

---

### **3.3                      Juvenile Institution Reports**

---

Responsibility                      A. Staff at the Juvenile Detention Facility are expected to document special incidents and record observations which occur within the institution. This section focuses on the individual responsibilities for writing/reviewing these reports, as well as the requirements for uniformity of content, style, and format.

   All reports relating to incidents occurring within the Juvenile Detention Facility are to be created and retained within Caseload Explorer.

---

False                      B. Employees shall not knowingly or willingly enter or cause to be entered in any department books, Information records, or reports any inaccurate, false, or improper information.

---

C. It is the responsibility of all staff to be familiar with the provisions for preparing an Incident Report in Caseload Explorer. Training in report writing is extended to all new permanent employees through STC core training classes. Institution Supervisors and Training Officers shall also provide on-going training and guidance to staff for the writing of reports.

   All reports relating to incidents occurring within the Juvenile Detention Facility are to be created and retained within Caseload Explorer.

---

### 3.3.1 General Report Guidelines

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This section provides a general guide for correctly writing any of the identified reports.

No  
Abbreviations

- A. Staff shall not use abbreviations, such as PT denoting Physical Training, without first indicating what the abbreviation is for, as some reports may be routed or read by persons unfamiliar with our institutional symbols and/or terminology. For example, the first time the word/phrase is used it shall be written Physical Training (PT); thereafter, it can be referred to as PT.
- 

Reference  
Youth

- B. When first referring to a youth within the body of the report, always provide the youth's full name. Thereafter, only the youth's last name need be used. Identify all staff first by their title, thereafter, by the title or "Officer."
- 

- C. The Institution Supervisor is to ensure that all reports are complete and accurate and with all appropriate documentation/supplemental reports attached.
- 

- D. All injuries incurred by youth while under the custody and care of the Juvenile Detention Facility shall be documented in Caseload Explorer as an Incident Report. The Type of report will depend on if the injury was intentional, self-inflicted, accidental, or occurred as a result of use of force by staff.
-

### 3.3.2 Incident Reports

---

When to  
Write a Report

- A. An Incident Report shall be written to document all incidents where the potential for legal liability may exist for youth, Juvenile Detention Facility staff, the Probation Department, or for any other County employee, in addition to any information or discipline report submitted. However, the purpose of an Incident Report is not limited to this criteria.
- 

Discuss  
with IS

- B. Prior to writing an Incident Report in Caseload Explorer, the Probation Correction Officer shall discuss the incident with the Institution Supervisor to determine if one is needed.
- 

- C. Incidents which require documentation in an Incident Report, include, but are not limited to, the following:

1	Escapes (and/or attempts)
2	Assaults on Juvenile Detention Facility staff by youth
3	Physical fights between two or more youth
4	Threats of violence
5	Bomb threats, fires, explosions
6	Death of a youth, staff or a member of the public, occurring on the Juvenile Detention Facility grounds or in the custody of the Juvenile Detention Facility staff
7	Suicide attempts
8	Use of OC Spray
9	Use of physical force by staff on a youth
10	Placement of youth in restraint equipment, other than for transportation needs
11	Placement of youth in a safety cell or Wrap.
12	Medical Emergency
13	PREA Allegations
14	Placement of a youth in a special program
15	Staff injuries
16	Horseplay between youth which results in physical contact
17	Injuries not witnessed by staff
18	For any reason deemed appropriate by staff
19	Any incident where staff have physical contact with a youth or vice versa
20	Contraband which results in youth discipline.

### 3.3.2 Incident Reports

---

#### Timeliness

D. The responsibility for writing an Incident Report rests with all involved staff who have pertinent information regarding the particular incident in question. All staff involved in an incident are responsible to document their observations and/or actions.

---

E. Incident Reports shall be completed as soon as possible after the event. All staff completing an Incident Report where discipline is being imposed, shall also complete a Disciplinary Referral Report Form, which shall be routed to the Institution Supervisor prior to the completion of the shift. This will give the Institution Supervisor the opportunity to review the report prior to staff leaving the worksite.

---

#### Components of Incident Reports

H. Staff writing an Incident Report are responsible for including the following components:

1	Nature of subject(s) activity and severity of offense(s) clearly articulated.
2	Location of incident and staff positioning.
3	Nature of subject(s) level(s) or resistance classified and clearly articulated.
4	Manner of potential and/or immediate threats to staff, client(s) or bystander(s) clearly articulated.
5	A thorough explanation of which techniques, tactics, and/or defensive actions were considered, attempted, or deployed.
6	If applicable, the fact that lower level defensive techniques, tactics, and/or weapons were not used and why.
7	Explanations whether or not and how tactical (verbal) negotiation or other warnings were issued to the subject(s) prior to the deployment of force and whether subject(s) were provided with an option to avoid force.
8	Report clearly justifies the use of force within the policies and procedures as established by this Department.
9	Report contains the necessary criminal elements, should criminal charges against subject(s) be sought.
10	Report contains names of all youth and staff involved in the incident.
11	Report contains what counseling measures were taken.
12	Report contains what medical treatment was taken if the incident includes physical contact injury and/or use of OC Spray.
13	Institution Supervisors reviewing the report shall assure these components are included in this report.

---



### 3.3.2 Incident Reports *(continued)*

---

Supervisor's  
Review

- I. Juvenile Detention Facility Institution Supervisors are required to review and evaluate all Incident Reports generated by line staff. In their review, Institution Supervisor shall evaluate all Incident Reports for the proceeding components and also the following:

1	Areas of potential employee, institution, and County liability.
2	Areas where staff training appears inadequate or further training is needed.
3	Adherence with institution policies and procedures.
4	Situations where established policy and procedures are outdated or in need of modification and/or revision.
5	Situations where established policy and procedures are absent and need to be developed and implemented.
6	Grammar and content.

---

- J. In addition to evaluating the content of all Incident Reports, Supervisors shall review staff recommendations regarding all Consequence Log entries and the Probation Correction Officer sanctions issued. This does not replace the Institution Disciplinary Referral report that shall be completed in accordance with due process. Institution Supervisors shall complete the Institution Supervisor review in Caseload Explorer, documenting their findings and approval in the appropriate section(s).
- 

CLE  
Incident  
Details

- K. The Caseload Explorer Incident Details section of the report shall be accurately checked by selecting the appropriate box which describes the incident in question. When determining which Type of Detail to select, staff shall determine what type of offense occurred and what facility rules were violated. In some instances, more than one type box will be selected for the incident.
-

### 3.3.2 Incident Reports *(continued)*

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The following are the types of Incident Details available for selection, which appropriately highlight the nature of an incident.

1. This type shall be selected when:

Accumulations  
of Incidents

1.	A youth breaks numerous minor rules throughout a shift or day
2.	A youth exceeds the number of allowed behavior rosters or consequences during a shift or week

2. This type encompasses assault situations including:

Assault on  
Youth

1.	Assault on a youth by another youth
2.	Assault on a youth by a visitor

3. This type encompasses a variety of staff-related assault situations including:

Assault on  
Staff

1.	Assault on any Probation or partner staff by a youth or group of youth
2.	Assault on any staff member by a facility visitor

Attempted  
Facility Escape

4. This type shall be selected when a youth attempts to escape from the Institution but is apprehended by staff.
5. This type is to be utilized when unauthorized contraband is discovered in the Juvenile Detention Facility (e.g., in a youth's, bunk area, on a youth's person, etc.). This type should be used in situations where:

Contraband

1.	Facility staff discover a weapon(s)
2.	Facility staff discover drugs
3.	Facility staff discover prohibited and/or unauthorized/illegal contraband

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### 3.3.2 Incident Reports (continued)

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Disruptive  
Behavior

6. This type encompasses a variety of incidents, including but not limited to:

1.	A youth who is out of control and has to be removed from programming
2.	A youth or group of youth who are preventing other youth from receiving programming
3.	A loud or boisterous youth

Door Lock  
Tampering

7. This type covers the following situations:

1.	Tampering with door/cell lock
----	-------------------------------

Facility  
Escape

8. This type shall be selected when a youth successfully escapes from the Institution or fails to return from a furlough or home pass.

9. This type shall be selected when:

Failed to  
Follow  
Instructions

1.	A youth has been counseled and redirected but still does not follow instructions given by staff
2.	A youth fails to assume the “cover” position when instructed to do so
3.	A youth fails to follow instructions from staff during a critical incident

Fight-  
Mutual Combat

10. This type shall be selected when two or more youth engage in mutual combat, whether there is an injury or not.

Flooded  
(sink or toilet)

11. This type shall be selected when a youth intentionally floods the sink or toilet of a cell or the dorm.

Gang-Related  
Activity

12. This type shall be used to document any gang activity engaged in by a youth. For example:

1.	Gang related fights between youth
2.	Gang talk/signs
3.	Gang writing and symbols
4.	Gang-related vandalism

13. Serious horseplay described under this type may include:

Horseplay/  
Physical  
Contact

1.	Horseplay which endangers the safety of youth and/or staff
2.	Horseplay which jeopardizes the security of the unit
3.	Horseplay which evokes and requires staff response

The term “Horseplay” itself is not a sufficient description of the incident.

---

**3.3.2****Incident Reports** (continued)

---

Manipulated  
Staff

14. This type shall be selected when a youth creates a circumstance through deception or attempts to gain something by manipulating staff. Prior to selecting this type, staff should confer with one another to determine if the incident was intentional or circumstantial.

Other

15. This type shall be selected only when none of the other types of Incident Detail clearly describes the incident or in the following situations:

1	Lost, damaged, or stolen youth property or issued property
---	--

The list above is not inclusive, and each incident shall be evaluated on a case by case basis.

Profanity  
toward Staff

16. This type shall be selected when a youth directs profanity at staff and does not respond to redirection and counseling, OR the profanity is egregious.

Property  
Damage  
(Vandalism)

17. This type shall be used when a youth attempts to or has destroyed County property. Behavior falling within this category may include:

1.	Writing on walls, tables, chairs, and/or desks
2.	Breaking windows
3.	Destruction of mattresses, pillows, and/or bed frames
4.	Tampering with door locks, light switches, smoke detectors, etc.
5.	Destruction of chairs, tables, desks, and other items contained in the dorm dining or day rooms
6.	Destruction of issued clothing or shoes

Racial/  
Derogatory  
Slurs

18. This type shall be selected when a youth directs racial profanity or slurs at staff or other youth. The statements from the youth should be quoted or document as closely as possible.

Repeated  
Violations

19. This type shall be selected when a youth repeatedly violates the same minor rules and does not respond to redirection or counseling.

School  
Referral/  
Removal

20. This type shall be selected any time a youth is referred to the Institution Supervisor via the School Behavior Report OR when a youth is suspended from school. These types of incidents shall be evaluated by the Institution Supervisor and assigned to a Probation Correction Officer to write, if deemed appropriate.

Self-Inflicted  
Injury

21. This type shall be selected when a youth intentionally inflicts injury upon himself. This is not to be used when a youth is accidentally injured. This type must be accompanied by a Mental Health Referral.
-

### 3.3.2 Incident Reports (continued)

---

Sexual  
Harassment

22. This type shall be selected in the following situations:

1.	A youth sexually harasses another youth of the same gender, verbally, in writing, through intimidation, or other tactics.
2.	A youth sexually harasses another youth of a different gender, verbally, in writing, through intimidation, or other tactics.

Sexual  
Misconduct

23. This type shall be selected when staff are documenting sexual activity or allegations of sexual misconduct involving a youth. Common topics falling under this type include:

1.	Sexual activity between same sex youth (consensual).
2.	Sexual activity between youth of the opposite sex (consensual).
3.	Inappropriate displays of sexual behavior by a youth (i.e., lewd behavior, exhibitionism, etc.).
4.	Inappropriate sexual dialogue between youth.

Suicide

24. This type shall be selected when a youth takes his/her own life while in custody.

Suicide  
Gesture

25. This type shall be selected when documenting suicide attempts, gestures, or threats of self-harm. Examples include:

1.	Actions such as tying an item around the neck.
2.	Talk of suicide or wanting to harm themselves to staff or other youth.
3.	Attempted suicide, which was prevented by staff.

Tamper  
with Sprinkler

26. This type shall be selected when a youth breaks, attempts to break, or vandalizes a fire sprinkler head OR activates the fire alarm system through mischief.

CLE Comment  
Section

L. With each Incident Detail type selected, the officer shall write a synopsis of the incident in the “comment” section. This serves as a summary for other staff reviewing reports in their dorm or the facility.

---

### 3.3.2

### Incident Reports *(continued)*

---

Document  
Injuries

M. All injuries incurred by youth while under the custody and care of the Juvenile Detention Facility shall be documented. All injuries shall be reported in an Incident Report in Caseload Explorer.

1. Staff will call for medical to respond to the unit.

Writing a Sick  
Call Slip

a) It is the responsibility of the Duty Institution Supervisor to report the injury a youth to the Supervising Probation Officer or the Division Manager after reviewing, assessing, and taking any additional action.

b) The staff member conducting sick call at the infirmary, with medical staff, shall complete a Medical Exam Log in Caseload Explorer for each youth that is evaluated.

2. Injury to a staff or youth or any physical contact between youth and staff necessitates that staff supply the following information in a Caseload Explorer Incident Report:

a.	How the injury occurred
b.	Location and extent of the injury
c.	First aid given
d.	For injuries occurring to a youth, include the time of referral to the medical clinic, the actual time of assessment, and any instructions received from the medical clinic

### 3.3.3 Documenting Property Damage/Incident Reports

---

Intro Youth and their parents are responsible for the resulting cost of damage to the Juvenile Detention Facility property/equipment when the damage is caused by a youth's intentional act of vandalism. In order to try to recover these costs, staff are required to document the damage via an Incident Report and Disciplinary Referral Report Form. The Division Manager or his designee shall then determine if criminal charges, including restitution should be requested.

---

Reporting Procedure Whenever staff observes a malicious act of vandalism (a malicious or intentional act of destruction) and Juvenile Detention Facility property/equipment is damaged, an Incident Report must be completed which documents the incident. In reporting the property damage, staff shall provide an accurate description of the property/equipment damaged and exactly what the damage was. Additionally, staff must indicate the relationship between the youth's actions and the resulting damage. The estimated cost for repair shall be done by Building Maintenance via Facility Services Customer Service Request Center.

---

### 3.3.4 Suicide Attempt/Gesture Incident Report

---

- A. A Self-Harm, Suicide Gesture, or Suicide Attempt Incident Report shall be written in Caseload Explorer each time a youth is being referred for Mental Health evaluation based on suicidal statements or actions.

The Incident Report shall have specific information regarding:

- The youth's suicidal statements/threats/gestures,
  - Lack of participation/interest in the unit program,
  - Any visits received by the youth that proved to be particularly upsetting.
  - Any behavior out of the ordinary or other signs of changes in behavior
- 

- B. The information contained in the Incident Report shall be provided to mental health staff, who shall evaluate the youth as soon as possible upon receiving the information. In the event mental health staff is unavailable, the on-duty nurse shall evaluate the youth.
- 

- C. If mental health determines that the youth should be on suicide watch or close watch status, the Officer will be informed and in turn, is responsible for notifying the Duty Institution Supervisor.
-

### 3.3.5

## Report of a Death Occurring in the Juvenile Detention Facility

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#### Purpose

Section 12525 of the California Government Code requires that a death which occurs in a public institution, such as Tulare County Juvenile Detention Facility, be reported to the California Attorney General via the California Department of Justice as soon as possible. If such an accident should occur, report the death to:

Manager Special Operations Center  
Division of Law Enforcement  
California Department of Justice  
P.O. Box 13417  
Sacramento, California 95813

---

#### Report

Section 1341 of the Board of State and Community Corrections, Minimum Standards for Juvenile Detention Facilities requires that, “in any case in which a youth dies while detained, in a Juvenile Facility,” the following duties shall be assumed:

- A. The Probation Department shall report the facts in writing to the Board of State and Community Corrections. The report shall be submitted within ten (10) days after the death and shall include, but not necessarily be limited to the following:
    1. Name;
    2. Date of birth;
    3. Sex;
    4. Race;
    5. Date and time of admission to the Juvenile Detention Facility;
    6. Reason for admission;
    7. Physical description and condition on admission;
    8. Copy of autopsy report, if any, or facts relating to death, including but not necessarily limited to the following:
      - a) Date and time of death
      - b) Cause of death
      - c) Any incidents related to death
      - d) Name of physician in attendance
    9. Name and address of parent, guardian, or person standing in loco parentis;
    10. Name of the Juvenile Detention Facility;
    11. Name and title of the employee making the report.
  - B. Upon receipt of a report of death of a youth, while detained in the Juvenile Detention Facility, the Board of State and Community Corrections shall inspect and evaluate the Juvenile Detention Facility within 30 days.
-



### 3.3.5

#### **Report of a Death Occurring in the Juvenile Detention Facility (continued)**

---

- C. Notify the person in the chain of command until the Chief Probation Officer has been notified. Haste is critical. Pass over those not available and move to next person in chain, Supervising Probation Officer, Probation Division Manager, Deputy Chief Probation Officer, and Chief Probation Officer.
- 
- D. The Chief Probation Officer in charge of Institutions will make the determination as to the manner in which this information will be forwarded to the Board of State and Community Corrections.
- 

### 3.3.6

#### **Notification to the Juvenile Justice Commission of Serious Incidents**

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Intro

In accordance with its responsibilities under the Welfare and Institution Codes, the following procedures shall be used by the Chief Probation Officer and for bringing to the Juvenile Justice Commission's attention serious incidents or conditions affecting the jurisdiction of the Juvenile Court.

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- A. The Presiding Judge of the Juvenile Court and the County Administrative Officer shall be notified by the Probation Division Manager or their designee as soon as possible, but no later than 24-hours after the occurrence for the same circumstances listed below.
- 
- B. For youth confined in juvenile facilities, supervised on Probation, the Juvenile Justice Commission Chairperson or Commission Office shall be notified by telephone within 24 hours, excluding weekends or holidays, of any of the following circumstances:
1. Death of a youth;
  2. Suicide attempt which results in a youth's hospitalization;
  3. An incident where there is an intent to pursue legal action because of an allegation that a youth, who is in a facility that is under the jurisdiction of the Juvenile Justice Commission, has violated one or more of the following Penal Code Sections: 261.5 (Unlawful Sexual Intercourse); 286 (Sodomy); 288 (Lewd and Lascivious Acts); 288(a) (Oral Copulation);
  4. Any incident which has been referred for investigation because a staff member, or any person contracted by Tulare County to provide care for a youth, has allegedly committed a criminal act which involves the welfare of a youth, the youth directly or affects the operation of the County facility;
  5. Any environmental or structural condition which requires evacuation or relocation of youth or otherwise affects their safety or welfare;
  6. Any other serious condition or incident about which Administration determines the Commission should be made aware (e.g., mass escape, serious breach of security).
- 
- C. In any of the circumstances listed above, the need for written incident or progress reports will be determined by the Chairperson or at a subsequent meeting of the Commission.

Records of less serious incidents are kept by the Chief Probation Officer and will be made available to members of the Commission on request.

### 3.3.7 Supplemental Reports

---

Training

A. It is the responsibility of all staff to be familiar with the provisions for preparing a Supplemental Report. Institution Supervisors shall also provide ongoing guidance to staff for the writing of reports.

---

B. A Supplemental Report shall be written when a staff member witnesses an incident as outlined in sections 3.3.1 part B but is not the main officer involved.

---

C. Staff writing a Supplemental Report are responsible for including the following components in the document.

---

1.	Nature of subject(s) activity when the officer arrived at the scene of the incident.
2.	Location of incident and staff positioning.
3.	Manner of potential and/or immediate threats to staff, youth, or bystanders clearly articulated.
4.	A thorough explanation of which techniques, tactics, and/or defensive weapons were considered, attempted, or deployed.
5.	Explanations whether or not and how tactical (verbal) negotiation or other warnings were issued to the youth in an effort to de-escalate the situation prior to the deployment of force, and whether youth were provided with an option to avoid force.
6.	Report clearly justifies the use of force within the policies and procedures established by the Department.
7.	Report contains the names of all youth involved in the incident.

---

D. The report shall be complete, accurate, and truthful.

---

E. The Supplemental Report will be attached to the Caseload Explorer Incident Report in a timely fashion.

---

F. It is the responsibility of the Institution Supervisor to ensure the Supplemental Report is completed and attached to the Caseload Explorer Incident Report prior to submitting the Disciplinary Referral to the Division Manager.

---

### 3.3.8 Discipline Reports

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#### Discipline Action

Discipline Action for a youth at the Juvenile Detention Facility can occur in a variety of ways, depending upon the kind of misbehavior and the seriousness of the misbehavior. Disciplinary actions result in the following kinds of discipline reports.

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#### Behavior Roster

- A. Should a youth violate a minor Facility rule, staff shall make an entry in the Caseload Explorer System as a Behavior Roster Log. Depending on the rule violated, the severity of the violation, the number of previous violations within that week, and the program status of the offending youth, additional reports may be required.
- 

#### Minor Rule Violation Consequence Log

- B. Any time a youth is given a consequence resulting from the Probation Correction Officer Sanction List (minor rule violations) and no other action is taken, the staff involved shall complete a Caseload Explorer Consequence Log. The process for a Consequence Log is as follow:
1. Contact the Duty Institution Supervisor and gain approval to create a Consequence Log;
  2. Create the Consequence Log in Caseload Explorer and complete all fields, including the due date of any assignment given;
  3. Print two (2) copies of the log and give it to the Institution Supervisor, in person, to sign and approve in writing;
  4. Provide the signed log form to the youth, and have the youth sign off, either accepting the consequence or appealing the decision;
    - Should a youth appeal, the Institution Supervisor on duty is to review the incident and the consequence with the youth. Whether upholding, modifying, or overturning the consequence.
    - In the event the youth accepts the decision, place the form in the “To be scanned basket.”
    - Provide the youth with the copy
- 

#### Incident report

- C. The Incident Report shall be completed in accordance with the Progressive Discipline Procedure and in accordance with standards set for writing Incident Reports.
-

### 3.3.8 Discipline Reports *(continued)*

---

Discipline  
Referral  
Form

D. The Discipline Referral Form is to accompany any Incident Report that is written for disciplinary issues.

1. The Probation Correction Officer observing the rule violation initiating shall:

- Complete the top portion of the report
- Write a brief summary of the violation
- Provide a signature

2. The Probation Correction Officer shall submit this report to the duty Institution Supervisor

3. The duty Institution Supervisor shall:

- Review the violation and Incident Report
- Meet with the youth to discuss the incident
- Impose disciplinary action set in the Progressive Discipline Procedures
- Impose appropriate consequences from the Institution Supervisor Sanction List on the disciplinary referral
- Advise the youth of the imposed discipline

4. The youth and the Institution Supervisor shall sign the report

5. This report shall be forwarded for administrative review by the Supervising Probation Officer of the Juvenile Detention Facility.

6. The Institution Supervisor will ensure that the youth receives a copy of the completed Disciplinary Referral Form.

IS  
Responsibility

Copy

E. A Discipline Report shall be completed any time a youth is placed on any type of disciplinary restriction or receives a program enhancement. The Discipline Report is the only Institutional Report a youth will see or receive a copy of.

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### 3.3.9

## Crime Report

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#### Crime Report

When an in custody youth commits a crime, a Crime Report is completed upon the direction of the Supervising Probation Officer, after approval from the Division Manager.

---

#### Procedure

A. The officer observing the alleged criminal act shall complete a standard Incident Report in Caseload Explorer. The Institution Supervisor will photograph any and all evidence. The Institution Supervisor must review the Incident Report and ensure all Supplemental Reports have been completed. The Supervising Probation Officer shall assign a Probation Officer or Institution Supervisor to complete a Crime Report, using standard Tulare County Probation Formatting, and including:

#### Process

1. An interview of the youth suspected of criminal activity.
  - Read the youth the Miranda warning prior to questioning the youth, using the
  - Carefully read each statement and initial the form as you do so, along with the answer “yes” or “no”
  - Have the youth initial each section of the Miranda Rights Form, indicating if he/she understands
2. An interview with the victim for a statement
  - Inquire if the victim has any injuries and photograph
3. Preserve and document any evidence

In the cases of vandalism, wherein the victim is the County of Tulare; contact the Maintenance Department for a cost of repair and include the information in the victim’s statement.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject:</b> <b>Unit Logs, Records, Files and Forms</b></p> <p><b>Section: 3.4</b></p> <p><b>Authority:</b></p>
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Intro

This section focuses on the various logs, records, files, and forms required to be maintained in each Juvenile Detention Facility unit and work site. Specifically addressed are the procedures for maintaining and updating the required logs and records, their content, and staff responsibility.

All logs are considered official documents and are not to be used as a means of communicating non-official information. They are to be legible and professional.

---

### 3.4.1

### Unit Shift Logs

---

Youth  
Counts  
and  
Visual Check  
Log

- A. During each shift, each individual housing unit is required to establish and maintain certain log reports, within Caseload Explorer. These log reports will contain the official running count of the youth assigned to the unit in the form of the Visual Check Log entry. At the beginning of each shift, the officer assigned to the housing unit shall complete a Visual Check Log, documenting the starting unit population. Any time there is an admission, release, or transfer to another unit or institution, a new Visual Check Log entry shall be created so that the most recent entry accurately reflects the unit's population count at any given time. At the completion of each shift, the officer assigned to the housing unit shall complete an ending Visual Check Log to establish the final youth count for each shift.
- 

Unit/Room  
Check Log

Title 15  
Section 1328

- B. Each housing unit will maintain a Unit-Room Check Log, which will reflect the number of youth currently in the unit. All night time bed checks shall be entered on the same form. When entering an official bed check, staff shall enter the exact time in which the bed check was completed and the initials of the staff doing the check. Institution Supervisors shall inspect the check log a minimum of one (1) time per eight (8) hour shift to ensure that all checks are properly recorded and are being conducted within the required time frame. Checks shall be completed and documented a minimum of every fifteen (15) minutes at random or varied intervals.
- 

Classroom  
Check  
Log

- C. School population counts shall be maintained using Caseload Explorer. Each individual housing unit shall complete a School Activity Log, documenting the time and which classroom the youth was escorted into for educational purposes. One School Activity Log can be completed for all youth in the same classroom for each period of school. If a youth leaves the classroom before the end of that period, the log must be edited to remove said youth from the group, and a new School Activity Log shall be completed for just that youth with the correct start and end times.

Additionally, each classroom has a Classroom Check Log Form posted near the entrance door. Staff are required to conduct and document a Classroom Check and on the form within a fifteen (15) minute period.

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### 3.4.1

### Unit Shift Logs *(continued)*

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Unit  
Information  
Form

- D. In each unit, there is a Unit Information Form on the Officer's clipboard. The Unit Information Form lists all youth housed therein and includes their assigned cells, clothing size, Restraint Level inside the facility and any Rosters or Consequences the youth has received for the week. The form is updated by hand as each shift progresses to reflect cell changes or additional discipline, and in the computer each night by the Shift 3 Probation Correctional Officer.
- 

Unit  
Note Log

- E. The Caseload Explorer Unit Note Log shall be completed at the start of each shift in each housing unit. The purpose of this log is to establish a venue for staff to exchange information which is pertinent to the operation of the unit and the safety and security of the facility. The start of shift Note Log shall include any information obtained in the shift briefing or passed down from off-going staff. All entries in the Caseload Explorer Unit Note Log shall be professional in nature.

Throughout the shift a new Note Log shall be created each time there is pertinent information to relay to other staff, such as peer conflicts, temperament of the group, damage to the unit or unit furniture, gang-related issues, tensions, medically related issues, and/or special instructions passed on from the Institution Supervisor during the shift. The Caseload Explorer Note Log is for disseminating information which impacts dorm and/or facility security.

The Note Log also serves to monitor the behavior of youth, who have been assigned a special security or watch status. All youth placed on Suicide Watch, Close Watch, Jeopardy Track, Room Confinement, or Gang Track during the shift shall be recorded in the Note Log. Changes as they occur in a youth's security or watch status shall also be documented as a Note Log (e.g., Youth Smith was taken off Jeopardy Track by Institution Supervisor Brown).

Additional information appropriate for inclusion in this log includes directives received from the Institution Supervisor regarding dorm operations and any changes made in dorm policy and procedures.

It is staff's responsibility to review the daily entries in the Note Log at the beginning of an assigned shift. Questions regarding the information recorded in this log, should be addressed to the departing officer or the Institution Supervisor for clarification and additional detail(s).

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- F. At the beginning of each shift, each officer shall complete a Perimeter Check and Unit Inspection, which shall be recorded in Caseload Explorer as a Testing/Inspection Log.

This check shall include:

Perimeter  
Check Log

- The overall inspection of the unit building structure, documenting any parts or areas that are damaged, missing or broken;
- A pull test on each cell door;
- A visual inspection of each cell.

Any areas of concern shall be immediately reported to the Duty Institution Supervisor.

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### 3.4.2 Youth Original Written Documentation

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All written documentation not originating from Caseload Explorer shall be scanned into each youth's individual Caseload Explorer documents database, once the original physical copy is no longer needed. This includes but is not limited to: Group Sign-in Forms, Release Forms, Property Forms, Memos, Court Documents, Medical Status Forms, Visitation Documents, and Aftercare documents. Once scanned into Caseload Explorer, the above-listed documents shall be shredded and disposed of.

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All Disciplinary Referral, OC Pepper Spray Logs, Safety Cell Logs, Wrap Logs, and Grievances shall be kept in a binder on site for two years. Youth Grievance Forms are the only documents that are not scanned into Caseload Explorer.

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### 3.4.3 Guard 1 Visual Cell Safety Checks

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- |                   |  |
|-------------------|--|
| Guard 1 System    | A. Each time a youth is in a cell, the Guard 1 system shall be utilized to document all face-to-face visual checks on the youth housed therein at a minimum of every fifteen (15) minutes, at random or varied intervals to ensure the safety/security of the youth and facility. Documentation for each check, which includes the officer's name conducting the check, which cell the youth is located in, and what the officer observes the youth doing at the time of the check, is completed digitally when the staff conducting the check uses the Guard 1 Pipe to perform and complete each check. |
| Guard 1 Pipe      | B. The designated officer shall receive the Guard 1 Pipe from the POD Podium or off going Officer at the beginning of each shift and keep it on their person until the end of the shift or another officer takes responsibility for the Pipe and Visual Safety Checks of the unit by the relieving and officer activating their Individual Identification Button.  |
| Downloader        | C. The Guard 1 Pipe shall be placed on the downloader at the end of each shift, or every eight (8) hours worked, to transfer the digital information to the Guard 1 database.  |
| Critical Incident | D. In the event there is a Critical Incident which prevents a Visual Safety Check from being conducted in a timely fashion, the Duty Institution Supervisor shall create an Institution Supervisor Note in Caseload Explorer documenting: <ul style="list-style-type: none"><li>• Date</li><li>• Time</li><li>• Youth Facility Caseload Explorer Incident Report Number</li><li>• Officer Involved</li><li>• Length of Time that the Visual Safety Check Log was Effected</li></ul>  |
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### 3.4.4

### Suicide Watch Log

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SW Log

- A. Each time a youth is placed on Suicide Watch or Close Watch by mental health staff, a Suicide Watch Log must be started and continued until such time said youth is no longer deemed a threat to harm himself. Any time the youth is placed in a Cell, Visual Safety Checks shall be completed with the Guard 1 system, as explained in Policy Section 3.4.1. The written Suicide Watch Log shall supersede the Cell Check Log and be kept in its place according to the time interval mandated by the level of watch the youth has been placed on (i.e., a Suicide Watch youth requires checks at least every five (5) minutes, rather than the fifteen (15) minute checks required by Cell Check Log standards).
- 
- B. The staff member placing the youth in the cell shall obtain a Suicide Watch Log and document the following information on the form:
1. The youth's first and last name;
  2. The youth's Caseload Explorer number;
  3. The Date;
  4. The location of the cell and number in which he/she is being housed;
  5. The officer assigned to the unit or completing the cell checks if it is not the unit officer;
  6. The type of watch the youth is placed on;
  7. The Duty Institution Supervisor's name;
  8. The name of the Mental Health Staff that placed the youth on watch.
- 
- C. Multiple youth cannot be placed on the same Suicide Watch Log.
- 
- D. The Institution Supervisor is required to review the log and the youth's status at a minimum of every four (4) hours and complete a Daily Separation Review Event Log in Caseload Explorer.
- 
- E. Once the youth is removed from suicide watch, the log can be scanned into the youth's Caseload Explorer Documents and then shredded.
-

### 3.4.5 Incident Report(s)

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All Incident Reports are generated through and contained in Caseload Explorer. Staff are encouraged to review Incident Reports on a daily basis to stay current with the activity within their unit and the facility.

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### 3.4.6 Maintenance Requests

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Purpose

Maintenance requests are required for the repair and/or replacement of damaged Juvenile Detention Facility equipment and property. At the beginning of each shift, each staff member will complete a Perimeter Check, Dorm Inspection, and Alarm Pen Check. The staff shall complete a corresponding entry in Caseload Explorer as a Perimeter Check Log and Alarm Pen Check Log.

CLE  
Documentation

Any damaged equipment or property found during the checks and inspections shall be documented in Caseload Explorer and verbally reported to the Institution Supervisor or Administration Staff by the staff member discovering the need for maintenance. The Institution Supervisor or Administration staff will inspect the problem and submit a request via the County Administration Officer Facility Services website.

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Emergency  
Repairs

A. In case of an emergency (e.g., broken water lines, gas leaks, power failures, incidents which create an immediate physical, health, or security hazard to youth or staff, may cause additional damage if not immediately corrected, etc.), the reporting staff shall immediately contact the Institution Supervisor. The Institution Supervisor shall evaluate the emergency situation and contact the Juvenile Detention Facility Maintenance Department, as necessary. During off-duty hours (weekends and after 5:00 p.m. Monday through Friday) the Institution Supervisor is authorized to summon maintenance personnel to complete emergency repairs.

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Routine  
Repairs

B. Routine repairs are completed during regular duty hours and involve equipment and/or property damage which do not create an immediate physical, health, or security hazard to unit staff and/or youth. Such repairs (e.g., burned out lights, clogged drains, small water leaks, etc.) are to be submitted via the County Administration Officer Facility Services Building Repair website. Staff should advise the Duty Institution Supervisor, who will then enter the information into the website. Institution Supervisor should check previously submitted requests to ensure duplicated requests have not been entered.

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### 3.4.7 Safety Cell/Wrap Log

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Placement requires Incident Report	A. Every time a youth is placed into the Safety Cell, which is located in BIR, or into the Safety Wrap and taken to BIR or in the Medical Unit, documentation in an Incident Report is required and a Safety Cell/Wrap Log must be completed staff assigned to supervise the youth. (For more information regarding the Safety Cell and Safety Wrap use, refer to <u>Policy Section 7.15</u> )
Form Sections	<p>B. Upon placement, staff shall immediately complete the form, which requires:</p> <ol style="list-style-type: none"><li>1. The youth's first and last name;</li><li>2. The youth's Caseload Explorer number;</li><li>3. The Report Number;</li><li>4. The type of placement (Safety Cell or Restraint Chair) and the location;</li><li>5. The Institution Supervisor approving the placement;</li><li>6. Placement date and time;</li><li>7. Medical Staff notified, including who did the notification and at what time;</li><li>8. Mental Staff notified, including who did the notification and at what time;</li><li>9. On the back side of the form, the Institution Supervisor approving placement shall document the Officer assigned to one-on-one supervision with the youth.</li></ol>
Basic Needs	<p>C. While a youth is in the Safety Wrap, the Officer conducting one-on-one supervision with the youth must attend to the youth's basic needs at routine intervals as the youth's personal needs are the responsibility of Probation staff. Staff must document the exact time the following activities are offered and/or provided:</p> <ul style="list-style-type: none"><li>• Water shall be offered to the youth every thirty minutes or more often if the youth requests it.</li><li>• If the youth is in a Safety Wrap during a meal, the Institution Supervisor shall carefully examine the continued necessity of the Safety Wrap. If the youth declines the meal or if his/her behavior remains so out of control that a meal cannot safely be served, the meal shall be placed aside and offered again upon the youth's release from the Safety Wrap.</li><li>• Youth shall be offered the opportunity to use the restroom at least every two (2) hours. In the event the youth requests to use the restroom before it is offered by staff, it shall not be denied.</li><li>• Youth shall also be given the opportunity to exercise their limbs at 30-minute intervals, and at all other times as recommended by medical personnel. Medical personnel will monitor and document this exercise.</li></ul>
15-min Observations	D. The Officer assigned to one-on-one supervision with the youth shall document an observation of the youth's behavior every 15-minutes on the form. Staff shall document the youth's behavior, attempts to use less restrictive means of control, injuries sustained while in the Safety Wrap, observations of the minor during confinement and decisions to continue and end placement in the chair.
Mental Health and Medical	E. Medical staff and Mental Health staff are required to conduct and document an assessment of the youth, each time they make contact.

### 3.4.7 Safety Cell/Safety Wrap Log *(continued)*

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IS  
Responsibilities

- F. In addition to approving the initial placement of a youth in the Safety Wrap or Safety Cell, the Institution Supervisor shall:
1. Conduct a review of the youth every 30-minutes, while the youth remains in the Safety Cell and/or Wrap, documenting said review on the form.
  2. Notifying the Division Manager, or designee, and document the time of notification.
  3. Upon release back to housing unit or regular cell in BIR or the Medical Unit, the Institution Supervisor shall document the removal date and time on the form.
- 

Caseload  
Explorer  
Documentation

- G. After the youth is removed from the Safety Cell or Safety Wrap, the Officer that conducted the one-on-one supervision shall enter all of the required restraint activities and times into the R Safety Wrap Log in Caseload Explorer. A separate log shall be created for each offered activity. The Institution Supervisor or designee, shall complete the Restraint Log in Caseload Explorer, documenting the required information gathered from the Safety Cell/ Safety Wrap Log Form.
- 

Routing the  
Form

- H. Upon completion of the Caseload Explorer Logs, the original form is to be submitted to the Supervising Probation Officer for review. The Supervising Probation Officer shall route the completed and reviewed form to the Safety Cell and Safety Wrap Reports Binder for storage.
- 

### 3.4.8 POD Podium Written Documentation

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The Officer assigned to work at the POD Podium is responsible for completing two (2) written documents, in addition to the Caseload Explorer Logs that must be completed. Each form must be completed prior to the end of the shift.

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### 3.4.8 **POD Podium Written Documentation (*continued*)**

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#### Running Count

- A. Running Count Log Form-At the beginning of each shift, the Officer assigned to the POD Podium position, shall verify the actual head count of each youth in the pod by asking for physical head counts from each Officer assigned to the unit. This information is documented on the Running Count Log Form.

The Running Count Log Form, shall be updated each time a youth is moved to a new unit, released from the POD or admitted to the POD. (For more information on Running Head Counts, refer to Policy section 7.6.5)

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#### Podium Cell Assignment Form

- B. The Podium Cell Assignment Form is an Excel document stored in the Juv\_Hall G drive. The Officer assigned to each Podium position is responsible for updating the saved version of the form, prior to the end of the shift. A printed form is kept at each Podium and documents the following information:
- Total counts of each unit and the Pod as a whole;
  - Cell assignments of each youth, according to unit assignment;
  - Medical restriction;
  - Disciplinary tracks;
  - Room Confinement;
  - Gang affiliation;
  - Duty Institution Supervisor;
  - Date;
  - Staff assigned to the Pod;
  - Unit status notes documenting passdown information on units or specific youth;
  - Suicide and Close Watch information;
  - Restraint requirements for movement within the facility.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Child Abuse Reporting Policy</b></p> <p><b>Section: 3.5</b></p> <p><b>Authority:</b> <b>Title 15, Section 1493</b> <b>Penal Code Section 11166</b></p>
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Intro

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This section addresses the Juvenile Detention Facility (JDF) policies and procedures for reporting and investigating suspected child abuse.

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### 3.5.1 Mandatory Reporting Requirements

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Requirements  
and Penalties

- A. All employees of the Probation Department who, in their professional capacity, discover known or suspected child abuse are required to report it. Section 11166 P.C. states, “any child care custodian...who...has knowledge of or observes a child in his/her professional capacity...whom he/she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a protective agency immediately, by telephone, and shall prepare and send a written report within thirty-six (36) hours.”
- 

1. There is no civil or criminal liability to Probation employees who report suspected child abuse.
  2. Failure to report an instance of child abuse which an employee knows to exist is a misdemeanor.
- 

- B. It is the responsibility of the person receiving the information to report; while the receiving employee may consult with Administration to determine whether REASONABLE cause exists to report, it is the employee’s decision, and Administration cannot advise or direct the employee not to report.
- 

Summary of  
Reporting  
Requirements

- C. Staff reporting suspected child abuse shall notify the Institution Supervisor and then shall telephone the Child Welfare Services Hotline of the Social Services Agency at 1-800-331-1585 immediately.
1. Staff shall complete the Suspected Child Abuse Report (Form SS 8572) through Caseload Explorer by the end of the shift and route to the Institution Supervisor. The document shall be saved into Caseload Explorer and a Suspected Child Abuse Log shall be completed. The Institution Supervisor shall submit the top three copies to the Child Welfare Agency within 36 hours.
  2. Have youth medically cleared.
-

**3.5.1****Mandatory Reporting Requirements** *(continued)*

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**D. Procedures for Completing a Suspected Child Abuse Report****1. When To Report Suspected Child Abuse**

<b>IF the victim is under 18 years of age and...</b>	<b>AND a sexual assault has occurred pursuant to</b>
The perpetrator is a juvenile or adult	<b>PC 261</b> (Rape)
	<b>PC 264.1</b> (Rape in Concert)
	<b>PC 285</b> (incest)
	<b>PC288(a)</b> and <b>(b)</b> (Lewd and Lascivious Acts Upon a Child Under the Age of 14)
	<b>PC 288a</b> (Oral Copulation)
	<b>PC 289</b> (Penetration of a Genital or Anal Opening by a Foreign Object)
	<b>PC 647a</b> (Child Molest)

**2. When to Report Suspected Child Abuse**

<b>IF the victim is under 18 years old and...</b>	<b>AND or there is...</b>
The perpetrator is a juvenile or adult	<b><u>Neglect</u></b> : Negligent treatment of a child by the person responsible for the child's welfare resulting in harm or threatened harm, medical care, or proper supervision.
	<b><u>Neglect</u></b> : Failure by that person to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive.
	<b><u>Neglect</u></b> : Intentionally or negligently permitting a situation to develop which endangers a child's health, including lack of adequate food, clothing, and/or shelter.
	<b><u>Cruelty</u></b> : PC 273a (Willful Cruelty or Unjustifiable Punishment of a Child).
	<b><u>Cruelty</u></b> : Child abuse also includes willful or unjustifiable punishment of a child by any person who causes or permits any child to suffer or inflicts on the child unjustifiable physical pain or mental suffering, whether or not the person has responsibility for the care and custody of that child.
	<b><u>Punishment</u></b> : PC 273d (Corporal Punishment or Injury).

Note:

- Corporal punishment, willfully or cruelly inflicted or resulting in traumatic injury, is child abuse.
  - If other circumstances appear to be borderline as to whether or not they should be reported as child abuse, the judgment should be made to report rather than not to report.
  - Even incidents of abuse that have happened in the past that do not appear to impose a present danger to the child and could not result in present prosecution shall be reported.
-

### 3.5.1 Mandatory Reporting Requirements *(continued)*

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#### 3. How to Complete a "Suspected Child Abuse Report" (Form SS 8572)

Step	Action
1	The State Form SS 8572, or SCAR form, is located in the Documents of Caseload Explorer.
2	Fill out the form.
3	Names of victims, siblings, parents, and alleged abusers <u>must</u> be filled out with first, middle, and last names, and dates of birth. "S" or "same" causes confusion.
4	Fill in "Agency Name" and "Address" as this must be completed in full:  Tulare County Probation Department Tulare County Probation Youth Facility 11200 Avenue 368 Visalia, CA 93291
5	The report <u>must</u> be submitted even if it proves to be <u>unfounded</u> during preliminary investigation so the Department of Justice can reconcile all concurrent reports submitted by all other mandatory reporters (see section regarding unfounded reports).
6	Contact Child Welfare Services at 1-800-331-1585.
7	Print the form and send to Child Welfare Services and save a read-only copy in Caseload Explorer.

Note: Reporting is a personal responsibility and is to be completed by the individual discovering the abuse. Although supervisory assistance must be sought to ensure proper reporting and completion of the report form, no supervisor approval is required for a report to be submitted.

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### 3.5.2 Suspected Child Abuse Reporting Form (SS8572)

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Suspected Child Abuse Reports are available in the Documents of Caseload Explorer.

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### 3.5.3 Suspected / Alleged Abuse by Staff

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Title 15  
Section 1340  
DJJ

Each facility shall submit to the Board of State and Community Corrections a letter of notification on each legal action pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.

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### 3.5.3 Suspected / Alleged Abuse by Staff *(continued)*

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Intro If discovered in a Probation Department operated facility or if the suspected abuser is on-duty staff, the Chief Probation Officer must be notified immediately via the chain of command. The Chief Probation Officer or their designee shall then request the District Attorney or the Tulare County Sheriff to conduct an independent criminal investigation.

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A. Physical Abuse by Staff:

**Physical Abuse:** Any observance or report by a youth of physical abuse by an employee or other personnel shall be handled pursuant to the following:

1. If the suspected abuser is on-duty staff at the Juvenile Detention Facility, act to ensure the youth's immediate safety by removing the youth or the suspect from the unit.
2. Provide medical treatment as needed.
3. Immediately notify the person directly above the alleged abuser in the chain of command.
4. A staff member of the same sex shall check the youth for evidence of physical abuse.
5. Any evidence shall be photographed and stored in the office of the Probation Division Manager.
6. An Incident Report shall be completed prior to completing the assigned shift.

All of the above will be IMMEDIATELY reported to the Supervising Probation Officer and/or the Probation Division Manager in charge of the Juvenile Detention Facility. The Probation Division Manager will then advise both the Deputy Chief and the Chief Probation Officer.

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B. Sexual Abuse: Any observance, or report by a youth of sexual abuse by an employee or other personnel shall be handled pursuant to the following:

1. Immediately notify the person directly above the abuser in the chain of command who shall IMMEDIATELY notify the Supervising Probation Officer and/or the Probation Division Manager in charge of the Juvenile Detention Facility. The Probation Division Manager will then advise the Chief Probation Officer.
  2. The Sheriff's Office shall be notified by the Institution Supervisor and a request for investigation will be made.
  3. Provide medical treatment as needed. If appropriate, medical staff shall arrange for appropriate physical exam.
  4. An Incident Report shall be completed prior to completing the assigned shift.
-

### 3.5.3 Suspected / Alleged Abuse by Staff *(continued)*

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- C. Alleged Police Brutality Reporting These instances of child abuse can be reported to local law enforcement in the event that a youth alleges that he or she was abused physically by the police agency that arrested them. The following will be done:
1. Make sure any needed medical treatment is provided.
  2. A staff member of the same sex as the youth shall check the minor for physical evidence of brutality. If evidence is found, it should be photographed.
  3. Any photographs taken shall be uploaded or scanned into the youth's Caseload Explorer Documents.
  4. A detailed Memorandum or Supplemental Report will then be prepared by the ~~Probation~~ Institution Supervisor.
  5. All of the above information will be collected by the Supervising Probation Officer and/or the Division Manager in charge of the Juvenile Detention Facility. The Division Manager will then prepare a notification letter that lets the head of the police agency know that an allegation of police brutality has been made against their agency. The letter will be mailed and copies will be mailed to the Chief Probation Officer.
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### 3.5.4 Juvenile Detention Facility Investigative Procedures for Child Abuse

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Intro When an incident of suspected child abuse is reported to a Juvenile Detention Facility staff member, the staff member receiving the report shall be required to notify the Institution Supervisor and complete a Suspected Child Abuse Form immediately. Upon notification of an incident of suspected child abuse, the Institution Supervisor shall call Child Welfare Service for further direction.

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#### A. Sources of Information

- Incident Report 1. The Institution Supervisor shall have the reporting officer document the suspected child abuse report via an Incident Report. In preparing the report, the Institution Supervisor shall conduct an initial interview with the victim, for the purpose of recording the facts and circumstances constituting the alleged act of child abuse. The matter shall be turned over to the Tulare County Sheriff for investigation. This does not apply to fights between youth that occur within the facility.

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### 3.5.4 Juvenile Detention Facility Investigative Procedures for Child Abuse (continued)

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Authority Notification	B. Upon completion of the above-referenced steps, the supervisor in charge of the child abuse investigation shall perform one of the following functions:
Child Abuse Notification	1. When the suspected child abuse is an event from the youth's past, Child <del>Welfare</del> <b>Protective</b> Services shall be notified by phone. The current telephone number is <u>1-800-331-1585</u> .
Notifying TCSO	2. When the alleged child abuse has occurred in the Juvenile Detention Facility and the suspect is another youth or a Juvenile Detention Facility staff member, the Tulare County Sheriff's Office shall immediately be notified by the Institution Supervisor.
TCSO Intervention	a. The Juvenile Detention Facility Institution Supervisor shall provide the TCSO investigating officer(s) with a copy of all documents.
Record in IS Note	b. The Institution Supervisor in charge shall record in the Caseload Explorer Institution Supervisor Notes the investigating police officer's name, identification number, and provide assistance to the Tulare County Sheriff's officer as necessary.
Medical Psychological Records	3. The Institution Supervisor shall ensure the alleged victim(s) and suspect(s) have been placed on the sick call list for a full examination and/or have been referred to a psychologist for evaluation. The Institution Supervisor shall also complete a Mental Health referral or instruct the medical clinic nursing staff to do so.
DSS	a. All information collected shall be forwarded to the Department of Social Services Child Abuse Unit, via County mail.

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### 3.5.5 Protocol for Reporting Sexual Abuse/Activity at the Juvenile Detention Facility

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The following table sets out the steps to be followed for the investigation of complaints of sexual abuse or sexual activity of youth detained in the Juvenile Detention Facility. This protocol has been developed in cooperation with the Tulare County Sheriff's Office, the Child Abuse Hotline, the District Attorney, the Juvenile Justice Commission, Center for Child Protection, Department of Health Services, Children's Hospital, and the Juvenile Detention Facility Medical Clinic.

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Step	Action
1	Whenever a youth is found to have been sexually abused or involved in sexual activity, staff shall notify the Institution Supervisor immediately and complete an Incident Report on the incident.
2	If a youth has been involved in a sexual assault or in consensual sexual behavior, she/he shall be placed in a single room on Close Watch until an investigation is conducted.
3	If there is physical evidence, immediately remove youth from the area and preserve the crime scene.
4	After consultation with the Division Manager or designee, the Institution Supervisor shall call the Tulare County Sheriff's Office to report a youth detained in Juvenile Detention Facility has been sexually abused or involved in sexual activity whether mutually consensual or not.
5	Tulare County Sheriff's Office will dispatch an officer to the Juvenile Detention Facility to start an investigation.
6	The Tulare County Sheriff's Officer will make an initial investigation and call the Child Abuse Officer, who is on call 24 hours a day.
7	Child Abuse Officer will decide if the youth will get an immediate medical examination by a SAFE/SANE certified medical provider, or if it can wait until the next day.
8	Tulare County Sheriff's Officer will take custody of the youth, transport the youth to hospital, wait until the exam is completed, and then return the youth to the Juvenile Detention Facility.
9	If the exam is to take place the next day, the Child Abuse Officer will take custody of the youth from the Juvenile Detention Facility and transport to the Hospital and wait until the exam is completed and then return the detainee to the Juvenile Detention Facility.
10	Tulare County Sheriff's Office will be responsible for filing all police reports with the District Attorney as if the youth was not in Youth Facility.
11	Tulare County Sheriff's Office will pay for the medical exam, the same as for any such exam if the youth was not in the Juvenile Detention Facility.
12	Child Abuse Hotline Reporting procedures will be completed as set forth in Section 3.5.

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### 3.5.5

#### Protocol for Reporting Sexual Abuse/Activity at the Juvenile Detention Facility

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When youth are found committing a crime of a sexual nature, the following steps shall be followed to preserve the crime scene and chain of evidence.

Step	Action
1	Remove the youth from the area in which the crime occurred and separate the Victim(s) and the Suspect(s) into different units to await the Tulare County Sheriff's Officer. Disturb as little as possible in the room where the crime occurred and have as little contact with the youth as possible.
2	If possible, lock the door of the room, or the area where the crime occurred and do not let anyone enter in order to preserve the crime scene. If it is necessary for some reason to have staff enter the area, list their name, time of entry and exit, and the purpose of entering the area in the dorm message log. Also list any items removed from the area.
3	The area where the crime took place is not to be released for regular use until released by the police.
4	Victim(s) and suspect(s) should be discouraged from using the bathroom. They shall not be allowed to wash their hands, change their clothing, or drink water until after an interview by the Tulare County Sheriff's Officer.
5	Keep victim(s) and suspect(s) isolated from all other staff and youth until interviewed by the Tulare County Sheriff's Officer.
6	Staff shall maintain 10 minutes room checks on both the Victim(s) and the Suspect(s). Checks shall be documented on a Close Watch Form.
7	Any injury shall be referred to medical staff and the nurse shall respond to the location on the injured youth.
8	Victim(s) and Suspect(s) shall be referred to the mental health staff for an evaluation as soon as released by the Tulare County Sheriff's Officer.

When the crime is revealed/discovered in an untimely fashion, preservation of the crime scene is not necessary. Follow the reporting procedures and assist the investigating police officer.

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### 3.5.6

#### Special Incident Referrals to the Tulare County Sheriff's Office

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##### Intro

Certain felony criminal offenses which occur within the Juvenile Detention Facility must be reported to the Tulare County Sheriff's Department for formal investigation after a review by the Chief Probation Officer. This section addresses the types of offenses routinely referred to the Tulare County Sheriff's Office and the procedures associated with the referring process. Child abuse reporting requirements ([Manual Section 3.5](#)) should also be considered when referring to these offenses.

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**3.5.6****Special Incident Referrals to the Tulare County Sheriff's Office (cont.)**

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- A. The following list of alleged criminal offenses require referral to the Tulare County Sheriff's Office. Typical offenses to be reported include, but are not limited to:

Item	Offense
1	Sexual assaults committed on a youth by a youth.
2	Sexual misconduct or assaults involving a youth and a Juvenile Detention Facility staff member.
3	Incidents of trespass onto the Juvenile Detention Facility grounds, especially to a secure area within the Institution by unauthorized persons or members of the public.
4	The alleged physical assault of a youth by a Juvenile Detention Facility staff member.
5	Any act of arson committed by a youth, a member of the public, or a staff member within the confines of the Institution or its fenced property.
6	Any other felony offense designated by the Juvenile Detention Facility Division Manager to be investigated and/or reported to the Tulare County Sheriff's Office.

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B. Referring Procedures

1	The Institution Supervisor shall conduct a thorough review of all submitted documentation reviewing for completeness, probability of criminal conduct/charges, and for areas where further investigation may be needed. All documentation shall be reviewed for inappropriateness of staff action, compliance with existing policies and procedures, and areas of potential liability. If it appears that staff training is inadequate or further training is needed, the Institution Supervisor shall note and document such conclusions.
2	The Institution Supervisor shall screen the matter with the Juvenile Detention Facility Division Manager or Supervising Probation Officer to determine whether the information collected supports an allegation of criminal misconduct and is serious enough to warrant referral of the incident to the Tulare County Sheriff's Office. If the incident occurs during non-regular business hours, contact with the Supervising Probation Officer or Division Manager shall be made via telephone.
3	If a determination is made on the basis of the information that an investigation by the Tulare County Sheriff's Office is warranted, then the Institution Supervisor will contact Tulare County Sheriff's Office Dispatcher/ Communications. A request will be made for a Tulare County Sheriff's Officer to come to the Juvenile Detention Facility to take a crime report. The Institution Supervisor or their designee will meet with the Tulare County Sheriff's Officer and brief them on the incident and provide photocopies of all pertinent reports.

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### 3.5.6 Special Incident Referrals to the Tulare County Sheriff's Office (continued)

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- C. The Juvenile Detention Facility Division Manager or their designee shall assume the following responsibilities for all special incident investigations which occur in the Juvenile Detention Facility:

Step	Action
1	Ensure that the incident has been properly and completely investigated.
2	Ensure that all the documents are complete, in order, and ready for referral to the Tulare County Sheriff's Office.
3	Ensure that all materials are routed to the investigating Supervisor for referral to the Tulare County Sheriff's Department.
4	Ensure that all alleged suspects, victims, witnesses, and the Juvenile Detention Facility staff members are available for the Tulare County Sheriff's Office formal investigation, if needed.
5	Promptly notify the Chief Probation Officer and the Division Manager of Institutions of the special incident referral and the possibility/potential for liability, if any.
6	Ensure temporary reassignment of staff who have been involved in serious allegations of misconduct (especially sexual misconduct). Such reassignments shall be made at the discretion of the Juvenile Detention Facility Division Manager.

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- D. All staff directed to question and/or obtain statements from a suspect, shall admonish those persons of their Constitutional Rights prior to questioning and have the youth acknowledge understanding their rights and express willingness to speak with the investigating officer. The person acknowledging admonishment of their rights and the investigating officer must witness the acknowledgment, providing their signature as indicated.

Failure to properly admonish an individual or to obtain their signature prior to questioning may negate all information obtained and preclude the admission of testimony in a court proceeding. This should only be done at the Investigating Deputy's request so as not to interfere with the Tulare County Sheriff Office investigation.

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### 3.5.7 Simple Assault Referrals

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Internally

Offenses which have not been reported to an outside agency may be handled directly between Juvenile Detention Facility staff and the District Attorney's Office without Tulare County Sheriff's Office intervention.

Procedural

A. The procedures for handling these offenses are as follows:

Step	Action
1	The Probation Correction Officer observing the assault shall complete an Incident Report and Disciplinary Referral Report.
1	The Institution Supervisor shall review the report(s) and take photographs of any injuries received or complained of, if necessary.
2	The Institution Supervisor or designee shall admonish all persons of their Constitutional rights. Failure to properly admonish an individual <u>prior</u> to questioning may negate the statements and preclude admission in a court proceeding.
3	The Miranda Waiver Statement of the suspect(s) shall be documented and scanned into Caseload Explorer.
4	The Institution Supervisor shall forward all documents and associated evidence with an accompanying Crime Report and recommendation to the Supervising Probation Officer for further review.
5	If it is determined that a referral to the District Attorney's Office may be appropriate, the Supervising Probation Officer or designee shall complete the Crime Report Packet, attaching all photographs and Miranda Waiver Forms, and forward it to the District Attorney's office.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Report of Legal Actions</b>  <b>Section: 3.6</b> <b>Authority: Title 15; Section 1340</b>
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## 3.6 Reporting of Legal actions

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Assignment  
of Duties

In accordance with section 1340 of Title 15, the Probation Department submits a letter of notification to the Board of State and Community Corrections on each legal action pertaining to conditions of confinement, filed against person(s) or legal entities responsible for juvenile facility (Juvenile Detention Facility) operation.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Purging and Destruction of Facility Records</b></p> <p><b>Section: 3.7</b></p> <p><b>Authority:</b></p>
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## **3.7 Destruction of Facility Records**

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Assignment  
of Duties

The Detention Processing Supervisor shall be responsible for ensuring all Juvenile Detention Facility records, documents, files, and forms are destroyed after a period of five (5) years in storage.

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Shredding  
Process

The destruction of records shall be accomplished by shredding, and this process shall be conducted at the Juvenile Detention Facility or at an agency contracted by Tulare County.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: General Detention Policy</b> <b>Section: 4.0</b></p> <p><b>Authority: W &amp; I 627;628;602;707;750;777 Gladys R; 602; Title 15, Section 1350, Article 5; Penal Code Section 403</b></p>
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## **4.0 General Detention Policy**

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### **Intro**

The Juvenile Detention Facility Detention Policy provides the basic guidelines for the admission of youths to the Juvenile Detention Facility. As a general policy, all youth who are referred with the appropriate documentation, arrest reports, and admission affidavits, will be admitted into the Juvenile Detention Facility on a temporary basis. Youth accepted for temporary detention are required to undergo a screening process by the Intake Officer to determine whether continued detention is authorized or necessary.

This section focuses on the criteria for detention in the Juvenile Detention Facility as set forth in Section 628 of the Welfare and Institutions Code. For more detailed information and examples refer to the Intake Unit Reference Book.

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The Juvenile Detention Facility also houses commitment program units, which were established in accordance with Section 881 of the Welfare and Institutions Code, utilized by the Tulare County Juvenile Court System for placement of youth who have been made a ward of the court pursuant to Section 602 of the Welfare and Institutions Code.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Detention Policy</b></p> <p><b>Section: 4.0</b></p> <p><b>Authority: W &amp; I 627;628;602;707;750;777 Gladys R; 602, Title 15, Section 1350 Article 5; Penal Code 403</b></p>
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## 4.1

This section focuses on the criteria for detention in the Juvenile Detention Facility as set forth in Section 628 of the Welfare and Institutions Code. For more detailed information and examples refer to the Intake Unit Reference Book.

### 4.1.1

#### Section 628 Welfare and Institution's Code: Criteria for Detention

All youth  
must be  
screened

Under 628 W&I, a youth may only be detained at the Juvenile Detention Facility if one of the following conditions exist as the basis for detention.

- A. All youth brought to the Juvenile Detention Facility by law enforcement officers, Probation Officers, or other authorized persons with the intent of having the youth detained pending a Juvenile Court hearing or the filing of a petition, must be screened by the Institution Supervisor (I.S.) or Intake Officer to determine that it is a 602 W&I offense and a bookable charge.

Non-bookable offenses include:

- 11357(b) H&S
- 11357(e) H&S
- 11360(b) H&S
- 11364 H&S – Possession of a smoking device
- 601 W&I
- 300 W&I

- B. The basis for detention must be clearly established from the nature of the charges brought against the youth, the circumstances of those charges and/or the personal history of the youth.

Youth detained solely on the “likely to flee” criteria must have a history of runaway behavior, failing to appear in Court, or expressing an intent to flee if released.

	<b>IF YOUTH IS:</b>	<b>THEN</b>
1	in need of detention as a matter of urgent necessity for the protection of the youth or is a reasonable necessity for the protection of the person or property of another is present	Detainment
2	is likely to flee the jurisdiction of the Juvenile Court	Detainment
3	the youth has violated an order of the Juvenile Court	Detainment
4	physically dangerous to the public because of mental or physical deficiency disorder or abnormality	Detainment

**4.1.1****Section 628 Welfare and Institution's Code: Criteria for Detention** *(Continued)*

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Unacceptable  
For Detention

- C. Pursuant to 628 W&I, youths may not be accepted for detention in the Juvenile Detention Facility, if the sole basis of their detention stems from any of the following conditions:

	<b>IF THE YOUTH IS/OR PARENTS ARE:</b>	<b>THEN</b>
1	<u>beyond control</u> – the absence of proper effective parental supervision and/or control in the youth's home	Do Not Detain
2	<u>unable to provide</u> – the inability of the youth's parents or legal guardians to provide the basic necessities of life or a suitable place of residence for the youth	Do Not Detain
3	<u>unfit home/parent</u> – the youth's home is determined to be an unfit place by reason of neglect, abandonment, depravity or physical abuse due to the youth's parent or legal guardian	Do Not Detain

---

Application  
For  
Petition

- D. All youth booked into the Juvenile Detention Facility shall be accompanied by an Application for Petition; or Petition Warrant for Arrest. The exception is a Court Remand. If "Released" or "Hold" block is not checked on the "Application for Petition" staff will ask the Arresting Officer to complete the Application for Petition.
- 

207 W&amp;I

- E. 207(a) W&I: No youth shall be detained in any jail, lockup, juvenile hall, or other secure facility who is taken into custody solely upon the grounds that he or she is a person described by Section 601.
- 

300 W&amp;I

- F. Youths presented for booking on 300 W&I warrants are not appropriate for placement into the Juvenile Detention Facility and are not to be accepted.
-

## 4.1.2 Seriousness of the Offense

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Decisions regarding the detention of a youth often requires personal judgment and discretion. Offenses considered serious and that require detention shall not be released unless authorized by the Court, the Division Director, or as noted:

A. Any offense listed in Section 707(b) of the Welfare and Institutions Code:

1	Murder;
2	Arson of an inhabited building;
3	Armed Robbery;
4	Rape with force/violence/threat of great bodily harm;
5	Sodomy by force/violence/duress/menace or threat of great bodily harm;
6	Lewd and lascivious acts with a child under the age of 14 years by use of all or one of the above factors (288(b) PC);
7	Oral copulation by use of all or one of the above factors;
8	All 289 PC offenses (i.e., penetration by a foreign object with any of the above factors, or on a disabled person, etc.);
9	Kidnapping for ransom/purpose of robbery/ with bodily harm;
10	Attempted murder or assault with the intent to murder;
11	Assault with a firearm or a destructive device;
12	Assault by force likely to produce great bodily injury;
13	Discharge of a firearm into an inhabited or occupied building;
14	1203.09 PC offenses (i.e., great bodily injury during crimes against the elderly; blind, paraplegics, quadriplegic, etc.);
15	Use of a firearm in the commission or attempted commission of a felony;
16	Any felony in which the youth personally used a weapon as listed in 12022.5 PC;
17	Intimidating witnesses, victims, or influencing testimony to law enforcement (i.e., if a felony);
18	Manufacturing, compounding, or selling ½ ounce or more of a controlled substance as specified in 11055(e) H&S (i.e., PCP, PCM, Pentobarbital, Amorbarbital, etc.);

Felony Charges

B. Youth, age 16 or over, booked on felony charges, unless approved by the Intake Officer.

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Youth on  
Probation

C. Youths presently on Probation without authorization from the youth's Probation Officer or Intake Officer.

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### 4.1.2      **Seriousness of the Offense** *(continued)*

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Violence      D.   Youths booked for crimes of violence or wherein weapons are involved.

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Driving Under  
Influence      E.   Felony drunk driving, causing bodily injury.

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Warrants      F.   Warrants, unless approved by the Intake Officer.

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### 4.1.3      **Civil Disturbances**

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In cases where a riot or major disturbance is in progress, the youths involved in the incident shall be transported to the Juvenile Detention Facility by law enforcement officers and held until the disturbance has been abated. The youths shall then be released in accordance with the General Detention Policy. The Intake Officer must approve any deviation from this rule.

Youths arrested for misdemeanor 166.4 PC under a Gang Injunction Court Order will be kept overnight then released as a misdemeanor booking. If a population issue arises the matter should be staffed with the Intake Supervising Probation Officer.

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### 4.1.4      **Warrants and Detention Orders**

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Youths entering the Juvenile Detention Facility on the basis of an outstanding Juvenile Arrest Warrant issued by the Juvenile Court, the youth shall be automatically detained in the Juvenile Detention Facility pending a hearing before the Juvenile Court. If the youth has a Do Not Release (DNR) order the Supervising Probation Officer or his/her designee may authorize release.

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### 4.1.5      **AWOL's and Escapes**

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Any youth brought to the Juvenile Detention Facility who is AWOL (absent without leave) from placement shall be detained pending a Juvenile Court Hearing. The youth may be released back to placement upon clearance from the placement officer and as authorized by the Intake Officer or his/her designee.

Any youth who fails to return from a furlough, home pass, attempts to escape, or escapes from the Juvenile Detention Facility is to be criminally charged with a violation of Section 871 of the Welfare and Institutions Code. Following immediate apprehension, the youth is to be detained pending formal booking procedures at the Juvenile Detention Facility. Should the whereabouts of the youth be unknown, a bench warrant will be immediately requested.

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### **4.1.6 Placement Failures, Disciplinary, and Administrative Removals**

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All youths who are placement failures or administrative removals from their placement shall be detained at the Juvenile Detention Facility pending a Juvenile Court Hearing unless the Intake Officer or Placement Officer arranges a linear transfer not requiring a court hearing.

All youth committed to the Program Units at the Juvenile Detention Facility are expected to conform to the rules and regulations established by the facility and comply with the individual terms and conditions of probation as ordered by the Tulare County Juvenile Court. Youth who repeatedly violate the facility rules and regulations or who engage in an act which is subject to criminal prosecution are subject to a formal Violation of Probation. Should it become apparent that the resources of the commitment units are unable to meet the needs of a youth, the youth may be deemed a “Program Failure,” the issue will be staffed with the Supervising Probation Officer over programs to initiate a Violation of Probation.

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### **4.1.7 750 W&I Transfers**

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All youth in custody who are transferred from another county to Tulare County, pursuant to Section 750 of the Welfare and Institutions Code, shall be admitted and detained in the Juvenile Detention Facility pending a hearing before the Juvenile Court unless authorized for release by the Intake Supervising Probation Officer.

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### **4.1.8 602 W&I Violations**

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Wards	The following detention policy applies to youths who are currently wards of the Court, as a result of a Juvenile Court finding on a 602 W&I petition.
Reports	1. 602 wards referred to the Juvenile Detention Facility by law enforcement agencies shall be accepted only if accompanied by filing of a 602 W&I Application for Petition for a subsequent crime. Report to follow within 48 hours or by 9:30 am within the filing time period.
Advance Clearance By PO	2. 602 wards from other counties and referred to the Juvenile Detention Facility by local law enforcement as a result of placement violations shall be cleared in advance by the Probation Officer from the County or wardship pursuant to the requirements of Section 777 of the Welfare and Institutions Code and approved for booking as an Out of County Courtesy Hold.

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### 4.1.9 Division of Juvenile Justice (DJJ) Parolees

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The detention policy for Division of Juvenile Justice (*DJJ*) parolees is as follows:

601 W&I  
Violations

- A. A DJJ parolee brought to the Juvenile Detention Facility on the basis of a 601 W&I violation shall not be detained unless there is a DJJ hold or a guarantee of a DJJ hold being initiated by the youth's Parole Officer. The DJJ hold shall be in effect within 24 hours or the youth must be released.

602 W&I  
Violations

- B. A DJJ parolee booked into the Juvenile Detention Facility on a felony charge shall be detained and processed through normal casework procedures. In misdemeanor situations, the Intake Officer is required to contact the youth's Parole Officer. The youth will be released unless the Parole Officer indicates they will initiate a DJJ hold.

- C. All DJJ parolees entering the Juvenile Detention Facility with DJJ holds placed by their Parole Officer shall be detained. DJJ returned as witnesses shall be held with a DJJ detainee or hold.
- 

### 4.1.10 Federal Detainees

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The Juvenile Detention Facility shall accept youth brought to the institution by authorized United States Government agencies (i.e., Border Patrol, US Marshall's Office, etc.). Responsibility for detention, court appearances, and release of these youth lies with the federal Agency if Federal charges are filed. If Federal Agency files State Charges, the youth is treated the same as any new entry. Acceptance and admission of federal detainees to the Juvenile Detention Facility is a courtesy service contracted for by the United States Government.

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### 4.1.11 Court Commitments

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Youths committed to the Juvenile Detention Facility by the Juvenile Court shall be accepted for admission. These youths are not eligible for release except when expressly ordered by the Court. The Intake Officer shall contact the Court to determine continued detention of the youth.

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### 4.1.12 Youths Under the Age of 12 Years

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Youths brought into the Juvenile Detention Facility who are 12 years old or younger, require the Intake Probation Officer or Institution Supervisor to obtain approval from the Supervising Probation Officer or Division Manager to be accepted.

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### 4.1.13 Sick or Injured Youth

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Intro Youth referred to the Juvenile Detention Facility who are sick or injured, shall receive medical attention and clearance prior to being admitted. A Pre-Screening by Medical Registered Nursing (RN/LVN) Staff will take place at every booking prior to acceptance of the booking at BIR/booking window. As a general guideline regarding these youth, the following policies have been developed.

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Youth Injuries A. A youth brought to the Juvenile Detention Facility with a non-serious injury (i.e., an injury which can be attended to by the nurse via routine first-aid measures) may be admitted to the institution following medical attention and clearance by the Duty Nurse.

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Serious Injuries B. A youth brought to the Juvenile Detention Facility with a serious injury (i.e., an injury which requires the services of a physician such as: severe bleeding, unconsciousness, broken bones, internal injuries, severe intoxication as described in Section C below, psychosis, etc.) shall not be admitted to the institution without approval of the Division Manager or designee.

Any law enforcement officer attempting to admit a youth determined to have a serious injury shall be directed to take the youth to the hospital for treatment. The arresting officer shall be the hospital guard until the youth is medically cleared to return to the Juvenile Detention Facility.

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Under the Influence C. Youth being booked into the Juvenile Detention Facility, who are under the influence or charged with being under the influence of alcohol or any other drug, require written medical clearance from a medical facility, prior to acceptance of the youth who is exhibiting objective signs.

Dependent on objective signs and in conjunction with the on duty Nurse, the Institution Supervisor may place the youth on Drug and Alcohol Watch (Section 8.2).

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#### 4.1.13.1 Booking in Absentia

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Policy A. When a youth is taken directly to the hospital by an arresting agency, and the Juvenile Detention Facility, is notified that the youth is under arrest, he/she will be booked in absentia. The person taking the call from the arresting agency will refer the caller to the Intake Officer who will get the particulars and request an arrest report from the agency. The Intake Officer will staff the matter with the Intake Supervising Probation Officer. If it is determined that the youth meets the Juvenile Detention Facility, criteria for detention the youth will be booked in absentia from the report.

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### **4.1.13.1 Booking in Absentia**

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Notify  
The IS

B. The Intake Officer shall notify the Institution Supervisor immediately.

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Notify the  
Medical  
Clinic

C. The Intake Officer shall ensure that a copy of the booking slip is routed to the Medical Clinic. The Institution Supervisor shall notify the Medical Clinic and record the name of the medical staff notified and time in the Caseload Explorer system. The Institution Supervisor shall record the notification information as well as the youth's particulars in the Institution Supervisor. Notes of Caseload Explorer.

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D. The Institution Supervisor will provide a hospital guard if the youth is booked and would be detained at the Juvenile Detention Facility, but for their injuries or medical conditions.

---

### **4.1.14 Large Number of Bookings into the Juvenile Detention Facility**

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Policy

Occasionally, large numbers of youths may be booked into the Juvenile Detention Facility. The reasons the large number of bookings may be due to large scale arrests from drug raids, riots, or other civil disturbances. It is impossible to anticipate every situation and this policy is intended to serve as a broad guideline for the Juvenile Detention Facility, and Intake.

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Coordinator

A. A coordinator will be designated and have overall authority and responsibility for the total operation.

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Notice/  
Planning

B. If the situation is known in advance, as the case would be with drug raids, planning shall begin immediately. The Chief Probation Officer and the other members of the Executive Team shall be notified through the Chain of Command as soon as possible and given as many details as possible about the raid as soon as possible. Record checks on these youth can be done well in advance of the planned date of the raid.

---

Without Notice

C. If the situation occurs without any forewarning the Chief Probation Officer and the Executive Team shall be notified through Chain of Command immediately. The coordinator shall be notified and will report to work immediately and begin by assessing the situation to estimate how many staff will be required to handle the influx of youth into the institution.

---

Intake Function

D. The entire Custody Intake with the assistance of the Home Detention/E.M. Program staff shall be responsible for doing the intake functions. This will include doing record checks. The coordinator will be in charge and will assign various tasks to the different officers in the unit.

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#### **4.1.14 Large Number of Bookings into the Juvenile Detention Facility**

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Custodial  
Services

- E. The situation coordinator shall contact the Institution Supervisor to determine the number of PCO's that are required to provide custodial services.
- 

#### **4.1.15 Foreign Nationals**

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Policy

Detained youth, who are known or suspected to be foreign nationals (i.e., citizens of another country), have a right to communicate with an official from the consulate of their country. If a youth chooses to exercise this right, the Probation Department shall provide notice of the request to communicate to such consulate and shall make reasonable arrangements for such communication to occur. In addition, the Probation Department is required to notify the consulates of certain designated countries if their citizens are arrested or detained regardless of the wishes of the youth. While federal immigration authorities are entitled to receive certain information regarding foreign nationals, it is not within the purview of the Probation Department to determine the immigration status of any person in its custody.

---

General  
Information

A. General Notification Guidelines include:

- Consulate Notification Required for Known or Suspected Foreign Nationals:  
If a youth is in the custody of a Probation Officer for more than two hours or if a youth is booked into the Juvenile Detention Facility, then the Intake Officer shall inform the youth that he/she has a right to communicate with an official from the consulate of his/her country.
  - Uncertain Facts as to Foreign National Status:  
Staff shall use reasonable efforts to determine whether a youth is being booked into the Juvenile Detention Facility, is a known or suspected foreign national. Such reasonable efforts include questioning the youth to determine whether he/she is a citizen of another country and considering facts available from the arresting officer or other third parties.
  - Mandatory versus Discretionary Notice to Consulate:  
If a detained youth is a citizen of a country that is a party to the Vienna Convention on Consular Relations, the youth country is required to be notified of the arrest and detention regardless of the wishes of the youth, absent exigent circumstances. Notice to Consulates is thus required to be provided to the countries set forth below and as listed in the Consulate Notification Form.
  - Consulate Notification and Access Booklet:  
Further information regarding the rights of foreign nationals and consulate notification is provided in the U.S. Department of State's Consulate Notification and Access booklet a copy of which shall be located in the Juvenile Detention Facility Intake area.
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### 4.1.15

### Foreign Nationals *(continued)*

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Notification  
Procedures

- B. Notice to Youth. Upon determination that a youth is a known or suspected foreign national, staff shall advise the youth that he/she has a right to communicate with an official from the consulate of his/her country as set forth on the Consulate Notification Form.
- 
- C. Consulate Notification Form. Staff shall read the applicable notice provisions contained on the Consulate Notification Form to the youth and shall indicate on the form whether the youth requests the Probation Department to notify his/her country's consulate of the arrest or detention.
1. Optional Consulate Notification. If notice to a youth's country is optional then indicate on the Consulate Notification Form whether the youth requests to communicate with an official from the consulate of his/her country.
  2. Mandatory Consulate Notification. If notice to a youth's country is mandatory then indicate on the Consulate Notification Form whether the youth believes there are special circumstances that would prevent such mandatory notification (e.g. political asylum issues). If special circumstances exist that would indicate against notifying the consulate, contact facility administration at County Counsel for further direction prior to taking any other action.
  3. Forms Maintained in Youth's File, Copy to Parents/Guardians. The completed Consulate Notification Form shall be scanned into the youth's Caseload Explorer File, and a copy shall be provided to the youth's parents/ guardians via mail or hand delivery.
  4. Information Provided to Juvenile Court. Information regarding a completed Consulate Notification Form and any actions taken with respect to providing notice to a consulate shall be included in a Probation Report provided to the Juvenile Court.
- 
- D. Notification to Consulate. Upon a youth's request to communicate with an official from the consulate of his/her country or in the event that mandatory notification is required the Intake Officer shall provide notice to the applicable consulate without unnecessary delay.
1. Method of Notice. If possible, the notice to the consulate should be provided by facsimile using the Notification to Consular Officers of Arrest or Detention form. Where facsimile notice is not possible within a reasonable period of time a telephone notice shall be provided.
  2. Juvenile Request to contact. Upon request, a youth shall be provided with the telephone number of the closest consulate of his/her country and allowed to place a telephone call to it.
  3. Closest Consulate. Notice shall be provided only to the consulate office that is the closest to the Juvenile Detention Facility.
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## 4.1.15

### Foreign Nationals *(continued)*

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Immigration  
Status

- E. Contact with Consulate Officials. Staff shall accommodate the requests of youth, their parents/guardians, and consulate officials to communicate with each other to the extent reasonable and appropriate. Communications may occur in writing, over the telephone or in person. Consulate Officials must present valid Department of State identification prior to visiting or coming into contact with any youth in custody.
-

**4.1.15****Foreign Nationals** *(continued)*

F. Countries that require Mandatory consulate notification without regard to arrested or detained foreign nationals request to the contrary include:

Algeria	Grenada	St. Vincent & the Granadines
Antigua and Barbuda	Jamaica	Seychelles
Armenia	Kazakhstan	Sierra Leone
Azerbaijan	Kiribat	Singapore
Bahamas, The	Kuwait	Slovakia
Barbados	Kyrgyzstan	Tajikistan
Belarus	Malaysia	Tanzania
Belize	Malta	Tonga Trinidad and Tobago
Brunei	Mauritius	Tunisia
China**	Moldova	Turkmenistan
Costa Rica	Mongolia	Tuvalu
Cyprus	Nigeria	Ukraine
Czech Republic	Philippines	United Kingdom***
Dominica	Poland*	U.S.S.R.
Fiji	Romania	Uzbekistan
Gambia, The	Russia	Zambia
Georgia	St. Kitts and Nevis	Zimbabwe
Ghana	St. Lucia	

\* Non-Permanent residents only

\*\*Notification is not mandatory in the case of persons who carry “Republic of China” passports issued by Taiwan. Such persons should be informed without delay that the nearest Taipei Economic and Cultural Representatives Office (“TECRO”) can be notified at their request.

\*\*\*United Kingdom includes England, Scotland, Wales, Northern Ireland and Islands and the British dependencies of Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands

References:

- Penal code Section 834c;
- Health and Safety Code Section 11369
- Welfare and Institution Code Section 828
- US Department of State Guidelines Regarding foreign Nationals Arrested or Detained in the Unit States

4.1.15

I

FAX SHEET - CONSULAR NOTIFICATION

**SUBJECT:**  
**NOTIFICATION OF ARREST OR DETENTION OF A NATIONAL OF YOUR COUNTRY**

**DATE/TIME:** \_\_\_\_\_

**TO:** Embassy/Consulate of \_\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(COUNTRY) (CITY) (STATE)

**FROM:**  
Name/Office \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

*We arrested/detained the following foreign national, who we understand is a national of your country, on \_\_\_\_\_.*  
(DATE)

Name: \_\_\_\_\_  
Date of Birth/Place of Birth: \_\_\_\_\_  
Nationality/Country: \_\_\_\_\_  
Passport Issuing Nation: \_\_\_\_\_  
Passport Number: \_\_\_\_\_

**This person has been or may be charged with the following offense(s):**

For more information, please call \_\_\_\_\_ between the hours of \_\_\_\_\_.

**Please refer to** case number \_\_\_\_\_ **when you call.**

**ADDITIONAL INFORMATION:**

Notification  
Form



**Notification to Consular Officers of Arrest or Detention**

**Date:**

**Time:**

**To: Embassy/Consulate of** \_\_\_\_\_ **in** \_\_\_\_\_ **(Country)** \_\_\_\_\_ **(City)** \_\_\_\_\_ **(State)**

**Fax Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(See <http://www.travel.state.gov/law/consular.745.html> for ph/fax #'s.)

**Subject:**

**NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY FROM:**

**Name:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**We arrested/detained the following foreign national, whom we understand to be a national of your country, on (Date):** \_\_\_\_\_

**Mr./Mrs./Ms.:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Place of Birth:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_

**Date of Passport Issuance:** \_\_\_\_\_

**Place of Passport Issuance:** \_\_\_\_\_

**To arrange for consular access, please call (707) 565-6300 between the hours of 8:00 AM – 9:00 PM PST.**

**Comments:**

## CONSULATE NOTIFICATION FORM

**TO BE COMPLETED BY THE ARRESTING OFFICER OR JUVENILE HALL INTAKE:**

**Arrestee's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Country:** \_\_\_\_\_ **PJ#:** \_\_\_\_\_

**Juvenile Hall Staff Completing Form:** \_\_\_\_\_

The arrestee listed above is suspected or is known to be a foreign national. As required by Federal Law and California Penal Code Section 834x, we are required to notify the known or suspected foreign national's consulate. It is the responsibility of the arresting officer to determine this, and to advise the arrestee of these requirements.

Check the boxes that apply:

☐ **CONSULATE NOTIFICATION IS AT THE FOREIGN NATIONAL'S OPTION:**

Did the youth request that their consulate be notified? ☐ YES ☐ NO

If no, inform the youth they may request this at any time by notifying Juvenile Hall staff or Supervisor.

OR

☐ **CONSULATE NOTIFICATION IS MANDATORY:**

Did you inform the youth that the notification is mandatory? ☐ YES ☐ NO

Did you notify their consulate? ☐ YES ☐ NO

If no consulate fax is available, the consulate must be telephoned. Use this space to document any attempts to notify a consulate by phone. Please include the date, time, type of contact and person attempting to contact. If faxed attach the fax and transmittal verification to this document.

**\*\*If the youth requests that their consulate be notified after they have been booked, the fax sheet for notifying Consular Official must be completed, faxed and scanned into Caseload Explorer file with the fax transmittal verification.**

**Intake Officer Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

Caseload Explorer/Parent

(on paper version of document)

## **4.1.16 Commitment Programs**

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The Juvenile Detention Facility commitment program provides incentive based phased programming, coupled with the appropriate level of services from qualified professionals to address a youth's individual needs. Upon disposition to a program, the youth shall be assigned to a Program Probation Officer's caseload, based on the geographical break down of the County.

Within one (1) to (2) business days from the date of disposition, every youth committed to a program at the Juvenile Detention Facility, shall undergo the Juvenile Assessment and Intervention System (JAIS) Assessment with the Program Probation Officer, which will identify what is driving the youth's delinquent behavior.

Using the data derived from the JAIS Assessment, the Program Probation Officer shall determine if the youth is low, medium or high risk and they shall be provided services based on their needs. A Caseplan shall be developed based on the JAIS Assessment results, which will be continuously updated by the Program Probation Officer as the youth transitions through the program. Multidisciplinary Team (MDT) reviews occur throughout the program with a representative from all involved provider agencies, the youth's parent/guardian, and the Program Probation Officer meeting to discuss the youth's progress and needs.

Services have been designed to meet a variety of needs and extend into community during the aftercare portion of the program. Services available include:

- Cognitive Behavioral Therapy
- Drug and Alcohol Counseling
- Individual Counseling
- Family Counseling
- Nurturing Parenting Class
- Parent Educators
- Diploma Program
- Career Program

In addition to the services provided, youth earn the opportunity to promote to higher phases and earn rewards based on participation in the program.

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#### **4.1.17**

#### **Aftercare**

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- A. Aftercare is the last phase of the program for all youth. In the final custody phase of the program, the Program Probation Officer shall begin the transitional planning process with the youth, services providers, and the youth's parents, to aid the parents and the youth in the return home. The youth's Caseplan shall be updated with community based supervision goals. The youth and their family shall be provided with community based resources for services, prior to exiting the facility.
- 
- B. During Aftercare, the Program Probation Officer shall meet with the youth on a routine basis, according to their risk level.
- 
- C. Failure to comply with the Aftercare phase of the program may result in the return to the residential portion of the program as an Aftercare Returnee and placement back in the Juvenile Detention Facility.
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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: General Program Components</b>  <b>Section: 4.1</b>  <b>Authority: Title 15</b>
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## 4.2 General Program Components

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### Overview

The Tulare County Juvenile Detention Facility provides secure detention for youth identified by law enforcement and the Tulare County Superior Court as posing a threat to the community through action, overt or intended, against the person or property of another. The Detention Facility will provide short-term and long-term interventions in a self-contained living environment designed to promote a sense of community while meeting all physical, emotional and educational needs.

- A. The multi-functional Booking, Intake and Release (BIR) unit shall be staffed 24 hours per day as needed. Upon admission Intake personnel will evaluate each youth to determine the need for secure detention and the appropriate housing unit assignment, as applicable. The need for secure detention will be evaluated pursuant to provisions of the Welfare and Institutions Code, in addition to a computerized Risk Classification system based upon type of offense, level of aggression and prior arrest record and gang affiliation. The housing unit assignment will be evaluated pursuant to the Risk Classification in addition to a computerized Needs Assessment based upon, sophistication, vulnerability, criminal charges, age, sex, gang affiliation protective and non-association issues.

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### Medical Services

- B. Located adjacent to the Intake Unit, the ten (10) bed medical unit shall be staffed 24 hours per day and contain examination, observation and medical isolation rooms for use by Medical and Mental Health personnel. Thus, precluding the need for costly after-hours emergency room treatment as well as psychiatric hospitalization. Medical staff will perform mandated physical examinations immediately following classification and assessment allowing for immediate housing unit assignment and full participation in educational, therapeutic and recreational activities. Prescribed medications shall also be issued by medical staff freeing supervisory personnel to perform duties related to safety and security within the facility alleviating a long-standing liability.

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### Mental Health Services

- C. Mental Health staff shall be on site available every day of the week with after-hour assistance available, as needed. On-site staff will complete general mental health and suicide assessments as referred by Intake, line staff and Court personnel with Short-term counseling and/or medical observation as needed. Psychological and psychiatric assessments will be conducted pursuant to Court-orders, by appropriate personnel. All services, including drug/alcohol groups, may be confined to the individual housing unit based upon space and programming flexibility.
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## 4.2 General Program Components *(continued)*

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### Education

- D. Educational staff will be on-site (5) days each week, excluding legal holidays. Youth attend school from 8:30 a.m. to 2:45 p.m., Monday through Friday. Upon Court-ordered detention, each youth will be tested to determine basic competencies in reading and math with subsequent referral for specialized resource and tutoring services. While each Pod will contain four (4) structured classrooms inclusive of computers, the dynamic use of space encourages a variety of educational interventions ranging from that of a traditional classroom setting to cooperative learning groups to individualized tutoring, through utilization of the classrooms, central dayroom, and common space and mezzanine areas.

All programming that is associated with the Juvenile Detention Facility shall be integrated. To illustrate, Mental Health will be involved in substance abuse/addictive personality counseling while the schools will be geared to program classes associated with reinforcing a drug-free lifestyle. Volunteers will also bring information and testimonials as to the need to remain substance free.

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### Visitation

- E. Visitation by parents/guardians and/or grandparents will take place in staggered sessions to accommodate each housing unit. This designed safety feature allows for youths and their visitors to interact without entering the housing units or other secured areas of the facility. Visitors will enter the facility at the ground level via a separate designated corridor, pass through a security check and proceed to the second level into a secure distribution corridor. They will then pass into the visitation area, which is contiguous with the mezzanine level. This system eliminates the need for escort and permits on-site surveillance by personnel reducing staffing needs while improving security.
- 

### Volunteers

- F. Volunteers will be an integral component of the Juvenile Detention Facility program. Entering, via the same system provided for parent/guardian and/or grandparents, mezzanine level contact will allow for volunteer safety as well as specialized individual and/or group interventions, which include tutoring, religious services and instruction, as well as a variety of alcohol, drug and gang-subvention programs.
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## 4.2 General Program Components *(continued)*

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Drug and  
Alcohol  
Treatment

- G. Both general population and the commitment programs have, through contracted providers, on-site staff that conducts both Alcohol and Drug Education and Alcohol and Drug Recovery Groups. Each class lasts one hour and covers all pertinent aspects of substance abuse, including dangers and effects.

Youth, who have been identified with substance abuse issues, attend Alcohol and Drug Recovery Group, in addition to the Education Group. This step-by-step curriculum takes the youth through an intense look at drug and alcohol's physical and emotional effects and a non-religious, higher power-based 12-Step Program. The curriculum is written at a fourth-grade level to effectively reach all youth exposed to it. The Program will have both group and individual sessions for the involved youth. Individual sessions will allow a relationship and rapport to develop between the Alcohol and Drug Specialist and the youth to better serve and evaluate the needs of the youth.

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Physical and  
Recreational  
Activities

- H. The youth are provided Physical Training Exercises (PT), stressing teamwork and pride. Youth are also allowed time to participate in large muscle exercise and/or sporting activities within the confines of the facility.

In the evening, the youth are allowed low-energy activities such as letter writing, reading, school homework, and other related activities. Other activities available to youth include directed activities, playing games such as chess and dominoes, telephone usage, or engaging in casual conversation with other Youths.

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<p style="text-align: center;"><b>Tulare County Probation Department</b></p> <p style="text-align: center;"><b>JUVENILE DETENTION FACILITY</b></p> <p style="text-align: center;"><b>Policies and Procedures</b></p>	<p><b>Subject: Admittance Procedures</b>  <b>Section: 4.3</b>  <b>Authority:</b>  <b>Title 15: Section 1350 - 1351,</b>  <b>Section 1480 - 1481, 1484</b></p>
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## 4.3 Admittance Procedures

**BIR Unit** The Juvenile Detention Facility Booking Intake Release unit personnel assume the major responsibility for the intake and admission of youths into Juvenile Detention Facility. The initial admission process, may be traumatic to a youth who has experienced trauma in his/her personal life, prior to arriving at the Juvenile Detention Facility. Each engagement with youth shall be conducted in a respectful and humane manner, using current trauma informed approaches that are culturally relevant and responsive to the needs of youth.

**BIR** A. BIR is the Booking Intake and Release (BIR) unit of the Juvenile Detention Facility. A youth's stay in the Juvenile Detention Facility begins and ends in BIR. After being arrested, youth are brought into the Juvenile Detention Facility through the BIR area. Intake determines if the youth is to stay. They are searched, booked, fed if necessary, showered and taken to the clinic for examination all from this area. Youth are issued Juvenile Detention Facility clothing by the Probation Correctional Officer and their personal clothing is inventoried, washed, placed in property bags and stored in the facility property storage room. Upon release, the youth returns to the Booking area and is re-issued their personal property and clothing. The youth is then escorted to the reception area by an officer and released to their parent/guardian.

In addition, it serves as a segregation unit for youth who present such behavior problems that they cannot be dealt with effectively in the housing units.

**Personnel** B. The BIR Unit is comprised of the on-duty Institution Supervisor, assigned Probation Correctional Officer, and Detention Services Officer, as necessary. Deputy Probation Officers, who serve as on-duty Intake Officer, are also assigned to the BIR Unit.

C. Deputy Probation Officers assigned to Juvenile Intake duties at the Juvenile Detention Facility will report to the Supervising Probation Officer in charge of Custody Services, or the Probation Division Manager, in his/her absence concerning matters related to those duties.



## 4.3 Admittance Procedures *(continued)*

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- Responsibility D. The primary responsibility of the BIR Unit is to implement the General Detention Policy (See Manual Section 4.1) by conducting an individual assessment/screening of all youths referred to the Juvenile Detention Facility. Suitability for admission to Juvenile Detention Facility and the eventual dispositions (i.e., detention, diversion or release) are determined here and to complete the Booking Process which includes:

4.3.1	Pre-Screening Evaluation	
4.3.2	Application for Petition	W&I 626.3
4.3.3	Booking Procedures	W&I 627(b)
4.3.4	Intake Procedures/ Length of Stay	W&I 627.6
4.3.5	Phone Calls	W&I 627(b)
4.3.6	Personal Property	Title 15 1350
4.3.7	Unclothed Search Procedure and Regulations	
4.3.8	Initial Shower, Clothing, Bedding and Food Issuance Procedures	Title 15; 1350
4.3.9	Initial Nurse/Medical Assessment	Title 15; 1350
4.3.10	BIR Orientation	
4.3.11	Aftercare Youth Admittance	

- 
- E. Amongst other responsibilities, staff assigned to the BIR Unit are to:

1. The Intake PO shall note any information received from a youth's parent or other source (i.e., prior records, casework Probation Officer, etc.) on the Application for Petition, slip and complete a referral to mental health staff for assessment and/or services with respect to potentially suicidal youth or the on duty nurse for significant health problems (i.e., diabetes, epileptic, etc.).
- 

- Entry F. The Arresting Officer shall enter through the Juvenile Detention Facility sally port with any youth to be booked. The Arresting Officer shall place all personal property belonging to the youth in a property bag which is sealed, inventoried and secured.
- 

- G. While the youth is still restrained in handcuffs in the booking window room and before any other processes are started, the BIR Officer shall conduct a search of the youth with the metal detector.
-

**4.3.1****Pre-Screening Evaluation**

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Check for  
Injury/  
Illness

Upon arrival at the Juvenile Detention Facility, prior to acceptance for admission or any booking process, all youth shall be checked by medical staff for injury or illness by the following table:

Step	Action
1	The on duty nurse shall be contacted and advised that a youth has been brought into BIR and he/she needs a Pre-Screening Evaluation.
2	The Intake Officer shall ask the Arresting/Transporting Officer if the youth has any injuries or is under the influence of Controlled Substances.
3	The on duty nurse shall respond to the BIR Unit and conduct an Intake Receiving Screening and complete the corresponding medical documentation. During the evaluation, the nurse shall check the youth's heart rate and oxygen content, ectoparasite contamination, medication status, mental health status, and if there has been recent drug/alcohol use or trauma/injury. The youth shall also be screened for behavioral health and any safety issues that may arise from mental health status or diagnosis, and intellectual or developmental disabilities. Screening for physical and developmental disabilities shall be done in accordance with Title 15 sections 1329, 1413, and 1430 ( <u>Policy Section 8.2</u> ).
4	Youths charged with a drug or alcohol health and safety code violation, or exhibiting objective signs such as an inability to stand or maintain balance, inability to communicate, or who appear to be intoxicated to the extent that they are a threat to their own safety or the safety of others, require medical clearance from a medical facility such as a hospital.
5	Upon notification from the on duty nurse that the youth is acceptable for admission, the Intake Officer shall process the Application for Petition.
6	Once the Intake Officer has completed the Application for Petition process, the youth will move into the search room, where the BIR Officer shall conduct a thorough pat down search of the youth. Upon completion, the arresting officer may leave.
7	After the pat down search is completed, the Detention Services Officer shall begin the booking process.
8	Dependent on objective signs as described, the nurse or Duty Institution Supervisor shall make a determination in regard to placing the youth on Drug and Alcohol Watch (Section 8.2).
9	Youth displaying signs of extreme distress or suicidal ideation shall be kept in the BIR booking area and not put in a cell until Mental Health or Medical Staff can determine if the youth will be placed on suicide watch. Any youth placed on suicide watch during the booking process shall be placed on a five (5) minute watch if they are put into a cell.

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### 4.3.2 Application for Petition

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Application  
For Petition

- A. The Intake Officer (or I.S. in their absence) shall receive the required “Application for Petition,” and shall review the report to assure that the following criteria are met:

1	The offense meets the criteria of a 602 W&I Code offense.
2	The charge meets the booking criteria of the Juvenile Detention Facility <u>Manual Section 4.1</u> .
3	The date, time, and location of arrest are stated on the petition.
4	The probable cause statement regarding the synopsis of the offense includes the “who, what, when, where, and why” information.
5	The recommendation regarding detention is completed.
6	The petition is signed by a peace officer, police officer, court officer, or Probation officer.
7	Under 12 years of age must be approved by the Supervising Probation Officer or Division Manager (See <u>Manual Section 4.1.12</u> ).

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Acceptance  
Signature

- B. After making the determination that the Application for Petition is fully completed and the youth shall be booked, the Intake Officer, or Institution Supervisor in their absence, shall initial their acceptance on the bottom of the form.
- 

Title 15  
Section  
1329

- C. During the intake process, the Intake Officer or Institution Supervisor in their absence, shall communicate with the arresting officer regarding any past or present suicidal ideations, behaviors or attempts, prior to releasing him from the facility.
- 

Detention

- D. After completing the above process the BIR Booking staff shall perform the following procedure to initiate the detention procedure:

1. Accept youth’s personal possessions in the booking office, to initiate the booking into Caseload Explorer.
  2. Personally advise the youth that they will be booked into the Juvenile Detention Facility and inform them of the reasons.
- 

- E. The Intake Officer shall screen the youth brought to the Juvenile Detention Facility, regarding their suitability for detention using the Risk/Needs Assessment form contained in Caseload Explorer (Pre-PACT).

1. A Risk/Needs Assessment shall be completed and signed for every youth by the Intake Officer. If the Intake Officer overrides the form it shall be clearly stated why and requires SPO/I.S. approval.
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### 4.3.3 Booking Search Procedures

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Initial  
Intake  
Search

- A. Under the General Detention Policy, the Officer assigned to BIR shall be responsible for conducting the initial searching of all youth brought to the Juvenile Detention Facility. The primary objective of the initial search is to prevent the introduction of weapons, drugs and other contraband into the institution. In addition, it provides visual observation of possible injuries, medical or mental health conditions

Searches of the youth shall to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched.

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Unclothed  
Search  
Authorization

- B. Staff should be aware that removal of certain clothing constitutes an unclothed search. Any unclothed search requires reasonable suspicion to believe there is contraband and requires written authorization of the Institution Supervisor. Conducting an unclothed Search without written authorization of an Institution Supervisor is illegal. (Penal Code Section 4030).
- 

Prohibited  
Searches

- C. The Tulare County Probation Department prohibits cross gender unclothed searches pursuant to section 4031 (d) of the California Penal Code. Body cavity searches are prohibited by law from being conducted by Probation staff, pursuant to section 4030 (j) of the California Penal Code. Pat down searches should always be conducted by staff members of the same sex as the youth.
- 

Transgender  
Intersex  
Searches

- D. The facility shall not search or physically examine a transgender or intersex youth for the sole purpose of determining the youth's genital status. If the youth's genital status is unknown, it may be determined during conversations with the youth, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.
- 

- E. All searches of transgender and intersex youth shall be conducted in a professional and respectful manner, using the least intrusive manner possible, consistent with security needs. Training in this area is provided by department approved instructors.
- 

Statement of  
Search  
Preference  
Form

- F. Transgender or intersex youth shall be given the opportunity to submit their preference, regarding the gender of the staff member conducting a search, through the Statement of Search Preference Form. During the booking process all youth identified as lesbian, gay, bi-sexual, transgender and intersex, shall be given a search preference form on which the youth shall indicate:

- The youth's preferred name if different than the youth's legal or supervision name;
- The preferred pronoun he/she wishes to be address by;
- The gender of the staff he/she wishes to conduct the search.

## 4.3.3

**Booking Search Procedures** *(continued)*

How to  
Conduct  
A Search

- G. Staff are cautioned to exercise care when searching known or suspected drug users/addicts who may be in possession of hypodermic needles. Staff shall remove non-essential clothing articles, such as jackets, coats, belts, shoes, socks, and hats. Each of these items shall be thoroughly searched by staff and secured in a storage bag or basket. Staff may also escort the youth into a private area for the purpose of removing or rearranging some of their clothing so as to dislodge or reveal hidden contraband. Staff shall then search youths brought into the Juvenile Detention Facility starting with the intake search conducted as set forth in the following table:

Step	Action
1	Put on gloves; exercise care when searching to avoid hypodermic needles or sharp items
2	Place the youth at least 18" out from and facing the wall with feet more than shoulder width apart. Rest the youth's forehead on the wall.
3	Tell the youth that you are going to do a pat down search of him/her.
4	Overbalance the youth toward the wall, place your left foot between the youth's feet, place the youth's shirt collar between your fingers and follow it all the way around feeling for weapons and/or contraband.
5	Place your right foot between the youth's feet and place your right hand on the right front side of the youth. Feel the entire right front, side and arm (including under arm and sleeve) and the right back side from the collar to the waist including waistband front to back searching for weapons and/or contraband.
6	Place your left foot between the youth's feet and place your left hand on the left front side of the youth and feel the entire left front, left side, and left arm (including under arm and sleeve) and the left back side from the collar to the waist including waistband front to back.
7	Search the youth's hip and crotch area doing the right half and then the left half; be thorough as this is an area where many weapons and contraband are hidden. Search the legs by moving your hands over their entire area including the pant cuffs. Pat do not slide your hands up and down the pant legs.
8	Tell the youth you will be un-cuffing their hands and placing them spread out high up on the wall. Direct them not to take their hands from the wall. Make sure you return the handcuffs to the arresting officer.
9	Place your left or right foot between the youth's feet. Grab the waist band at the left and right hips and shake the pants for possible contraband to fall out the pant leg.
10	Instruct the youth to completely sit on the floor, back to the wall and have them take off their shoes and socks. Search the shoes and socks making sure there are no weapons or contraband present.
11	Look into the youth's mouth having the tongue moved so you can determine that no contraband is there. Have the youth run hands through their hair if it is long to determine no contraband is there.
12	Make sure all clothing and personal property is itemized on Caseload Explorer property screen. Personal property (i.e., jewelry, wallet, are placed in a property envelope), staff then are to sign the Caseload Explorer property slip along with the youth prior to placing the youth in the holding cell. All clothing is to be inspected and searched prior to storage to ensure it does not contain prohibited items, (i.e., drugs, weapons, etc.).

### 4.3.3 Booking Search Procedures *(continued)*

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Personal  
Property  
Items

- H. Personal property items, including wallets, jewelry, money and other valuables, shall be secured during the initial booking search. All items discovered during the search shall be inventoried and deposited in a property envelope obtained from the Booking Officer. The Booking Officer shall secure such item(s) and have them properly stored in the lockbox located in BIR until the youth is released.
- 

Confiscation  
Of Property

- I. The discovery of contraband and the procedure associated with confiscation vary in accordance with whether the contraband is legal but prohibited by institutional policies, or whether it is illegal and requires police and District Attorney notification. (See Manual Section 7.12.8).

Contraband

If illegal items, such as weapons or controlled substances, are discovered the referring law enforcement officer shall be responsible for initiating new charges, securing the contraband, and maintaining a chain of evidence. In situations where the referring law enforcement officer has left before the contraband is discovered, staff shall immediately contact the Juvenile Detention Facility Institution Supervisor for confiscation of the contraband and notification of the Arresting Agency. (See Manual Section 7.12.7 regarding the handling of illegal contraband).

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Weapons

- J. Any weapon which is deemed legal, but in violation of institutional policies, (i.e., pen knives, pocket knives, etc.) and is discovered during the initial intake search, shall be removed from the youth's possession and given back to the arresting Officer. The Juvenile Detention Facility does not accept weapons as property.
- 

Combustible  
Materials

- K. Any matches, lighters, or other combustible items shall be given to the arresting officer to be returned to the parents of the youth, to avoid fire hazards in property storage.
- 

- L. Any back packs, suitcases, or large bags that are brought into the Juvenile Detention Facility with a youth, are not to be accepted during the booking process. Any items of this nature shall be returned to the arresting officer.
-

### 4.3.3 Booking Search Procedures *(continued)*

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#### Medication

M. Youth are not permitted to have medication within their possession for self-administration. The discovery of medication, pills or other medical substances of known or unknown origin shall also require special handling as outlined below. Prescription drugs determined to be illegal shall be handled as illegal contraband as detailed in Manual Section 7.12.7 Procedure for Handling Illegal Contraband. Prescription Medications are handled as follows:

Step	Action
1	The Detention Services Officer shall place any medications found, in the personal property envelope. No medications of any type are permitted in the clothing storage bins <del>or in luggage</del> .
2	Note all medications in Caseload Explorer under the property section.
3	Call the medical clinic to inspect any prescription medication for review of the medication and possible implications on the youth's health needs. BIR staff shall note the name of the Medical Staff along with the date and time notified in the Caseload Explorer system, as part of the medical exam log.
4	The staff releasing the youth shall personally present all medications to the responsible adult receiving custody of the youth. The adult must sign the Caseload Explorer property slip stating they have received all medications.
5	Youths released on their own recognizance shall receive no medications. The youth will be advised to inform his/her parents to arrange for pick-up of the medication.
6	Medication not picked up within 30 days from the date of release will be given to the Medical Staff for disposal.

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N. Youth in possession of prosthesis, eye glasses and hearing aids, may retain the item(s), while at the Juvenile Detention Facility. The Officer completing the search shall inspect the item(s) for contraband and return the item to the youth. Any damage found during the search shall be documented in Caseload Explorer as a Casenote.

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#### Documentation

O. Following the conclusion of the initial booking search, the staff member who executed the search shall document it by completing a Search Log in Caseload Explorer. This provides accountability for the search, the inventoried property, the nurse check, initial shower and the time of transfer to a unit.

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For more information on youth property refer to Manual Section 4.3.4.

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**4.3.4****Intake Procedures**

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## Intake

The Intake Probation Officer (PO), or the Institution Supervisor in their absence, is responsible for screening all youth brought to the Juvenile Detention Facility, regarding their suitability for detention diversion or release, according to department policies and procedures.

A. The Intake PO shall complete a full assessment on each youth within 72-hours of booking. The intake assessment includes:

Record  
Check

1. The Intake PO shall conduct a record check on all youth brought to the Juvenile Detention Facility to assist in determining the appropriate disposition of the youth.
2. The Intake PO shall conduct and document the receipt of the required police intake reports, arrest affidavits, and record information.

Detention or  
Release  
Determination

3. Release Status Assessment- Is an assessment contained in Caseload Explorer that is completed by the Intake PO based on documented information contained therein. The Release Status Assessment helps the Intake Officer make a decision if the youth should be detained or released.
4. The Intake PO shall complete the Risk/Needs assessment on each youth to determine whether the youth should be detained or released.

Suicide Risk  
Mental Health

5. Upon arrest and incarceration, a youth may experience a great deal of stress and despair. The Suicide Risk Assessment is contained in the MAYSI-II, which is completed on each youth. Additionally, the Officer shall contact the youth's family or guardians and ask if the youth has a history or present suicidal ideations, behaviors, or attempts.

<b>Low risk</b>	Does not require any further intervention.
<b>Moderate risk</b>	Shall be evaluated further at the soonest possible opportunity by Mental Health staff, Assessment and Response.
<b>High risk</b>	Shall immediately be placed on suicide watch (in with only a safety smock, safety blanket and safety mattress) on 5 minute watch (to include eye and verbal contact) until seen by a Mental Health professional. A formal suicide watch and referral document shall be utilized to track the interventions and treatment plan of youths who require suicide precautions.

Title 15  
Section 1329

6. Upon determination the youth is a moderate or high risk of suicide, the Intake Officer shall complete an Intake Mental Health Referral Log, notify Mental Health Staff, and notify the Duty Institution Supervisor so the youth can be monitored appropriately.

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B. After making the determination to detain the youth, the Intake Officer shall perform the following tasks:

1. Personally advise the youth that they will be detained at the Juvenile Detention Facility and inform them of the reasons; and if court ordered to a commitment program, inform the youth of the approximate length of stay.



#### **4.3.4 Intake Procedures** *(continued)*

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2. Complete the Intake Questionnaire. Complete the following Intake Assessments:
  - Sexual Orientation and Gender Identification and Expression (SOGIE)-The SOGIE written assessment is given to the youth to complete. Once the youth is done, it is given to the Intake PO, who then will enter the information into the SOGIE database.
  - Vulnerability Assessment Instrument-Prison Rape Elimination Act (PREA) - Is an assessment contained in Caseload Explorer that is given to all youth during the intake process. Scripted Questions are asked directly to the youth. The Intake PO will compare the youth's answers to the questions, with the documented information in Caseload Explorer and a results score will be generated to indicate if the youth is/has:
    - i. Vulnerability to Victimization
      1. A score of 9 or higher indicates the youth is vulnerable and the PREA Compliance Manager must be notified.
    - ii. Sexually Aggressive Behavior
      1. A score of 4 or higher indicates the youth is sexually aggressive and the PREA Compliance Manager must be notified.
    - iii. Violent Aggressive Behavior

Examples of documents are included and labeled in manual Index Section

3. Complete the process to determine if youth is eligible for Medi-Cal services and complete enrollment referrals.
-

#### **4.3.4.1 DNA Collection**

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Additionally, upon receiving any youth into the Juvenile Detention Facility, during the Intake process, the Intake Probation Officer shall determine if the youth is eligible for DNA collection/Live Scan submission pursuant to Penal Code Section(s) 296. DNA may also be collected pursuant to court order, as specified by Penal Code Section(s) 296.

Should the youth meet the criteria as set forth in section(s) 296 of the Penal Code, the Probation Officer shall:

A. Verify with the Department of Justice, the collection/submission of DNA by calling the DOJ at (510) 620-3300 or on-line at PC296@DOJ.CA.GOV .

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B. If by the youth's prior record the youth qualifies for DNA collection and, has not previously submitted, the Intake Probation Officer shall explain to the youth that a DNA sample is required due to their prior record. DNA will then be collected using the Buccal swab collection kits provided by the DOJ.

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C. For those youths not previously eligible, any youth adjudicated of any felony, including any Misdemeanor violation of Penal Code Sections 290 and 457.1 or ordered by the Court shall submit to DNA collection and Live Scan submission. The absence of a Court Order does not negate the responsibility of the department of verification, collection or submission of DNA and/or Live Scan.

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D. Should an eligible youth refuse to submit to DNA collection or Live Scan submission after receiving written notice by any law enforcement personnel or officer of the court, the youth will be charged with Misdemeanor 298.1 PC, Refusal or failure to provide specimen and shall appear before the Court for disposition.

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#### **4.3.5 Right to Telephone Calls/Booking Telephone Call(s)**

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Per W&I Code 627, immediately after being taken to the Juvenile Detention Facility, unless physically impossible, and no later than one hour after she/he has been taken into custody the youth shall be advised, and has the right to make at least two telephone calls from the place where she/he is being held. The Intake Officer or Institution Supervisor in their absence shall ensure that the youth is able to try to make these phone calls:

- To parent or guardian, a responsible relation or their employer;
  - To an Attorney.
  - Their own child.
-

### 4.3.5

#### **Right to Telephone Calls/Booking Telephone Call(s) *(continued)***

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- A. Calls shall be at public expense and in the presence of a public officer.
  - B. Any public officer who willfully deprives a youth of this right is guilty of a misdemeanor.
  - C. Document all Booking phone calls in Caseload Explorer in the appropriate section, including who the youth contacted and the time when calls were completed. Also, document if the youth refuses to make the phone call.
- 

### 4.3.6

#### **Personal Property**

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Intro	<p>Juvenile Detention Facility staff are responsible for the safekeeping of all valuables (i.e., money, jewelry, personal property, etc.) belonging to youth who have been detained. All personal items must be inventoried, receipted, and maintained in a secure environment without risk of damage or theft. To ensure that all valuables are properly inventoried in Caseload Explorer and stored during the youth's detention, the following procedures shall be followed by all staff whose duties involve the processing of newly admitted youth.</p> <p>The property room shall be kept locked at all times, when not in use.</p>
Personal Property	<p>A. During the initial booking search, the Officer shall remove all items including money, jewelry, and items of value from the youth's possession, and place them in a Personal Property envelope obtained in the Booking Office. Searches of the youth shall to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched. Searches of youth who are cross gender or transgender may express their request to have a specific gender complete the search of their person. Staff will attempt to accommodate this request when possible. Refer to <u>Policy section 4.3.3</u> for more information.</p>
Inventory	<p>1. After the initial search, the Detention Services Officer staff shall inventory and document all small/valuable items brought in by the youth in the property section of Caseload Explorer. The Detention Services Officer shall list each item of personal property including color, size, and any distinguishing characteristics including the brand name. Caseload Explorer will automatically assign a property box number.</p>

### 4.3.6 Personal Property *(continued)*

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Money	<ol style="list-style-type: none"><li>2. In the event the youth has money on his/her person at the time of booking, the Detention Services Officer shall:<ul style="list-style-type: none"><li>• Count the money in front of the youth;</li><li>• Place the money into a cash envelope;</li><li>• Seal the envelope;</li><li>• Write the youth's Caseload Explorer PIN and the amount of money contained therein on the envelope;</li><li>• Place the envelope into the small property plastic bag;</li><li>• Complete a cash receipt and give a copy of it to the youth;</li><li>• Enter the amount of cash and what denomination the bills are into the property section of Caseload Explorer.</li><li>• Document the amount of cash on the Money Log in the BIR office and obtain the Duty Institution Supervisor's signature.</li></ul></li></ol>
Money in Accounting	<p>In situations where the youth's moneys have been deposited with the Probation Department's Accounting Office, the youth shall receive a receipt which authorizes payment of the funds to the youth. To receive deposited funds, the youth shall be directed to the Accounting Officer which is located at the Court House Probation Department, Room 206.</p>
SEALED	<ol style="list-style-type: none"><li>3. Once all small property and monies have been inventoried, the personal property bag shall be sealed. The Detention Services Officer shall write the youth's name, date of birth and Caseload Explorer number on the property bag. Do not remove the small property bag from the youth's sight until all property is inventoried and an inventory receipt is printed from Caseload Explorer.</li><li>4. After the Detention Services Officer has completed the inventory of all small property and clothing items, the personal property envelope shall be sealed and forwarded to the secure storage area. It shall be placed in the property box number assigned to it from Caseload Explorer. Personal property envelopes shall not be unattended until properly secured.</li></ol>
Clothing Inventory Screen	<ol style="list-style-type: none"><li>B. All youth detained in the Juvenile Detention Facility shall have their personal clothing inventoried and documented in Caseload Explorer's property section by the Detention Services Officer. The youth shall be asked if he/she has any other items that need to be inventoried so that all personal property and clothing items are accounted for. If not, the youth shall sign the property slip from Caseload Explorer property sheet, for accountability.</li></ol>

### 4.3.6 Personal Property *(continued)*

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1. Inventory of Personal Clothing: The Detention Services Officer shall inventory the youth's personal clothing, however, the youth shall not change into facility clothing until it is determined he/she is staying and not being released.

Step	Action
1	Record in Caseload Explorer all items in the youth's possession upon entry. List each item of personal property and clothing the youth comes in with, including color, any distinguishing characteristics and the brand name.
2	Subsequent additions or modifications to the youth's original inventory of personal items and clothing shall be documented in Caseload Explorer's property section in Caseload Explorer to reflect the changes.
3	Once it has been determined that the youth will be staying at the Juvenile Detention Facility and not being released the same day, the youth shall shower and staff shall issue them Juvenile Detention Facility clothing. The youth shall place his/her personal clothing into a clear plastic bag. His/her shoes shall go into a separate clear plastic bag. The youth shall tie a knot in both bags.
4	The Detention Services Officer shall place the youth's plastic bags into the clothing staging locker. The youth's name shall be written on the dry erase board attached to the locker.
5	The Detention Services Officer shall print a copy of the property receipt and have the youth sign it, then place a copy of the property receipt in the locker with the clothing and also attach a copy to the youth's small property bag.
6	When the booking is completed, the Detention Services Officer shall transfer the youth's clothing from the plastic bag to a mesh-wash bag. The mesh-wash bags are numbered to correspond with the locker number. Colored clothing shall be placed into the colored mesh-bag and white clothing shall be placed into the white mesh-bag. The youth's shoes shall remain in a plastic bag, in the locker. Once the mesh-bags are secured, the Detention Services Officer shall place them into the laundry bin.
7	The Officer assigned to BIR on the night shift shall ensure that the BIR clothing bin is taken to the laundry room, prior to 4:00am each night. Each morning, the laundry technicians shall wash the BIR mesh bags before any other clothing is washed. The laundry technicians shall return the BIR clothing bin to BIR, prior to 9:00am.
8	The first shift Detention Services Officer shall obtain the youth's clean personal clothing from the mesh-bags, as soon as they are delivered to BIR.
9	The Detention Services Officer shall remove the clothing from the mesh-bags and place it into a hanging storage container, numbered by the property number assigned to the youth in Caseload Explorer. The youth's shoes shall also be placed into the storage container bag.
10	The Detention Services Officer shall place the storage container numerically, according to the storage container number in the locked property storage room.

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**4.3.6 Personal Property** *(continued)*

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Special  
Handling  
Expensive or  
Large Number

2. Items of significant value, shall be recorded by the Detention Services Officer on the youth's property section in Caseload Explorer. The Detention Services Officer shall attach a copy of the property receipt to these items. All items received shall be placed in the storage room with access restricted to authorized personnel whose job duties include the release of property.
- 

Release of  
Property

- C. Any or all items in the youth's personal property can be released by the Detention Services Officer having the youth sign the property slip; granting release to parents or guardians. The Detention Services Officer shall release the property in Caseload Explorer on the property inventory section and scan the signed form into the youth's documents.
- 

Youth  
Ectoparasite  
Control

- D. If the youth has parasites the nurse shall inform the Officer. The Officer will follow the procedures outlined in this section for handling the youth's clothing. The nurse will also treat the youth following the procedures outlined.
  1. The youth's personal clothing will not be removed from the mesh-bags for washing. The Detention Services Officer shall place the plastic bags into a Biohazard bag and be sent to laundry services, where it will be washed and dried as per their policy for ectoparasite control. This procedure is to ensure that all youth and any personal clothing are free from pediculosis (lice) or scabies.
  2. When the nurse informs BIR Officer that a youth has parasites the procedure listed in the table below shall be followed. The Officer shall then notify the I.S.

Step	Action
A	Youth with parasites will place their clothing inside a biohazard bag and seal it. The Officer shall ensure that the seal is unbroken.
B	Youth shall place the first bag inside a second plastic medical isolation bag and seal it. The Officer will ensure that the second seal is unbroken. The Detention Services Officer shall transfer the bag to the laundry unit for cleaning, using the same procedure as uninfected clothing.

### 4.3.6 Personal Property *(continued)*

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3. When the youth's clothing is washed, the steps listed in the table below will be followed:

Step	Action
A	The laundry supervisor or their designee is responsible to supervise the laundering of infested youth clothing. Consideration will be given but not limited to: nature of the infestation, clothing material and available resources such as hot water, laundry soap and a washing machine with a small load capacity. BIR staff will arrange to take any infested laundry to the laundry area.
B	Launder clothing in hot water (131°F) for 20 minutes to destroy mites and lice.
C	Infested clothing shall be laundered as a separate load.
D	If the opinion of the laundry supervisor, or their designee, the personal clothing cannot be successfully laundered the clothing will be resealed and returned to the property storage area. The laundry supervisor shall be responsible to ensure the clothing is appropriately identified at all times.

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### 4.3.7 Unclothed Search Procedure and Regulations

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Intro It is the intent of the Tulare County Probation Department's Juvenile Detention Facility to provide a safe and secure setting for staff and youth, while in the detention environment. Unclothed searching of youth that are newly admitted into the Juvenile Detention Facility shall be conducted in strict compliance with State Law & Federal Case Law.

If the BIR Officer there is a reasonable suspicion based on articulable and specific facts to believe the youth is concealing a weapon or contraband, an unclothed search may be approved by the Division Manager or designee

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### 4.3.7 Unclothed Search Procedure and Regulations *(continued)*

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The policies, procedures, and regulations for unclothed searching newly admitted youth are as follows:

Unclothed  
Search

- A. All unclothed searches by staff of newly detained youth shall be in accordance with the regulations as set forth in Manual Section 4.3.3. No youth shall be subjected to an unclothed search unless the admitting staff has determined there is reasonable suspicion (based on articulable and specific facts) to believe the youth is concealing a weapon or contraband. An arrest charge for a crime involving weapons, controlled substances and/or violence is one factor to determine “reasonable suspicion” amongst the totality of the circumstances. When a reasonable suspicion exists, a written authorization from the Institution Supervisor must be obtained prior to the search.
- 

Search done  
In an area  
Of privacy

- B. All unclothed searches conducted during the booking of newly admitted youth, shall be for the sole purpose of institutional security. The objective for all unclothed searches is to prevent the introduction of weapons and contraband into the institution and the living units. When conducting unclothed searches the following standards shall be observed by all staff.

No physical  
contact

1. All unclothed searches shall be conducted in an area of privacy (i.e., clothing or shower rooms) so that the search cannot be observed by persons not involved with the search. People are considered, “participants in the search” if their official duties require them to be present during the search.
2. The Officer who conducts an unclothed search of a youth, shall under no circumstances have physical contact with a youth’s body and specifically not touch the breasts, buttocks or genitalia of a person being searched. Additionally, no staff member shall be permitted to conduct a physical search of a body cavity (i.e., stomach, rectum, or vagina) at any time in the Juvenile Detention Facility.

Youth  
Refusal

3. Should a youth refuse the unclothed search procedure, staff shall escort the youth to an empty holding room, keeping the youth in full view at all times to detect any attempt to drop contraband. Keeping the youth in view even in the holding room, staff shall then call for the Institution Supervisor before proceeding with the search. In the event the youth becomes aggressive, the Officer shall put the youth in the cover position and announce on the radio, “Officer needs assistance in BIR.”

Same Sex  
Searches

4. Unclothed searches shall be conducted by a PCO staff of the same sex at the youth.
- 

Dress in  
Unclothed  
Search

- C. Prior to searching and showering a new youth, the Officer will be certain of what level of search may be conducted on a youth the Officer shall then proceed with the appropriate search procedures described in section one, or two, below.
1. Reasonable suspicion exists based on articulated facts to believe the youth is concealing a weapon and/or contraband.



### 4.3.7

### Unclothed Search Procedure and Regulations *(continued)*

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- a. Obtain the written permission of the Institution Supervisor to search the youth, listing the “specific and articulated facts” supporting the search.
  - b. Instruct the youth to take off all of his/her clothes and hand them to you so that they can be searched. The search of clothing should include a search of seams and pockets of all outer garments, the soles of socks and shoes, and if relevant, the inside of casts, bandages, and crutches. After searching the clothing it should be deposited in the youth’s clothing container. Searches of casts and bandages shall be conducted in the presence of medical staff.
  - c. Conduct a visual inspection of the youth’s body. The searching PCO member shall check the youth’s hair, (in and behind the ears) mouth, (under the tongue) areas under the arms, under breasts, in the groin area, genitalia, buttocks, soles of the feet and both sides of their hands (with fingers spread).
  - d. Proceed with dress in by instructing the youth to take a shower and dress in Juvenile Detention Facility clothes.
2. No reasonable suspicion exists that the youth is or may be concealing a weapon or contraband:

Without  
Reasonable  
Suspicion

- a. These youths are not to be viewed directly by staff while they shower and dress out in Juvenile Detention Facility clothing.
- b. Instruct the youth to enter the BIR showers and allow them to disrobe behind the privacy curtain. Instruct the youth to take off all clothing and hand it to you to be searched.

Hand the youth a towel. Instruct the youth that he/she is to wrap the towel/robe around them before removing their underwear. Do not visually inspect the youth’s naked body. Do not direct the youth to “squat or spread” as in an unclothed search.

The youth’s clothing shall be process as per Policy section 4.3.6, after being visually inspected and a Pat-down search conducted to ensure it does contain prohibited items, (i.e., drugs or weapons).

- c. Under no circumstances will a youth be placed in a housing unit or left alone unsupervised in a sleeping room until he/she has been dressed-in, following the appropriate procedure as listed below. When a youth is under the influence or too hostile to cooperate in these procedures, an Institution Supervisor shall be notified and respond to the BIR Unit to determine the correct course of action.
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### 4.3.7      **Unclothed Search Procedure and Regulations** *(continued)*

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- |                                    |  |
|------------------------------------|--|
| Unclothed<br>Search<br>Regulations | <ul style="list-style-type: none"><li>3. During an authorized unclothed search the Officer shall observe and enforce the following security regulations:<ul style="list-style-type: none"><li>a. Conversation with the youth shall be restricted to the minimum necessary to provide instructions. Engaging in idle conversation may distract the staff member from completing the search procedure in an effective and efficient manner.</li><li>b. After the youth has placed his/her personal clothing in a storage container, under direct observation of staff, the youth is not to have access to his/her clothing items. Contraband which was undiscovered during the initial intake search, may be reacquired by the youth if they are permitted access to their clothes.</li><li>c. Staff shall maintain constant visual observation and supervision of the youth during the unclothed search. Under no circumstances shall a staff member leave a youth unattended before, during or after completing the unclothed search and/or clothing collection procedure.</li><li>d. Prior to completing the unclothed search and securing the youth's personal clothing, staff shall not permit the youth to have contact with any other youth. Any delays incurred between the youth's personal clothing inventory and unclothed search, shall necessitate the youth to be held in a cell in BIR area separate from the general population.</li></ul></li></ul> |
| Discovery of<br>contraband         | <ul style="list-style-type: none"><li>D. The discovery of illegal contraband during the unclothed search shall be handled in accordance with the provisions as set forth in <u>Manual Section 4.3.3</u>.</li></ul>   |
-

### 4.3.8 Initial Shower, Clothing, Bedding, and Food Issuance Procedures

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Intro

Section 1480-1481, the Minimum Standards for Juvenile Halls, mandates that all youth detained in the Juvenile Detention Facility be provided with a shower, clean clothing, clean bedding, and a nutritious meal or snack. Within a reasonable period of time following admission to the Juvenile Detention Facility, and after determination by the Intake PO that a youth shall remain at the Juvenile Detention Facility based on the risk needs assessment, the Booking Officer shall be responsible for providing and/or ensuring receipt of the above referenced provisions. The following guidelines structure the furnishing of these services by the Booking Officer.

---

Initial  
Shower

- A. Showers shall be provided to all youth, once it has been determined by the Intake Unit that the youth will be detained, and prior to arrival in their assigned living unit.
- 

Clothing  
Issuance

- B. Each youth shall be issued suitable Juvenile Detention Facility clothing, which is clean, reasonably fitted, durable, easily laundered, and in good repair. The initial clothing issuance shall be provided by the Booking Officer once it is determined the youth will be detained and prior to the youth's arrival at their assigned unit. The standard issuance of Juvenile Detention Facility clothing shall consist of the following:

1	One (1) clean t-shirt – normal wear; one (1) grey t-shirt for PE
2	One (1) clean sweatshirt and sweatpants (depending upon climatic conditions)
3	One (1) clean pair of pants
4	One (1) clean pair of shorts for PE
5	One (1) clean pair or sanitized and serviceable tennis shoes
6	One (1) clean pair of socks
7	One (1) clean pair of shower sandals
8	Two (2) pairs of brand new underwear, and a bra for girls or transgender/intersex males who have made a request which was approved by the Division Manager.

Provisions shall be made to issue suitable additional clothing essential for youth to perform special work assignments wherein the issue of regular clothing would be unsanitary or inappropriate.

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### 4.3.8 Initial Shower, Clothing, Bedding, and Food Issuance Procedures *(continued)*

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Bedding  
Issuance

- C. A youth's initial linen and bedding issuance shall be provided by the Booking Officer and will include:

1	One (1) clean freshly laundered towel
2	Two (2) clean freshly laundered sheets
3	One (1) clean freshly laundered pillowcase
4	One (1) or two (2) freshly laundered blankets (depending upon climatic conditions).

Mattresses and pillows are to be provided in the detainee's assigned living unit.

---

Nutritional  
Snack or  
Meal

- D. The Booking Officer shall be responsible for providing all newly admitted youths with a nutritious snack or meal upon arrival. Snacks may consist of sandwiches, fruit, and cookies. The Booking Officer shall ensure all newly admitted youths have been provided with food as necessary.
- 

### 4.3.9 Initial Nurse/Medical Assessment

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Intro

To meet the mandates as specified in Section 1430 of the Minimum Standards for Juvenile Halls, all newly admitted youth shall undergo a medical assessment by the Juvenile Detention Facility Duty Nurse or physician to determine the youth's immediate medical and/or psychiatric condition and the need for future attention or referral.

---

Assessment

- A. The assessment is also designed to procure the youth's medical history and establish any initial medical restrictions. Based on the medical assessment the youth may be placed on a special restriction as to programing or diet, which includes:
- Light Duty
  - Bed Rest
  - Restricted Diet (Food Allergy, Liquid Diet, Bland Diet, No Dairy, Diabetic Diet, etc)
  - Medical Separation
  - Suicide Watch
  - Close Watch
-

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### 4.3.9 Initial Nurse/Medical Assessment *(continued)*

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- B. BIR staff and the Medical Clinic are jointly responsible for arranging the initial medical assessment. BIR staff duties require staff to notify the Medical Clinic of a newly admitted youth for assessment. Procedural guidelines require all youth to be showered and dressed in Juvenile Detention Facility clothing prior to being seen by the Medical Clinic. The BIR Officer escort all new youth that need to be assessed to the Medical Clinic. The BIR Officer shall also provide supervision and security of the youth during his/her medical assessment.
- 

Documentation

- C. Clinical staff shall further ensure that the imposed medical restrictions and or limitations are properly transcribed on a medical restriction form and a copy is provided to the Officer. The Officer is responsible for entering the information in Caseload Explorer as a Medical Exam Log. The Officer shall not document any information that would constitute a violation of HIPPA.

In the event the youth is placed on suicide watch or close watch status as a result of the medical assessment, the Officer is responsible for documenting the information in Caseload Explorer as a Suicide/Self-Harm Log and an Incident Report.

---

Within  
4 hours  
Of being  
booked

- D. All youth shall be seen by medical staff for their initial nurse's check within four (4) hours of being booked. BIR staff shall notify the Institution Supervisor of any new youth who has not had their initial nurse check within four (4) hours of being booked. The Institution Supervisor shall investigate the circumstances and facilitate getting the check completed.
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- E. Among other responsibilities the Detention Services Officer, in conjunction with the Booking Officer shall document and inform the nurse of any injuries discovered during the admission and orientation process.

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### 4.3.9 Initial Nurse/Medical Assessment *(continued)*

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1	When it is determined that the youth will be detained, the Nurse shall conduct a preliminary medical assessment, including a check for ectoparasites and intellectual, developmental, or physical disabilities. Clinic staff shall inform the BIR Officer if the youth has ectoparasites and the youth shall be handled pursuant to <u>Manual Section 4.2.7.E</u> . BIR staff shall handle the youth's property pursuant to <u>Manual Section 4.2.7.E</u> .
2	If the youth is charged with a serious felony or sexually related crime the BIR Officer shall make a referral for psychological evaluation to the clinic immediately.
3	Within 96 hours of the youth's initial booking, Medical staff shall complete a full examination of the youth.

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### 4.3.10 BIR Orientation

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Area      A. The BIR Orientation area consists of several benches for youth to sit on while they await booking, intake or placement. During the waiting process, youth will watch a pre-recorded orientation video and/or read an orientation pamphlet explaining the Prison Rape Elimination Act (PREA) and the expectation of the youth during his/her stay at the Juvenile Detention Facility. Staff will be available to answer questions from the orientation pamphlet/video. Language assistance /interpretation will be provided as needed.

---

Open Area      B. The BIR orientation area is an open area as opposed to a holding cell where the youth is secure.

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C. Youth brought in on violent criminal charges or any youth with a 707 or DJJ status shall be placed in a holding cell. These youth will be allowed to read an orientation pamphlet or have a staff member verbally go through the orientation process with them.

Any youth who is uncooperative in any way at booking, or based on his/her charges, requires a more secure waiting area shall also be placed in a holding cell.

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For specific Orientation requirements, refer to Policy Section 4.5.

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### 4.3.11 Aftercare Youth Admittance

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The Tulare County Probation Juvenile Detention Facility Programs are designed so that the youth can demonstrate that he/she can satisfactorily apply what he/she has learned in custody, while at home with his/her parent(s)/guardian(s) living in the community, and performing appropriately.

---

Program  
PO's

A. The supervision of the youth in this final program status is the responsibility of the Program Probation Officers.

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Violations

B. Upon violation of the Aftercare rules, a youth will be readmitted into the Juvenile Detention Facility.

1	The Program Probation Officer will notify the Supervising Probation Officer of his/her intent to return the youth to custody and gain authorization.
2	The Program Probation Officer will notify the Institution Supervisor as soon as the Program Probation Officer becomes aware the youth will be returned to custody.
3	The Program Probation Officer shall take the youth to Juvenile Detention Facility through the Booking, Intake, and Release Unit. The youth shall be medically cleared by on-duty medical staff.
4	The Program Probation Officer will perform a clothed search of the youth prior to entering the facility with said youth.
6	A Probation Correction Officer designated by the Institution Supervisor will take custody of the youth once inside the facility.
7	A Probation Correction Officer will perform a pat down search of the youth.
8	The youth will be issued clothing and bedding.
9	The youth's personal property will be handled according to <u>Policy Section 4.3.6</u> .
10	The Detention Services Officer shall create an Institution Transfer appointment to move the youth from the Aftercare housing unit in Caseload Explorer to the correct housing unit in Caseload Explorer. Once the youth arrives with the Probation Officer, the Detention Services Officer shall complete the appointment.
11	The youth shall be given a Prison Rape Elimination Act Orientation pamphlet and Aftercare Victimization Screening Form upon arrival.
12	Youths that are intoxicated, to the extent that they are a threat to their own safety or the safety of others, shall be placed on Drug and Alcohol watch and receive a mental health assessment.

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### **4.3.12 Screening for the Risk of Sexual Abuse**

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To assist staff in reducing the risk of sexual abuse by or upon youth in custody, all youth admitted to the Juvenile Detention Facility, shall undergo a screening during the intake process for the risk of sexual abuse using the Victim Vulnerability Assessment tool. The Victim Vulnerability Assessment contains the following elements:

- Prior sexual victimization or abusiveness;
  - Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;
  - Current charges and offense history;
  - Age;
  - Level of emotional and cognitive development;
  - Physical size and stature;
  - Mental illness or mental disabilities;
  - Intellectual or developmental disabilities;
  - Physical disabilities;
  - The youth's perception of vulnerability; and,
  - Any other specific information about the youth that may indicate a heightened need for supervision, additional safety precautions or separation from certain other youth.
- 

A. Intake Probation Officers shall obtain this information through:

- A conversation with the youth during the admittance process;
  - Review of the youth's Caseload Explorer records including court records and facility incident reports;
  - Other relevant documents.
- 

B. Once completed, the intake officer shall enter the youth's scores in to Caseload Explorer as a PREA Assessment Results Event. The original form shall be given to the PREA Compliance Manager for retention.

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C. The Institution Supervisor shall use the PREA Assessment Results Event when determining the Classification and housing of the youth.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Orientation</b> <b>Section: 4.4</b> <b>Authority: Title 15; Section 1352 &amp; Section 1353</b></p>
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## 4.4 Orientation

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### Intro

Written policies and procedures require an orientation for youth, prior to placement in a living area. Both written and verbal information shall be provided. In the BIR Unit, there is an Orientation Video, which supplements the orientation process.

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### Accommodating Persons with Special Needs

- A. The Juvenile Detention Facility will accommodate persons with special needs, for example, deaf or hard of hearing, blind or poor vision, those with intellectual, psychiatric, or speech disabilities, to ensure an equal opportunity to participate in, or benefit from, the orientation to the facility and successful completion of their program. The Probation Department also has interpreters available for limited literacy, or English language learners.
- 
- B. The purpose of the Orientation is to train, support, and provide instruction for the new youth just beginning his/her program at the Juvenile Detention Facility. During the booking process, the BIR Officer shall complete an Orientation Packet with the youth.
- 
- C. The Orientation Packet shall be written in a style commensurate with the average reading level and abilities for youth. The Orientation Packet shall further provide a comprehensive listing of youth's rights, unit rules, and behavioral expectations. Information regarding discipline, sanctions, the right to due process, and the institutional grievance procedure shall also be included in each Orientation Packet.
-

## 4.4 Orientation *(continued)*

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D. The Orientation Packet includes the following documents:

- Contraband and Searches
  - Positive Behavior Incentive System
  - Prison Rape Elimination Act Education, which explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or harassment.
  - Chain of Command
  - Grievance Procedure and Policy
  - Access to Legal Services and information on the court process
  - Access to Health Care Services / Counseling / Medi-Cal Services if eligible (routine and emergency care)
  - Available Services – Drug and Alcohol Counseling, Mental Health Counseling (routine and emergency care)
  - Access to Religious Services
  - Programming Requirements –Directed Activity, Physical Training / Large Muscle, Recreation, Work Details, Housekeeping, Education
  - Education Rules
  - Housing Assignments
  - Showers, Personal Hygiene and Personal Care items/Haircuts
  - Access to Mail
  - Visitation Schedule and Rules
  - Access to Telephone
  - Availability of Program, Reading Materials and Activities
  - Use of Force (OC Pepper Spray, Restraints, Cover Command, Razor Wire Warning)
  - Room Confinement
  - Progressive Discipline
  - Immigration Legal Services and Undocumented Youth Service Contacts
  - Non-Discrimination Policy
  - Youth Rights
  - Availability of Services and Programs in a Language other than English
  - Requesting Changes in Housing, education, programming or work assignments
  - Access to Title 15
  - Evacuation and Emergencies
  - Rules of Conduct
  - No Hostage Policy
  - Material Safety Data Sheets (MSDS)
  - Bedding/Clothing
-

## 4.4 Orientation *(continued)*

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Access to  
Attorney

- E. During orientation, staff shall also advise youth that they are afforded reasonable and confidential access to their attorney or other legal representation and reasonable access to parents or legal guardians as required by policy section 5.13.5
- 

Monitored  
Activity  
Advisement

- F. Upon orientation, youth shall be made aware of the telephone recording policy of the facility and shall also be educated to the extent of all monitoring. Staff shall inform youth, prior to giving them access, of the extent to which such communications will be monitored by advising them of mandatory reporting requirements, including referrals to law enforcement.

- Mental health therapy and/or counseling sessions are visually monitored for purposes of safety and security.
  - Audio monitoring is not conducted by staff during visits.
  - Facility sponsored phone calls are not recorded; however, they may be monitored, depending upon the location in which the call takes place.
  - The facility has 24-hour digital video surveillance, which is recorded and stored.
- 

- G. The BIR Officer shall determine if a youth is unable to read the orientation materials and if so shall thoroughly review the contents with the youth verbally so the youth will be informed. The orientation materials shall not be altered/revised without approval of the Division Manager or designee.
- 

- H. Once completed, initialed, and signed by both the youth and the Officer as verification that the youth understand all items contained therein, the packet shall be scanned into the youth's Caseload Explorer documents section, then returned to the youth. The youth may keep the packet in his/her cell to refer back to throughout their time at the Juvenile Detention Facility.
- 

- I. The BIR Officer shall document that the Orientation was completed Caseload Explorer as an Orientation Log.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Release Procedures</b> <b>Section: 4.5</b> <b>Authority: Title 15; Section 1351</b>
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## 4.5 Release Procedures

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Intro This section establishes the policies and procedures for the release of youths from the Juvenile Detention Facility, as well as the associated responsibilities for the individual living units, Booking, Intake, and Release Unit.

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### 4.5.1 General Provisions

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The following general provisions structure the release procedures for all youths detained in the Juvenile Detention Facility.

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A. No youth shall be released from the Juvenile Detention Facility without the proper release authorization forms.

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B. The permanent release of a youth from the Juvenile Detention Facility may be authorized in the following manner.

1	By the Intake Unit at the time of a youth's booking and intake process
2	By an Order of the Juvenile Court
3	By an Order of the Adult Court (i.e., 707 youth)
4	Following notification and authorization from the youth's casework Probation Officer

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Title 15  
Section  
1351a

## 4.5.2 Permanent Releases

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Permanent releases are Court ordered or authorized by a casework Probation Officer. Release from detention may entail a discharge to the community or placement in another facility. Permanent releases include:

A	Court release to home
B	Court release to a community based organization
C	Court release to Home Supervision/Electronic Monitor
D	Dispositional release to the Department of Juvenile Justice
E	Dispositional release to a Foster Home/Group Home placement
F	Remands to County Jail
G	Remands for deportation

---

The following procedure shall be followed by all staff when processing a permanently released youth from the Juvenile Detention Facility.

Notice  
To release

- A. Permanent release of a youth from the Juvenile Detention Facility begins with a “notice to release”, which is channeled through the Booking, Intake, Release Unit (BIR) or the Institution Supervisor. The Intake Probation Officer III, shall complete a release appointment once it is determined by the Courts that a youth is to be released.

Validity of  
casework  
order

Placement releases and Court releases are normally processed by the Detention Services Officer. All notices to release must originate via a valid authorizing agent (i.e., a Probation Officer, Probation Transportation Unit, etc.). Whenever there is a question as to the validity of the release order, the Intake Probation Officer must be contacted for verification. Following verification, the Detention Services Officer shall be notified to commence processing the youth’s release. The Detention Services Officer shall also contact the youth’s assigned living unit to inform them of the order to release.

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Living Unit  
Release  
Procedures

- B. Upon receiving notification of the order to release, the following procedures and responsibilities shall be assumed by the Officer of the youth’s assigned living unit.
1. Instruct the youth to collect all personal articles
  2. Inspect the youth’s room for damages and/or cleanliness. All damages must be reported via an Incident Report. For significant damage, consult with the Duty Institution Supervisor and the Supervising Probation Officer to determine if charges will be filed and there is no need to release the youth.
-

## 4.5.2

**Permanent Releases** *(continued)*

3. An Officer shall meet the youth in the living unit and escort him/her to the BIR window. Youths shall wear mechanical restraints, shackles and handcuffs, when they are escorted down the main hallway to BIR. Once the release process has been completed and the youth has signed for his/her property the youth will be escorted by an Officer to the reception area without mechanical restraints.
4. The Officer at the POD Podium where the youth was housed, shall update the Running Log form to reflect the youth's release.
5. The Officer in the Unit where the youth was housed, shall update the Room Assignment Board and create a new Visual Check Log in Caseload Explorer to reflect the youth's release.

BIR Unit  
Release

- C. When the youth arrives at BIR from their living unit ready for release, the following procedures and responsibilities shall be completed by Detention Services Officer staff.

Procedures  
Title 15,  
Section 1351b

Step	Action
1	Verify the youth's identity. Access the youth's Caseload Explorer overview page, confirm the youth's name, date of birth, and home address with the information contained on the overview page.
2	Recording the disposition release reason in the appropriate field in Caseload Explorer (i.e., a DJJ release, a Group Home release, etc.).
3	Release all personal clothing and valuables to the youth by obtaining the property bag number from Caseload Explorer and pulling the property bag from the storage room. Have the youth change into their personal clothing and sign the property release form acknowledging and verifying the return of their property. If property is missing, staff are to note precisely what is missing and submit a report. Staff will also sign the release sheet witnessing the youth's signature.
4	Youth who require security transportation to their placement (i.e., DJJ, County Jail remands, etc.) shall be handcuffed and shackled by the transporting officers, prior to exiting to the vehicle or the Sally Port. All remands to County Jail shall receive their Court Orders from the Detention Services Officer.
5	Verify the parent/guardian's identify against the Caseload Explorer Associates. Scan the identification provided by the person accepting the youth.

**4.5.2****Permanent Releases** *(continued)*

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The following procedure shall be completed by the BIR officer:

Procedures  
Title 15,  
Section  
1351c

<b>Step</b>	<b>Action</b>
1	Verify the identity of the person/agency accepting custody of the youth. Check the release orders with the person/agency accepting custody to ensure accuracy.
2	Release all valuables and personal property to the youth and obtain their signatures acknowledging and verifying receipt of property.
3	Clear any bedrest or medical isolation all medical holds on the youth through the Medical Clinic. Medical personnel must clear all medical holds prior to releasing the youth into the custody of parents or other authorized persons/agencies.
4	Obtain the name, signature, and relationship of the person to whom custody is being transferred. Note the destination (i.e., home, DJJ, Group Home, etc.) in Caseload Explorer. Enter all information into the Caseload Explorer Fast Path Release screen for future reference.
5	Complete the youth's release in the Caseload Explorer computer system.
6	If the release is to Home Supervision/Electronic Monitoring, notify the Home Supervision staff that the youth is ready to be released and may complete the release contracts.
7	Document the release on the BIR Shift Report.
8	The Intake Officer or BIR Officer shall notify Medical staff of the release to prepare any medication necessary. Also, Mental Health staff will be notified of the release.
9	If the youth is being released to a placement agency, facility other than their home, or home, the Intake Officer will notify the parents/legal guardian.
10	The Intake Officer or designee shall notify School personnel of the youth's upcoming release.

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### 4.5.3 Temporary Releases and Off-Site Appointments

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Temporary releases from the Juvenile Detention Facility are those that occur for only a short period of time. Temporary releases are Offsite Appointments and are authorized for the following events:

- Out-of-building medical appointments
  - Out-of-building dental appointments
  - Attending the funeral of close relatives (i.e., parent, sibling, grandparent, etc.)
  - Federal and Adult Court appearances
- 

A. When transporting a youth, the following security and transportation guidelines shall apply:

Security  
Transportation  
Arrangements

1. All youth are subject to the security and transportation arrangements commensurate with their security status. Youth shall be transported to destinations only by authorized Probation staff unless otherwise provided by the Court. Transportation arrangements shall be made through the Juvenile Detention Facility Probation Department Transportation Unit. Restraint equipment for youths shall consist of handcuffs and leg chains. Waist chains shall be used in high risk cases or extended trips.
  2. Transportation and security arrangements for youths appearing in Federal or Adult Court shall be provided by the Probation Transportation Unit.
- 

Adult and  
Federal  
Court  
Releases

B. All youths shall wear Juvenile Detention Facility clothing unless otherwise approved.

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Clothing  
Requirements

C. The following release procedures shall be assumed by all staff when processing a youth for an Outside Appointment:

Release  
Procedures

1. All authorizations must be documented in Caseload Explorer. BIR Officers shall note on their shift report the youth's location, which is maintained by the Detention Services Officer and Intake/Release Unit. For all authorized releases the following information shall be recorder as part of the Appointment in Caseload Explorer:

Release  
authorization

A	The name of the youth;
B	The type of appointment (i.e., medical, dental, etc.);
C	The name and title of the authorizing person;
D	The date and time of the appointment;
E	The destination;
F	The person or agency the youth is to be temporarily released to if the youth will not be under Transport Officer supervision during the Appointment.



**4.5.3****Temporary Releases and Off-Site Appointments** *(continued)*

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- D. On the date and time a temporary release is processed, the following information shall be recorded in the Appointment fields in Caseload Explorer by the Transport Officer:

1	The date and time of actual release;
2	The name of the person/agency youth is released to;
3	The relationship of the person youth is released to;
4	The purpose for the release;
5	The release destination;
6	The date and time of expected return;
7	The date and time of actual return;

---

Return of  
Youth

- E. The following procedures shall be initiated following a youth's return from an out of the building excursion:

Step	Action
1	Enter the date and time of return to the JDF in the Appointment Event in Caseload Explorer.
2	Search the youth for weapons and contraband <u>prior</u> to their return to their living unit. In accordance with <u>Section 4.2.6.1 A</u>
3	Clear youths who have had medical appointments through the Medical Clinic prior to their return to their living unit. All medications and paperwork shall be forwarded to the Medical Clinic for approval and clearance.
4	Juvenile Detention Facility staff are instructed to telephone the Juvenile Detention Facility Institution Supervisor-when they reach their destination and every two (2) hours thereafter, until return to the facility.

---

- F. In case of AWOL, the Juvenile Detention Facility staff are instructed to immediately notify the nearest Law Enforcement agency and the Institution Supervisor if a youth AWOLs from their temporary release destination. All AWOLs occurring while in the custody of the Juvenile Detention Facility staff shall be documented via an Incident Report in Caseload Explorer.
- 

- G. In the event a youth is taken to an outside appointment and is kept longer than the pre-established length of time such as when a youth is admitted to a hospital, it may become necessary to temporarily release the youth, however, the youth shall be transferred to the Medical Unit in Caseload Explorer and not to be released from the system. An Off-Site Hospital Appointment shall be created and Juvenile Detention Facility staff shall supervise the youth, as per policy section 7.10.
-

## 4.5.4 Release to Law Enforcement Agencies

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Youths detained in the Tulare County Juvenile Detention Facility shall not be used by any law enforcement agency in any undercover operation or investigation without the prior advice and consent of the Presiding Judge of the Juvenile Court.

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## 4.5.5 Release of Youth Property

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**Intro** This section establishes the policy and procedures for the in-custody release of a youth's personal property to law enforcement agencies and parents/legal guardians.

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**Procedure** A. Release of Property to Law Enforcement Agencies-The personal property of a youth who is detained in the Juvenile Detention Facility may not be release to a law enforcement agency unless one of the following criteria is met:

1. The youth has consented to the property release and has signed a Caseload Explorer Release of Property form for "Personal Property Withdrawal", (See Manual Section 4.2.6 C). Release of all designated property shall be recorded by the Detention Services Officer in the property log section of the Caseload Explorer and include the agency to which the property was released, a description of the released articles, the name and badge number of the law enforcement officer receiving the property, and the date and time the property was released.
  2. A law enforcement agency has presented a search warrant or Court Order requesting the release of a specific item. When this occurs the Detention Services Officer shall record in the Property Log section the agency's name, the officer's name and badge number, the specific property relinquished, and the date and time of release.
- 

B. Release of Property to Parents or Legal Guardians

**In Custody Release** 1. A youth may release personal property to parent or legal guardians by signing the Caseload Explorer Release of Property Log. At the time of release, the youth shall sign the Property Receipt in the release section. This form shall specify the desired property to be released and the name of the person designated to receive the property.

**Out of custody release** 2. Unclaimed property belonging to a youth who has been discharged from the Juvenile Detention Facility or transferred to a new placement shall be released to the youth's parent/legal guardian at the earliest opportunity.

3. Staff discovering unclaimed property shall notify the Institution Supervisor, who shall be responsible for notifying the youth's parent/legal guardian to pick the property up. Release of a youth's unclaimed property to a parent/legal guardian shall be documented in the Property Log section of Caseload Explorer.
-

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### **4.5.5 Release of Youth Property (continued)**

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- C. BIR staff shall conduct a quarterly inventory of all personal property and shall be responsible for notifying parents of unclaimed property or disposing of the property within County guidelines if parents have been notified previously.
- 

### **4.5.6 Release of Program Commitment Youth**

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The Juvenile Facility has three (3) commitment programs comprised of a residential and a nonresidential Aftercare component.

- Short Term
- Mid Term
- Long Term

Upon completion of all requirements of the residential component, the date of exit is determined by the Program Probation Officer and Supervising Probation Officer. On the date of exit, the youth is released to the parent/guardian for participation in the Aftercare component of the program. Parents who will be picking up released youth shall be notified in advance of youth's release date by the Program Probation Officer.

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#### **4.5.6.1 Residential Release Procedures**

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- A. The Program Probation Officer or Supervising Probation Officer shall update a Program Tracking Form, which includes a database of time enhancements and the youth's current exit date.
- 
- B. The Program Probation Officer or the Program Institution Supervisor shall set a release appointment in Caseload Explorer with the expected time and date of release.
- 
- C. The night prior to the release date, the Program Probation Officer shall notify the youth's parents of the pending release. Medical and mental health staff shall also be notified of the pending release. All facility program releases are on Wednesdays at 9:00 a.m., unless otherwise approved by the Supervising Probation Officer.
- 
- D. The Aftercare Probation Officer shall meet with the youth and his/her parents to conduct a release meeting. Once the Aftercare Officer has completed their release meeting with the youth and his/her parents, the youth shall be transferred to the Aftercare Unit in Caseload Explorer.
-

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### 4.5.6.2 Non-Residential Release Procedures

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Successful  
Completion

Following successful completion of the Aftercare component, the youth will be permanently released from the custody of the Juvenile Detention Facility.

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- A. The youth and his/her parent/guardian shall be notified by the Aftercare Probation Officer that he/she has successfully or unsuccessfully completed the Aftercare Program.
- 
- B. The Aftercare Probation Officer shall complete a Transfer or Dismissal Event in Caseload Explorer, detailing if the youth was transferred to another Supervision Unit or their probation was dismissed.
- 
- C. The Aftercare Probation Officer shall release the youth from custody in the Caseload Explorer System.
- 
- D. The Aftercare Probation Officer shall complete the Program Log in Caseload Explorer, indicating if the completion was successful or unsuccessful and why.
- 

### 4.5.7 Transition and Reentry Services

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General population youth released from the Juvenile Detention Facility, shall be provided with information for a continuance of care by medical staff. Any areas of need identified in the youth's Caseplan, shall be communicated to the parents by a probation officer at the time of release.

Youth exiting the facility from a program unit, are placed on Aftercare. Information regarding the continuance of services needed shall be provided to the parent/guardian by the Program Probation Officer. This includes, but is not limited to:

- Medical and behavioral health needs;
  - Education needs;
  - Supervision needs; and,
  - Community based programs and services available to meet the youth's risk needs.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Transgender and Intersex Youth</b></p> <p><b>Section: 4.6</b></p> <p><b>Authority: Title 15, Section 1352.5</b></p>
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## 4.6 Transgender and Intersex Youth

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Title 15  
Section  
1352.5

The Juvenile Detention Facility shall ensure that all transgender and intersex youth are treated professionally, respectfully, and equitably. To ensure this, all staff shall adhere to the following guidelines when supervising or interacting with transgender and/or intersex youth

- A. Facility staff shall respect every youth's gender identity. During the booking process, all transgender and intersex youth are provided with a statement of search form, on which they indicate their preferred name and gender pronoun. Staff shall address transgender and intersex youth by their preferred name and gender pronoun, regardless of the youth's legal name. In the event a youth's preferred name is a gang or slang name, or a name that compromises facility operations, the issue shall be referred to the Division Manager or designed to determine if the name is appropriate. All decisions made regarding disallowed preferred names shall be documented in Caseload Explorer.
- 
- B. Youth shall be permitted to dress and present themselves in a manner consistent with their gender identity, and shall be provided with the facility clothing and undergarments consistent with their gender identity.
- 
- C. Youth shall be housed in the unit that best meets their individual needs and promotes their safety and well-being. Transgender and intersex youth may not automatically be housed according to their external anatomy. During the booking process, the youth shall document their housing preference on the statement of search form. The Institution Supervisor shall consider the youth's preferences, as well as any recommendations from Mental Health and Medical Staff.
- 
- D. All transgender and intersex youth shall have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.
- 
- E. Staff shall ensure the safety and privacy of transgender and intersex youth when they are showering, using the bathroom, or dressing/undressing by preventing access to the youth during the shower and a privacy window cover if needed.
- 
- F. Staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the youth shall complete statement of search preference form, indicating which gender of staff they will to have search them.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Classification</b> <b>Section: 4.7</b> <b>Authority: Title 15; Section 1351</b>
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## 4.7 Classification

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Intro This section sets forth guidelines for the Juvenile Detention Facility classification system which shall be utilized by staff for determining youth housing, security, and programming arrangements. The policy of the Juvenile Detention Facility is to provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody, in accordance with Title 15; Section 1352. Probation's intent is to assure that the classification process is ongoing and at the least restrictive level.

---

Guidelines A. Classification Guidelines

The Institution Supervisor is responsible for the initial classification of newly admitted youth. When determining an appropriate level of classification, the Institution Supervisor are required to evaluate the security and personal safety needs of the youth. Criteria to consider for determining the appropriate classification includes:

1	If the youth is Pre-Intake or Post-Intake;
2	If the youth's charges are 707(b) W&I;
3	If the youth has prior facility incidents;
4	If the youth is involved with gangs;
5	If the youth has been violent while in custody;
6	If the youth is being tried in the Adult Jurisdiction;
7	What the youth's Victim Vulnerability Assessment Score for PREA was;
8	If the youth has prior or potential victimization issues;
9	If the youth is physical disabled;
10	If the youth is developmentally disabled;
11	If the youth has mental health concerns;
12	If the youth has sexual orientation, gender expression or gender identification issues;
13	If the youth has been committed to a program;
14	The age of the youth;
15	The gender or gender identification of the youth.
16	The maturity of the youth;

**4.7****Classification** *(continued)*

---

B. The County non-discrimination policy shall be adhered to. This includes that all youth within the facility shall have fair and equal access to all available services, placement, care, treatment and benefits and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification or harassment on the basis of religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above categories.

---

C. Upon completion of the Booking and Intake process, the Duty Institution Supervisor shall review the youth's history in Caseload Explorer to determine his/her classification. The Institution Supervisor shall determine which housing unit is appropriate for the youth's classification and instruct the BIR Officer to move the youth.

---

D. The Institution Supervisor shall complete a Classification Log in Caseload Explorer, documenting the reason for unit placement and classification of the youth.

Any time a youth's classification changes, due to facility incidents, additional charges, or other information received, the Duty Institution Supervisor must complete a Classification Log in Caseload Explorer to change the youth's housing unit assignment.

---

Statement  
Of search  
Preference  
Form

E. Youth admitted to the Juvenile Detention Facility that identify as Lesbian, Gay, Bisexual, Transgender, or Intersex (LGBTI), shall be provided with a Statement of Search Preference Form by the Intake Probation Officer or Institution Supervisor. In writing, the youth shall document if he or she:

1. Would prefer to be searched by a male or female officer whenever possible.
  2. Would prefer to be housed with male or female youth whenever possible.
- 

LGBTI  
Classification  
And  
Housing

F. LGBTI youth shall not be placed in particular housing, bed, or other assignments solely on the basis of such identification or status. The facility Division Manager shall make a final determination about whether a transgender and/or intersex youth should be housed with males or with females, with consideration given to the preference of the youth, on a case by case basis with consideration given to whether a placement would ensure the youth's health and safety and whether the placement would present management or security problems.

---

Reassess

G. Housing and programming assignments for transgender and/or intersex youth shall be reassessed by the Division Manager, or designee, and the Compliance Manager on an ongoing basis and at least twice a year to review any threats to safety experienced by the youth.

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## 4.7 **Classification** *(continued)*

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Requests  
after  
booking

H. Any request from a LGBTI youth to change bunk or housing assignments after the initial classification, shall be evaluated by the Unit Institution Supervisor, giving consideration to the youth's preference.

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### 4.7.1 **Categorization and Description of Units**

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Intro

Each youth who enters the Juvenile Detention Facility shall receive a unit assignment by the Institution Supervisor based on the classification criteria as referenced in the previous section. Each living unit is designed to accommodate youths of similar age, status, and sophistication and/or program need. For classification of youth, see above. The following is general guidelines detailing how youth shall be housed in the Juvenile Detention Facility. These guidelines are subject to modification depending on the needs of the facility.

The following shall be considered to aid in determining classification of the youth for housing purposes:

Title 15  
Section  
1352(c)

- Provide for the safety of the youth, other youth, facility staff, by placing youth in the appropriate least restrictive housing/program setting.
- Consideration will be given to facility populations and physical design of the facility.
- Youth shall be given consideration for classification for housing, not limited to the following; age, maturity, sophistication, emotional stability, program needs, legal status, public safety consideration, medical/mental health considerations, and gender and gender identity, of the youth.
- Provide for periodic classification reviews including provisions that consider the level of supervision and the youth's behavior while in custody.
- Facility staff shall not separate from the general population or assign youth to a single occupancy room, based solely on the youth's actual or perceived race, ethnic group, identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identification, gender expression, mental or physical disability or HIV status. This section does not prohibit staff from placing the youth in a single occupancy room upon the youth's request or in accordance with Title 15 regulations regarding separations.
- Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.



## 4.7.1

### Categorization and Description of Units *(continued)*

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#### A. Detention Beds

The physical design of the Juvenile Detention Facility allows for 90 general population beds in the Pods, and 10 specialized beds in the medical unit, which can be used for general population or program youth with medical issues. The total number of male to female beds is dependent on current facility population of males and females. General population youth are not intermixed in units with program youth, nor are they placed into dedicated program beds. Each general population unit is comprised of 15 beds, and each room is generally a single occupancy, with its own toilet/sink (wet room). The staffing ratio for general population housing units is 1:10.

General population units are typically divided into:

1. **Maximum Security:** Houses males. The Unit population is primarily between the ages of 14 to 18 who have been classified as a high security risk by virtue of their charges (i.e. murder, rape, etc.) and/or behavior. This unit includes youth who are 707(b) youth and Adult Jurisdiction youth.
  2. **General Population:** Houses males who are first time offenders, non-violent offenders, and/or have misdemeanor charges.
- 

#### B. Program Beds

The Juvenile Detention Facility houses two (2) types of Commitment Programs. These program youth are housed in a separate pod from general population youth. The program beds for males are typically double occupancy, with a self-contained toilet/sink (wet room). As a youth is placed into one (1) of the programs, he is moved to the program pod and housed in the induction unit. Progression to the other units in the program pod is participation and behavior based. For female program youth, the program bed cells are typically single occupancy, due to the design of the female youth pod. The staffing ratio for program units is 1:15.

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## 4.7.2 Factors Affecting Unit Assignments

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### Transfers

Disciplinary, security, and safety concerns may require transfers occurring between units. Such transfers require a classification review and shall only be initiated by an Institution Supervisor or higher ranking officer.

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The Detention Services Officer shall notify the Medical and Mental Health staff of a youth's transfer, as to assure the youth continues to receive services without delay. Factors which may affect reassignment of a youth to a unit include the following:

- A. The youth's overall maturity, including their physical and emotional levels.
  - B. Court orders, law enforcement, or Probation Officer's request to keep two (2) or more youth in separate units. Such requests may be based on the criminal investigation, threats exchanged between youth, victims or witnesses, intimidation or acts of violence between youth or gang affiliations.
  - C. Unit population imbalances and overcrowding which necessitates inter-unit transfers to reduce a unit's population below maximum levels and correct population imbalances between similar units.
  - D. Unsatisfactory adjustment to a unit or disciplinary problems. Youth who exhibit severe personality clashes, become involved in significant gang activities or acts of violence, may be transferred to another suitable unit for security purposes.
  - E. Changes in a youth's security or safety status. Youth may be transferred to any appropriate unit due to changes in their security status either up or down (i.e commitment to DJJ, etc.) or safety needs (i.e., violent crime victims, threats to personal safety, placement on or off Suicide Watch, etc.).
  - F. Changes in a youth's status which necessitates a move to the unit that meets those particular program needs.
  - G. Court Ordered.
-

### 4.7.3 Security Classification

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Intro	This section addresses the security classifications and applicable precautions to be taken for youth's identified as a security risk.
Safety	Institutional security, youth/staff safety and assessment criteria are primary objectives to be considered when making decisions as to youth classifications. Each youth shall be screened and evaluated to assess their actual or potential threat to the security and safety of the institution, its youth and staff. To assist in this process, security classifications have been created by the Juvenile Detention Facility Administration to alert and sensitize staff to the dangers posed by certain youth.
Security Risk Criteria	A. Youth may be identified as a security risk when one or more of the following conditions are present and may be assigned to the Maximum Security unit during their detention, or until their classification is changed by the Institution Supervisor or above.
Assaultive	1. The youth has developed a tendency for assaultive behavior, which may be physical or sexual in nature. This condition may be represented in the youth's current charges (i.e., murder, rape, assault with a deadly weapon, etc.), past charges, (i.e., DJJ parolee, etc.), the Juvenile Detention Facility history or by a current Juvenile Detention Facility incidents which involves a physical or sexual assault on another youth or staff member.
Escape Risk	2. The youth is an identified escape risk. This condition may be met by the youth's past history of escape and escape attempt from a secure institution or by a current incident, which involves a serious threat or actual attempt to escape.
Threat to Community	3. The youth would be a threat to the community if they were to escape from detention. The condition may be illustrated by a youth who has harmed or threatened to harm a victim/witness of a crime, a family member, or any other person in the community.
Affiliation With violent Group	4. Youths affiliated with a gang, cult or group which has a history of violent acts against rival groups, law enforcement officers, or the public. Gang Affiliation may be documented by youth statements or actions by law enforcement files, probation files, or by previous booking information.

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### 4.7.3 Security Classification *(continued)*

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#### Security Risks Designations

B. The following designations are utilized to identify security risks requiring restrictions for a youth's behavior and/or security precautions to be exercised by staff.

#### Single-room Status (SR)

1. Single-room status can be temporarily assigned to a youth which requires them to have an individual room. Only the Institution Supervisor or above may authorize a youth to be placed on single room status. Under no circumstances may staff assign a roommate (temporarily or permanently) to a youth with a single-room status designation. (See Manual Section 8.14).

#### Sexual assault

- a. This designation (SR) is assigned primarily to youth who have a present or past history of sexual assault on a roommate, or any predatory sex offense and shall be reviewed by the Institution Supervisor. Institution Supervisors will also review the youth's prior JDF history (if applicable) for previous placement on single-room status and the circumstances surrounding the prior single-room status designation.

#### Assaultive Behavior

- b. Single-room status may also be assigned to a youth for assaultive behavior, which shows repeated and sustained patterns of assaultive behavior against other youth, which would indicate a danger to the personal safety of a potential roommate.

#### Granted For cause

- c. Single-room status will be granted for cause at the request of a youth but the reasons must be explained and are subject to review by the Institution Supervisor.

If a single-room is not granted after a youth's request, the grievance procedure is available in (Manual Section 6.3.4) to formally document the denial and guarantees the appeal process and review. Each unit rule guide will include a discussion on the procedure to request a single room.

Considerations for granting single-room status at a youth's request includes the same considerations as listed above, plus:

1	Threat or harm from roommate
2	Extreme vulnerabilities
3	Sincere fear of incarceration and fellow youths
4	Medical problems, injuries, or disease

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**4.7.3 Security Classification** *(continued)*

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Unit  
Confinement  
(UC)

2. Unit confinement (UC) is the most restrictive security status assigned to a youth. Assignment to this status serves to restrict the youth's activities and movements to the internal perimeters of their assigned Pod. All youth placed on UC shall be housed in Maximum Security Unit. These youth shall not be allowed access to the outdoor recreation field and must remain in the secure recreation area. UC youth shall never be taken to the field area unless required by an emergency.

Security  
Risk

- a. Unit confinement is assigned to youths who are identified as security risks by virtue of the seriousness of their offense, their past and present history of escape, their potential threat to the community, and their commitment to the Department of Juvenile Justice (DJJ).

Serious  
Offenses

- b. UC designation is routinely recommended for youths by the Booking PCO during the booking process or by the Intake Probation Officer during intake after a review of the youth's current charges, legal status (i.e., DJJ parolee, etc.) and past Juvenile Detention Facility history. Youth entering the Juvenile Detention Facility for serious offenses, which involve a crime against another person and violence is an inherent element of the offense, constitutes the majority of the youth recommended for UC status. Generally, these youths will be detained in the Maximum Security unit.

3. Youth shall not be assigned any separation status based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, which means the person's emotional, romantic and sexual attraction for members of the same, opposite, or both sexes, gender expression, mental or physical disability, or HIV status. This does not prohibit placing a youth on a separated status at his/her own request.

4. Youth may be isolated from others only as a last resort, when less restrictive measures are inadequate to keep them and other residents safe, and then only until an alternative means of keeping all residents safe can be arranged. Room Confinement can only be imposed by the Institution Supervisor or above, and must be reviewed at least every four (4) hours.

- a. Any Institution Supervisor continuing Room Confinement of a youth beyond four (4) hours must have a documented Individualized Plan established to reintegrate the youth into general population.

- b. An Authorizing Authority must be documented for each youth remaining on Room Confinement for more than four (4) hours. The authorizing authority is the Division Manager or designee.

- c. Typical reasons for assigning this status may include, but are not limited to, the following:

- Youth is a threat to himself;
- Youth engaged in an assault and has not demonstrated he/she is ready to return to general population;
- Youth is actively damaging county property;
- Youth attempted to or successfully escaped;
- To limit a youth's interaction with other youth and staff due to the threat the youth poses to safety.

**4.7.3****Security Classification** *(continued)*

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Room  
Confinement

- d. Room Confinement must be documented in Caseload Explorer. All four (4) hour reviews must be documented in Caseload Explorer as a Daily Separation Reviews.

Suicide  
Watch (SW)  
Close Watch  
(CW) Status

- 5. Suicide and Close Watch are security designations assigned to a youth who is at risk of becoming or actively self-destructive or suicidal. PCO staff shall be alert with these youth, particularly during times of high stress (i.e., intake, court hearings, youth's visits, etc.) and may be placed on suicide status anytime during their detention at the Juvenile Detention Facility. Security procedures for the protection of suicide youth are addressed in Manual Section 8.14.

Gang  
Affiliations

- 6. Documentation of a youth's gang affiliation is a security classification which serves to alert unit staff of potential behavioral problems resulting from established gang rivalries. Identification of a youth as a gang member may occur at any time during the youth's detention. Typically, gang documentation is provided by law enforcement of Probation officials during the booking process. Youth may also be identified as a gang member from previous computerized booking information, self-proclamation during the Booking, Intake process, or to unit staff at any time.

- a. This information shall be entered into the youth's gang association organization in Caseload Explorer. The Gang Coordinator is responsible for updating the youth's gang information, while he/she is in custody at the Juvenile Detention Facility.

Security  
Precautions

- b. Youths identified as gang members may require special security precautions in room assignment and supervision. Staff must be observant of the clustering of gang members during unit activities and programs. Major sources of unit disturbances are the result of gang activity and rivalries indicated by such a grouping. Staff are advised to isolate gang members from their group when disciplinary action is initiated.
-

### 4.7.3 Security Classification *(continued)*

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#### C. Documentation and Dissemination of Security Risk Classifications

- |               |   |
|---------------|---|
| Approval      | 1. Designation of a security classification requires the approval of a Juvenile Detention Facility Institution Supervisor with the following exception. Youths shall be assigned suicide watch status by medical personnel or an Institution Supervisor following the determination that a youth may be self-destructive or suicidal.   |
| Documentation | <div>2. Any placement on security status requires written documentation in the form of an Incident Report. Documentation shall provide information, which substantiates the security classification request and the resulting restrictions which accompany the security risk designation.</div> <div>3. To ensure that security statuses are effectively communicated the following procedures shall be adopted by all Probation staff.</div> <div style="margin-left: 20px;"><div>a. When a youth is identified as a security risk during the booking and intake process, the information shall be communicated to the Institution Supervisor and documented in the youth's Classification Log entry in Caseload Explorer.</div><div>b. The Institution Supervisor is responsible for completing a Room Confinement Log, Disciplinary Status Event or Suicide/Self-Harm Log in Caseload Explorer, which will population the youth's restriction to the Facility Overview page.</div><div>c. Unit staff shall document all new entries with a security classification in the Unit Note.</div><div>d. Unit staff receiving notification from an authorized authority regarding a change in the medical or suicide watch status of a youth, shall be required to document the change in the Unit Note and the youths Events. Documentation procedures require recording the name of the authorizing staff (the staff receiving the information), the youth's name, the date and time the change was effected, and the nature of the security status to be adopted.</div><div>e. The Institution Supervisor is responsible for updating the Room Confinement Log or Disciplinary Status Event in Caseload Explorer every time a youth's security status changes.</div><div>f. The Podium Cell Assignment Form and Unit Information sheets shall be updated as changes occur.</div></div> |

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Terminating  
Security  
Classification

- D. Terminating security risk classifications may be done only by an authorized person (i.e., a Juvenile Detention Facility Nurse, psychologist, psychiatrist, or a of a suicide/close watch designation). All releases from a security risk classification which is communicated verbally via the telephone or in person shall be documented in the Caseload Explorer's corresponding logs. If an alert has been placed on the youth's Overview page, it should be changed as well. Records shall reflect time and date of termination, the name and title of the authorizing person, and who received the information.
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## 4.7.4 Detention Status

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Into

Detention status of youths in the Juvenile Detention Facility are classified into two (2) basic categories. A youth is either detained pending adjudication of a Juvenile Court petition or as a result of the adjudication decision. The latter constitutes the sentenced population in the Juvenile Detention Facility. This section addresses the sentencing classification for youths as well as the procedures for processing court commitment.

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Detention

A. Detention beds at the Juvenile Detention Facility shall be maintained for detention purposes and youth shall be moved as functionally possible to their designated Court Commitment when this occurs.

Commitment  
beds

B. Once committed by the Court to a particular program a youth shall be moved to the program pod to start his or her program on the next scheduled movement day, but no longer than six (6) days after commitment.

Department of  
Juvenile Justice

1. Female youth committed to one of the programs, shall be moved to the female commitment program unit where they will receive structural and confinement program emphasizing education, counseling, and recreational activities.

2. DJJ commitments are ordered for the most serious offenders in the Juvenile Detention Facility. Youths receive DJJ commitments based on their record of previous offenses, criminal sophistication and/or seriousness of their present offense. Commitment terms are determined by the imprisonment terms as specified in the Penal Code for the committing offense. Treatment programs focus on counseling, education, and employment training.

Personal  
Property

a. Youth committed to DJJ are classified as security risks and are on unit confinement status while detained in the Juvenile Detention Facility pending transportation to the Department of Juvenile Justice.

b. All personal property and clothing items stored for a youth in BIR and Committed to DJJ shall be released to the youth's parent or legal guardian prior to the youth's transfer to the Department of Juvenile Justice.

Unclaimed  
Property

c. All clothing not claimed at this time shall be placed in the storage bin for future pickup by the youth's parent/legal guardian or for disposal.

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**4.7.4 Detention Status** *(Continued)*

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- Record and  
process Court  
disposition
- C. A transport list is completed by the Transport Officer the day prior to a youth's court date. This list is sent in digital form to the Institution Supervisors responsible for the transport unit, Administration, the Institution Supervisor responsible for scheduling and the Probation Officer III over the Intake Unit and it is provided to the Court Probation Officer, prior to the start of Court.
- Court Log
1. The Transport Officer shall remain with the youth in the Court Holding Area. On occasion, the Transport Officer may be required to enter the courtroom with youths depending on the circumstances on the youth's custody status. All instances when the Transport Officer accompanies youths into the courtroom shall be coordinated with the Bailiff.
  2. Dispositional information obtained shall be recorded in the youth's Caseload Explorer file by the Court Probation Officer.
  3. Youth receiving commitments to the Department of Juvenile Justice shall immediately be placed in the maximum security unit and the Institution Supervisor shall update the youth's classification.
  4. Youth committed to the Program Units shall be placed on the waiting list for program induction. Inductions are every Thursday, unless otherwise approved by the Supervising Probation Officer.
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**4.7.5 707 Youth**

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- Right to  
Bail
- A. Legal Stipulation: Pursuant to 707.1(4) of the Welfare and Institutions Code, under the Jurisdiction of an Adult Court, is entitled to a release on bail or on their own recognizance (OR), the same as an adult, alleged to have committed the same offense.
- Setting  
Bail
1. The setting of bail normally occurs at the conclusion of the Transfer fitness hearing for youths certified to Adult Court. Bail may be subsequently altered at the youth's arraignment in Adult Court or at a scheduled Bail Review Hearing.
  2. Youth released on payment of bail or on their own recognizance may be released directly to the community. The presence of a legal guardian to take custody of the youth is not a prerequisite for release and it shall not hinder the release of a youth who meets the condition of bail or a Court ordered OR.
  3. Youth released on bail or on their own recognizance shall be subjected to a "warrant and hold check" prior to their actual release. Any youth with an active warrant or hold shall not be released until the warrant or hold has been cleared.
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**4.7.5**

**707 Youth** *(continued)*

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Custodial  
Status

B. 707.1 of the Welfare and Institutions Code specifies the custodial conditions for a 707 youth. Under this code section, 707 youth will normally remain in detention at the Juvenile Detention Facility unless a specific order has been issued by the Juvenile Court directing the youth to be delivered into the custody of the Sheriff.

18 Year  
Olds

1. Upon attainment of the age of 18, Section 707.1(2) W&I, directs the Juvenile Detention Facility to deliver into the custody of the Sheriff's Department a 707 youth, unless the Adult Court finds it is in the best interests of the youth and the public for the youth to remain in the Juvenile Detention Facility.

2. The Juvenile Detention Facility Institution Supervisor shall assume the following responsibilities for transferring a youth into the custody of the Sheriff for purposes of confinement in the County Jail:

Transfer of  
custody to the  
Sheriff  
(Jail)  
18<sup>th</sup>  
Birthday

a. When a youth attains the age of 18, the Juvenile Detention Facility staff shall arrange for their transfer to County Jail unless a Court order authorizes their continued detention at the Juvenile Detention Facility.

b. Prior to and at the time of the 707 youth's attainment of the age of 18, the Intake Officer shall obtain a Minute Order from the Court and the Intake Officer shall review the youth's Caseload Explorer file to obtain the Court Orders which specify the youth's place of detention at the age of 18.

c. If there are no orders for continuing the youth's detention in the Juvenile Detention Facility after the age of 18, the Intake Officer shall contact the Sheriff's Department or Bob Wiley Detention Facility (Women's Jail) to arrange for the youth's transfer to County Jail by the Juvenile Detention Facility Transport Unit.

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**4.7.5 707 Youth** *(continued)*

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- C. Transportation services for a 707 youth to court hearings, medical/dental appointments, and other emergencies shall be provided pursuant to the following guidelines. Transportation of 707 youths shall require two (2) officers. The youth shall be dressed in regular Juvenile Detention Facility clothing and shall wear waist and ankle chains. Any deviation from the policy shall require the approval of the Institution Supervisor.
- |                           |   |
|---------------------------|---|
| Transport Services        | 1. Transportation services for all scheduled dental/medical appointments outside the Juvenile Detention Facility shall be the responsibility of the assigned Juvenile Detention Facility Transport Officers.  |
| Court Hearings            | 2. Responsibility for transportation arrangements to and from scheduled Court Hearings in Adult Court shall be as follow:   |
| Arraignments              | a. An order remanding a youth to the Adult Court shall routinely be forwarded to the Transport Unit of the Juvenile Detention Facility from the office of the County Clerk. Transportation to Felony Arraignment shall be the responsibility of the Transportation Division of the Juvenile Detention Facility. The Juvenile Detention Facility Institution Supervisor shall be responsible for ensuring the youth's availability for transport at the time prescribed. |
| Subsequent Court Hearings | b. Transportation for 707 youths to and from subsequent court hearings shall be provided by the Juvenile Detention Facility Transportation Unit. Future court dates will be specified on the court documents accompanying the youth's return from court. Scheduled court appearances shall be verified by the Juvenile Detention Facility Transportation Officer on the day prior to the scheduled court appearance.  |
| Emergency Transportation  | 3. In life or death situations or when a serious accident or illness necessitates immediate transportation to a hospital, emergency medical personnel will be contacted via 911. Juvenile Detention Facility will arrange for a PCO to guard the youth enroute to the hospital and while at the hospital.   |
- 
- D. The following regulations shall structure the 707 youth's visiting program.
- |                |   |
|----------------|---|
| Visiting       |   |
| Parents        | 1. Parents and legal guardians shall be entitled to visit during regularly scheduled visiting times or as approved by the court and/or the Juvenile Detention Facility Institution Supervisor (I.S.). |
| Special Visits | 2. Special visits shall be scheduled at the discretion of the Juvenile Detention Facility I.S., SPO, or DM.   |
- 
- E. After arraignment and prior to adjudication of the youth's case, the 707 youth will be without the benefit of a Juvenile Casework Probation Officer. Under these circumstances any issues which would ordinarily be handled by the Juvenile Casework Probation Officer shall be referred to the Adult's Attorney of Record as specified in the youth's Caseload Explorer file.
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## 4.7.6

### Adults

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Intro	Any youth determined to be an adult (i.e., 18 years or older) by virtue of an age determination hearing held in Juvenile Court by presentation of valid documentation (i.e., birth certificate, etc.) or by any other certification validated by the Juvenile Detention Facility Institution Supervisor, shall be immediately provided housing arrangements which physically and socially separate the youth from juveniles. The requirement for separate housing arrangements applies <u>only</u> when the youth <u>is determined to have been an adult at the time of their law violation</u> . Transfer of an adult who has been detained in the Juvenile Detention Facility to the County Jail shall occur at the earliest opportunity.
18 years Old	Any youth committed to the Juvenile Detention Facility, who reaches the age of 18 prior to or during their period of detention, may be allowed to remain in the Juvenile Detention Facility and have contact with juvenile youth until the age of 19, unless the Juvenile Court orders otherwise.

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### 4.7.7 Federal Youth

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Intro	Any youth brought to the Juvenile Detention Facility by law enforcement officers of the United States government (i.e., U.S. Marshal) may be detained. Regulations regarding the detention of federal youth are as follows:
Detention	A. Youths charged with Federal crimes may be detained under the authority of the U.S. Marshal's Office for a maximum of three (3) judicial days without a court issued detention order. Detention after the 72 hour time period must be authorized by a valid detention order issued by the Federal Court or the federal youth must be released.
Youth	B. Any youth detained in the Juvenile Detention Facility due to a violation of Federal Law shall have the same rights, powers, privileges, duties and they shall receive the same treatment afforded to youths detained pursuant to California State Law.
Classification	C. Federal youth shall be assigned to their living unit according to the criteria as established for all youths. The basis for unit assignment and security risk classification are set forth in <u>Manual Section 4.7.1</u> .
Medical Services	D. Federal youth shall receive the same quality of medical care as offered to other youth. Federal youth requiring medical treatment at a hospital shall be referred to the Kaweah Delta District Hospital.
Medical Authorizations	1. Medical treatment shall be authorized by the Juvenile Detention Facility Institution Supervisor.
Transportation	2. Transportation to and from a medical center for treatment shall be provided by the Probation Department's Transportation Unit or by a Juvenile Detention Facility staff member in emergencies.
Hospital Guard Duty	3. When a guard is needed for a hospitalized federal youth the Juvenile Detention Facility Institution Supervisor shall make arrangements for a PCO to stand watch until the youth is released from the hospital.

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### 4.7.8 Juvenile Facility Capacity

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In the event the number of youth detained at the Juvenile Detention Facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the Division Manager shall provide a crowding report to the Board of State and Community Corrections.

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Intake Section: 4.8 Authority:</b>
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## **4.8 Intake**

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### Intro

When a youth is received at the Juvenile Detention Center an initial assessment shall be completed within two (2) hours of arrival, unless security and operational constraints prevent it from being done that soon.

The purpose of this assessment is:

1. To determine appropriateness of detention at the Juvenile Detention Facility
  2. To determine the suicide risk factor
- 

### Detention & Release

A. The Release Status Assessment in Caseload Explorer shall be completed by the Intake Probation Officer immediately, to aid in retention decision making. The Assessment shall assist in making decisions to:

1. Detain high risk youth
2. Release lesser risk youths to non-secure detention (home supervision, shelter, or other)
3. Release low risk youths without restrictions

Administration of the scale is straight forward and scoring is simple. The scale can also be modified in the future to tailor it to Tulare County's particular needs and population.

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B. The intake staff shall also determine whether the youth is already receiving services in the community that may be appropriate to continue while at the Detention Center or important to reconnect him/her with upon release.

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### Medical

C. In addition to the above, the Juvenile Detention Facility Medical staff will examine new intakes for physical and medical issues. The Caseload Explorer computer program has a brief computerized medical admissions interview that shall serve as a medical intake screening and shall be referred to the Juvenile Detention Facility Medical staff.

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**4.8****Intake** *(continued)*

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Suicide  
Risk

- E. Upon arrest and incarceration a youth may experience a great deal of stress, depression, and despair. Therefore, the Intake Probation Officer, as soon as possible following a decision to retain the youth, and no later than 24 hours shall complete the MAYSI-2 Assessment. The youth fills out the answers on paper and gives it to Intake PO after they are done. The Intake PO then enters in the youth's answers on Caseload Explorer-connect.com. The Intake PO determines if the youth needs a mental health referral, based on the answers given on the assessment. If it is determined that the youth needs a mental health referral, the Intake PO shall complete a referral form, make an Intake Mental Health Referral Log entry ~~a note~~ in Caseload Explorer, notify the Duty Institution Supervisor, and prints out the MAYSI-2 assessment to give to Mental Health Staff.
- 

- F. The JAIS Risk Assessment is an online assessment given to all youth by the Intake Probation Officer except those who are 18 years of age, or within three (3) months of turning 18 years of age. The questions are asked directly to the youth, or the Intake PO can refer to Caseload Explorer for some of the information (how many previous felony referrals, how many previous misdemeanor referrals, age at first arrest, etc.)
- 

## PREA

- G. Vulnerability Assessment Instrument-Prison Rape Elimination Act (PREA) is an assessment contained in Caseload Explorer that is given to all youth during the intake process. Scripted questions are asked directly to the youth. The Intake Probation Officer will compare the youth's answers to the questions, with the documented information in Caseload Explorer and a results score will be generated to indicate if the youth is/has:

1. Vulnerability to Victimization-A score of 9 or higher indicates the youth is vulnerable and the PREA Compliance Manager must be notified.
  2. Sexually Aggressive Behavior-A score of 4 or higher indicates the youth is sexually aggressive and the PREA Compliance Manager must be notified.
  3. Violent Aggressive Behavior-A score of 4 or higher indicates the youth is violent aggressive and the PREA Compliance Manager must be notified
- 

## SOGIE

- H. Sexual Orientation and Gender Identification and Expression (SOGIE)-The SOGIE Assessment is a written assessment is given to the youth to complete. Once the youth is done, it is given to the Intake Probation Officer, who then will enter the information into the SOGIE database.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Assessment &amp; Plan</b> <b>Section: 4.9</b> <b>Authority:</b> <b>Title 15; Section 1355 &amp; 1370d</b>
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## 4.9 Assessment and Plan

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Intro	Every youth that is detained at the Juvenile Detention Facility shall receive an assessment and <i>case</i> plan within the policy guidelines established herein. The assessment is based on information collected during the admission process with periodic reviews by the Probation Officers in the Program and Intake Units. This information includes the youth's risk factors, needs and strengths, including but not limited to, identification of substance abuse history, education, vocational needs, counseling, behavioral health needs, consideration of known history of trauma, and family strengths and needs.
Assessment Tools	A. The assessment is a statement of the youth's problems including but not limited to identification of substance abuse history, educational, vocational, counseling and family reunification needs.
Gang Intervention	1. Gang Identification and Verification will be an integral part of the gang intervention component.
Cognitive Functioning	2. Measurement of intellectual and cognitive functioning will be handled within the Education Component.
	3. In cases where more in-depth assessment is indicated, the services of a psychologist or psychiatrist may be required. If the question concerns severe mental illness or seizure disorder and the consequent use of medications, then <u>psychiatric consultation</u> will be necessary.
Structured Youth Interviews	4. Probation staff shall conduct a Structured Youth Interview as part of the assessment in order to obtain supplemental information regarding a variety of treatment areas.
Continuous Assessment	5. Each program component, e.g., drug and alcohol counseling and mental health programming, shall have built-in <u>selection requirements</u> and regular <u>behavioral assessment</u> . How the youth is progressing in treatment will be monitored on a continual basis through observation of his/her behavior and level of participation. Each treatment component shall include provisions for beginning and on-going evaluation. How the youth is progressing in treatment shall be measured every thirty (30) days and reported at monthly case conferences.

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**4.9**      **Assessment and Plan** *(continued)*

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JAIS	<p>B. The Juvenile Assessment and Intervention System (JAIS) is a tool that weaves together a risk assessment and a strength and needs assessment. Youth are provided the risk assessment portion of the JAIS during the intake process through a one-on-one interview. The JAIS focuses on the underlying motivation for illegal behavior. Upon disposition to a program, the second part of the JAIS Assessment is conducted. This process puts workers in a more proactive position in the relationship with the youth, builds rapport between the youth and worker, and better equips the Juvenile Detention Facility to appropriately disseminate the limited resources of staff time and treatment programs. The gender-specific risk assessment used in the JAIS also provides the opportunity to reassess youth whenever needed. Agencies need to routinely evaluate the youth's progress.</p>
Institutional Case Plan	<p>C. Upon completion of the initial assessment process, a case plan shall be written to document and prepare for providing appropriate services for youth held at least 30 days or more, and shall be created within 40 days of admission.</p> <p>This plan shall include, but is not limited to, written documentation that provides:</p> <ol style="list-style-type: none"><li>1. Objectives and time frames for the resolution of problems identified in the assessment.</li><li>2. A plan for meeting the objectives that include a description of program resources needed and individuals responsible for assuring that the plan is implemented.</li><li>3. Periodic evaluation or progress towards meeting the objectives, including periodic review and discussion of the plan with the youth.</li><li>4. A transition or aftercare plan subject to existing resources that is completed prior to the youth being released.</li><li>5. In as much as possible and if appropriate, the case plan and transition plan shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled <del>for</del> youths, including provisions of Section 1413(b).</li></ol>
	<p>D. Preparation for an appropriate <u>release plan</u> shall begin when the youth arrives. Modifications to the plan can be made as he/she progresses through the Juvenile Detention Facility programs. The youth's need, as identified through the process outlined above, and the resources needed to meet them, should be key components of release planning. "Street" Probation Officers should liaison with the Juvenile Detention Facility program staff for optimum transition back to the community. A pre-release component will also include contact with the youth's community will be identified and targeted as part of this process. Important areas to address in the release plan will include educational needs, gang involvement, family counseling, and drug and alcohol issues.</p>

**4.9** **Assessment and Plan** *(continued)*

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Pre-Release  
Planning

E. Upon admittance to one of the commitment programs at the Juvenile Detention Facility, a case plan shall be written to document and prepare for providing appropriate services to the youth based on the assessment instruments and a structured youth Interview for supplemental information regarding a variety of treatment areas shall be conducted. A multi-agency case staffing will occur for each youth admitted into one of the commitment programs. The case staffing shall include, but is not limited to, substance abuse history, educational needs, vocational options, counseling needs, mental health issues, and family reunification needs.

Case Plans for  
Program  
Commitment  
Youth

1. Once a youth has completed their assessment after being placed in one of the commitment units, the Program Institution Supervisor and Program Probation Officer shall ensure that he/she receives appropriate counseling and/or casework services. At a minimum, the youth shall receive:

- a. Assistance with personal problems that exist at the start of the program or that may arise during the program;
- b. Assistance in requesting contact with parents, attorney, clergy, probation officer, or other public official; and,
- c. Services while in custody that include, but are not limited to:
  - Substance Abuse
  - Family Crisis and Reunification
  - Counseling
  - Public Health
  - Mental Health Services

Medical and  
Mental Health  
Notification

Privacy

F. Subject to mandatory reporting laws, any information related to sexual victimization or abuse that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners, and other staff, as required by agency policy and federal, state, or local law, to inform treatment plans, security and management decisions, including housing, bed work, education, and program assignments.

Other  
Supportive  
Adults

G. Any needs or concerns that arise from the completed assessments shall be addressed through available resources and/or programs offered at the Juvenile Detention Facility and in the community. Youth shall receive assistance in obtaining these services from the Juvenile Detention Facility Probation Officers.

Probation Officers at the Juvenile Detention Facility shall assist the youth in requesting contact with or identification of other supportive adults, who can assist the youth in meeting the identified goals or provide emotional support.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Unit Programs and Youth's Services</b> <b>Section: 5.0</b> <b>Authority: Title 15, Article 6, Article 10</b>
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## 5.0 Unit Programs and Youth's Services

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This section addresses all Juvenile Detention Facility unit programs, including those which are mandatory and elective, as well as the standards governing youth participation. Additionally, suggestions for weekday, Saturday, and Sunday program scheduling are presented.

Section	Subject	Title 15
5.0	Unit Programs and Youth's Services	
5.1	Unit Programs	1370-1377
5.2	Work Programs	1373
5.3	Educational Programs	1370
5.4	Recreational, Sports, and Social Programs	1371
5.5	Religious Programs	1372
5.6	Special Programs	1370, 1372, 1416
5.7	Visiting Programs	1374, 1377
5.8	Bedding and Linen Issuance	1483
5.9	Clothing Issuance	1480 - 1483
5.10	Personal Care	1485, 1487, 1488
5.11	Mail Policy	1375
5.12	Entertainment Policy	1371
5.13	Telephone Policy	1376,1377
5.14	Food Services and Nutritional Requirements	1460 – 1467

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Unit Program and Youth Services</b> <b>Section: 5.1</b> <b>Authority: Title 15, Article 6, Article 10</b></p>
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## 5.1 Unit Programs

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Intro All Juvenile Detention Facility staff are responsible for providing daily Unit programs, which incorporate activities mandated by Title 15 of the California Administrative Code (e.g., school, recreation, physical activity, visiting, spiritual services, etc.), as well as staff developed programs to fill the elective hours. The objective for each Unit program is to provide a structured environment promoting safety and security, while maximizing youth participation in group/Unit activities.

The Juvenile detention Facility Unit Programs shall also be applicable to the Camp population housed within the facility.

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### 5.1.1 Unit Activities

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A typical Unit program shall provide youth with the opportunity for engaging in the following activities:

Typical  
Unit  
Program

A	Receiving educational instruction;
B	Attending to personal hygiene and dental needs;
C	Recreation and exercise;
D	Visiting and/or communicating with parents and family, including children and children's caregivers;
E	Participating in spiritual services and/or attending to spiritual needs;
F	Participating in meal services three (3) times per day, plus a snack;
G	Engaging in programming, leisure, and entertainment;
H	Participating in work chores, facility cleanliness and restorative justice programming;
I	Seeking medical care and attention;
J	Receiving mental health counseling.

---

## 5.1.2 Mandatory Programming

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Standards	The following Unit activities and programs are mandated, either by State Law or the California Administrative Code, Title 15, <u>Minimum Standards for Juvenile Halls</u> . The mandated programs set forth below include the minimum standards attached to each. The standards adopted by this institution either meet or exceeded these minimum standards.
School	A. A minimum of 240 minutes of daily (i.e., Monday through Friday) classroom program attendance is required for all youth detained in the Juvenile Detention Facility.
Recreation and Exercise Program	B. A minimum of three (3) hours of recreation/exercise per day during the week and five (5) hours per day on Saturday, Sunday, or other non-school days shall be provided for youths.
Spiritual Program	C. Each youth shall be provided access to spiritual services and/or spiritual counseling at least one (1) time per week. Attendance shall be voluntary. A youth shall be allowed to participate in normal program activities if he/she elects not to participate in religious programs.
Regular Visiting Program	D. Opportunities for youth to visit with parents, grandparents, legal guardians, or persons standing in loco parentis are to be provided two (2) times per week for a minimum of one (1) hour per session.  1. Youths with children are afforded the opportunity to visit with their children on a weekly basis.  2. Visits shall be supervised, but conversations shall not be monitored unless there is a security or safety need.
Letters	E. Youth are to be given the opportunity to write and receive an unlimited number of letters.  1. Youth may ask staff for postage free envelopes each day. 2. Youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections. Such mail may only be opened in the presence of the youth solely to search for contraband. 3. Incoming and outgoing mail, other than that described in (2), may be read by the Institution Supervisor only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized. 4. Youth shall not receive letters from other institutions without prior clearance by the Institution Supervisor.
Telephone Access	F. Youth shall have access to telephones in accordance with policies/procedures as defined in <u>Policy Section 5.13</u> .

## 5.1.2 Mandatory Programming *(continued)*

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Personal  
Hygiene

- G. Each youth shall be given the opportunity to bathe or shower on a daily basis and to practice dental care following each meal.
- 

Work  
Program

- H. A youth shall not be required to perform non-functional, degrading, or unnecessary tasks. Work assigned to a youth shall be meaningful, constructive, and directly related to vocational training and/or to increasing a youth's sense of responsibility.
- 

Access to  
Legal  
Services

- I. Youth shall have access to legal services under the following conditions:
1. Access, upon request by the Youth, to licensed attorneys;
  2. Provision for confidential consultation with attorneys; and,
  3. Unlimited postage free, legal mail.
- 

## 5.1.3 Programs

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Intro

The daily schedule of each Unit program contains periods of time which are free of Title 15 mandated activities. This "free" time is designated for a wide range of activities and it is a time that activities are determined by the Juvenile Detention Facility Administration. The time may be utilized for a wide range of activities. The primary emphasis at the Juvenile Detention Facility shall be on activities as related to the CORE program. No less than one (1) annual review is to be completed to ensure that the program content is consistent and relevant to the population housed at the Juvenile Detention Facility will be provided to the Chief Probation Officer. Other activities such as letter writing and phone calls shall be provided as well.

---

Core  
Activities

- A. A very complete CORE program has been developed for each Unit in conjunction with the best options currently available. Significant components of the programming throughout the facility include, but are not restricted to:
- Gangs Intervention and Counseling
  - Drug and Alcohol Counseling / Education
  - Project-Based Learning Activities
  - Victim Awareness
  - Relapse Prevention/Re-offense Cycle
  - Family Re-Unification
  - Mental Health Therapy and Counseling
  - Programming based on the JAIS Assessment
  - Cognitive Behavioral Therapy
-

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### 5.1.3 Programs (*continued*)

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Program  
Activities

- B. Other program time activities include: reading books, homework/literacy programs, playing games, engaging in sporting events, letter writing, telephone usage, watching television, officer-directed activities, restorative justice and facility care, or engaging in casual conversation with other youth. These are to be engaged in only after fulfillment of requirements for CORE programming.

This time may also be used for special programming, scheduled by facility staff, and provided by community organizations and/or private persons. Guest speakers, entertainers, spiritual presentations, and community-sponsored educational/counseling programs are appropriate for filling elective hours.

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### 5.1.4 Youth Participation Restrictions

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Separation  
Title 15  
Section 1354

Youth are encouraged to participate in all Unit programs and activities. However, youth may be denied or restricted in their participation for reasons relating to medical and mental health conditions, assaultive behavior, and protective custody. Youths choosing not to participate in religious activities are not subject to restriction from other activities and may choose to engage in alternate programming options during that time.

Youth separated from population shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation. When separation results in Room Confinement, the separation shall occur in accordance with Welfare and Institutions Code Section 208.3 and Title 15, Section 1354.5. Staff shall consider positive youth development and trauma-informed care when considering separating a youth from population. Youth on separation other than Room Confinement, shall be reviewed on a daily basis to determine if the separation remains necessary.

The following is a list of various youth statuses and program restrictions which may limit participation in the Unit program.

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Medical  
Separation

- A. Bed Rest-This status is conferred upon a youth by the medical staff only and may require a removal from the youth's housing unit to the medical unit for observation. (Refer to Manual Section 6.8.2)
- 
- B. Light Duty Status - This is a status conferred upon a youth by the medical staff. This status restricts a youth from partially or fully participating in physical education programs, depending on the type of limitation documented by medical staff. A youth's Light Duty Status may be removed only by medical personnel. Although not permitted to participate, a light duty youth shall be taken outside with the group, and seated next to the water jug in order to get fresh air.
-

## 5.1.4 Youth Participation Restrictions

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Time Out

- C. A time out is a temporary self-separation for when a youth has had an exceptionally emotionally difficult day or experience and requests a time out from the group for a while. An Institution Supervisor will talk with the youth to determine if the youth has a need for a time out. Time outs shall not occur in a locked cell. The youth shall rejoin the Unit program when the time out is over.
- 

Unit  
Confinement  
(UC)

- D. Unit confinement is a security restriction placed on a youth by an Institution Supervisor. Youth who are subject to Unit Confinement are not permitted to leave the confines of their Unit without being accompanied by staff or engage in Unit programs or activities held outside the physical boundaries of their Unit. Youth on Unit Confinement are to be afforded the same program and recreational opportunities as other youth; however, outdoor recreational activities for male and female youth on Unit Confinement shall take place in a secure quad area and not in the field area.
- 

Room  
Confinement  
(RC)

- E. Room Confinement is a status conferred upon a youth by a Juvenile Detention Facility Institution Supervisor, in accordance with Welfare and Institutions Code Section 208.3. Room Confinement means the placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room Confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations. The placement of a youth on Room Confinement, shall be accomplished in accordance with the following guidelines:

1. Room confinement shall not be used before other, less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
2. Room confinement shall not be used for purposes of punishment, coercion, convenience, or retaliation by staff.
3. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.

Room Confinement acts to physically and socially restrict a youth who has demonstrated he/she is a danger to other youth and/or staff, from participating in Unit activities and programs. Youth shall not be placed on Room Confinement due to:

- Actual or perceived race;
- Ethnic group identification;
- Ancestry;
- National origin;
- Color;
- Religion;
- Gender;
- Sexual orientation;
- Gender identity or gender expression; or
- Mental or physical disability.



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## 5.1.4 Youth Participation Restrictions (*continued*)

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While on Room Confinement, certain restrictions shall apply:

1. Youth on Room Confinement shall be denied participation in Unit programs, recreational events, and special events. However, youth on Room Confinement cannot be denied the opportunity to go to school, shower, eat meals, have attorney visits, spiritual or religious counseling, and/or parental visits, unless their behavior is an immediate threat to the safety and security of the institution or themselves.
2. Activities and programming for Room Confinement youth shall be conducted separately, to prevent the youth from harming him/herself or assaulting others. Every program activity for youth on Room Confinement shall be conducted individually, without other youth involved and in the custody of two (2) staff members.
3. All youth on Room Confinement shall be provided the required minimum large muscle activity each day, unless their behavior is an immediate threat to the safety and security of the institution or themselves.

Required  
Activities

For more information regarding Room Confinement, refer to Policy Section 6.7.4.

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## 5.1.5 Daily Schedule

### Intro

Listed below is the general Juvenile Detention Facility Daily Schedule. Modifications in programming will vary unit to unit, and each Unit will slightly modify the starting and ending times of activities, to make optimal use of space and staffing. Schedules are posted in each living unit.

### Sample Program POD Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6a-6:45a	Wake up	Wake up	Wake up	Wake up	Wake up
	Breakfast / Clean up	Breakfast / Clean up	Breakfast / Clean up	Breakfast / Clean up	Breakfast / Clean up
6:45a-735a	Unit Care	Unit Care	Unit Care	Unit Care	Unit Care
735a-805a	Officer Breaks	Officer Breaks	Officer Breaks	Officer Breaks	Officer Breaks
810a-910a	1st Period	1st Period	1st Period	1st Period	1st Period
910a-1010a	Physical Training	Physical Training	Physical Training	Physical Training	Physical Training
1010a-1020a	School Break	School Break	School Break	School Break	School Break
1020a-1115a	3rd Period	3rd Period	3rd Period	3rd Period	3rd Period
1115a-1210p	4th Period	4th Period	4th Period	4th Period	4th Period
1210p-1230p	Lunch	Lunch	Lunch	Lunch	Lunch
1230p-1245p	Officer Breaks	Officer Breaks	Officer Breaks	Officer Breaks	Officer Breaks
1245p-145p	5th Period	5th Period	5th Period	5th Period	5th Period
145p-240p	6th Period	6th Period	6th Period	6th Period	6th Period
240p-340p	Program Group	Program Group Homework	Program Group	Program Group Homework	Church
340p-405p	Officer Breaks	Officer Breaks	Officer Breaks	Officer Breaks	Officer Breaks
405p-435p	Dinner	Dinner	Dinner	Dinner	Dinner
435p-535p	Recreation	Recreation	Recreation	Recreation	Recreation
540-640	DA-Champions	Directed Activity	DA-Champions	Showers	Showers
640-730p	Showers	Showers	Showers	Earned Free Time/Snack	Directed Activity
730-8p	Officer Breaks	Officer Breaks	Officer Breaks	Visits	Officer Breaks
8p-9p	Earned Free Time/Snack	Earned Free Time/Snack	Earned Free Time/Snack	Visits 730-830 / <b>Officer Break @ 840-9</b>	Earned Free Time/Snack
9p-10p	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down
<i><u>Schedule is subject to change as per needs of facility.</u></i>					
<i><u>Baby visits are intermittently scheduled for Tuesday</u></i>					

### 5.1.5 Daily Schedule *(continued)*

Sample General Population POD Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>6:00–7:45</b>	Wake-Up	Wake-Up	Wake-Up	Wake-Up	Wake-Up
	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	Unit Care	Unit Care	Unit Care	Unit Care	Unit Care
<b>7:45a–8:10a</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>
<b>8:15–9:10</b>	1st Period	1st Period	1st Period	1st Period	1st Period
<b>9:10–10:05</b>	2nd Period	2nd Period	2nd Period	2nd Period	2nd Period
<b>10:05–10:10</b>	School Break	School Break	School Break	School Break	School Break
<b>10:10–11:10</b>	Physical Training	Physical Training	Physical Training	Physical Training	Physical Training
<b>11:15a–12:10p</b>	4th Period	4th Period	4th Period	4th Period	4th Period
<b>1210p–1230p</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>1230p–1245p</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>
<b>12:50p–1:45</b>	5th Period	5th Period	Directed Activity	5th Period	5th Period
<b>1:45p–2:40p</b>	Physical Training	Physical Training	Physical Training	Physical Training	Physical Training
<b>2:40p–3:40p</b>	Recreation	Recreation	Recreation	Recreation	Recreation
<b>3:40p–4:00p</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>
<b>4:00p–4:30p</b>	Dinner	Dinner	Dinner	Dinner	Dinner
<b>4:40p–5:40p</b>	Directed Activity	CFMG AOD Groups	Directed Activity	Shower	CFMG AOD Groups
<b>5:40–6:40</b>	Shower	Shower	Shower	Earned Free Time	Shower
<b>6:40–7:00</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>	<b>Officer Breaks</b>
<b>7p–720</b>	Church	Snack	Snack	Snack	Snack
<b>700p–8p</b>	Church	Shower	Earned Free Time 720	Visitation 7:30p–8:30p	Earned Free Time 720
<b>8p–9p</b>	Earned Free Time/Snack	Earned Free Time	Earned Free Time	Visitation 7:30p–8:30p	Earned Free Time
<b>9p–10p</b>	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down	Cleanup/Med-Pass/Hygiene/Bed-Down

<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Work Programs Section: 5.2 Authority: Title 15; Section 1373</b>
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## 5.2 Work Programs

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Youth involvement in unit or institutional work programs represent a significant aspect of daily Juvenile Detention Facility and an important tool in developing a youth's sense of responsibility and respect.

The primary work responsibilities assigned to youth involve general housekeeping activities and outside cleanup. Work details are assigned fairly and consistently, with consideration to classification. Work details shall not be imposed as discipline or punishment.

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This section addresses the following areas:

<b>Manual Section</b>	<b>Manual Subject</b>	<b>Title15 Section</b>
5.2.1	General Provisions and Standards	1373
5.2.2	Facility Sanitation, Safety, and Maintenance	1510
5.2.3	Safety, Security, and Selection in Work Programs	1510
5.2.4	Unit Work Program	
5.2.5	Special Work Details in the Facility	
5.2.6	Special Details Outside the Facility	
5.2.7	Work Program at the Juvenile Detention Facility	
5.2.8	Administrative Details	
5.2.9	Leaders	
5.2.10	Work Restrictions	
5.2.11	Facility Safety	
5.2.12	Contracted Work Programs	
5.2.13	Floor Drain Flushing	Title 24; UPC

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## 5.2.1

### General Provisions and Standards

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The following policy provides the standards for youth participation in the Juvenile Detention Facility work programs.

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No Degrading  
or Unnecessary  
Tasks

A. Youth shall not be required to perform non-functional, degrading, or unnecessary tasks. This would include any task that may endanger them or be a health hazard.

---

Meaningful  
Work

B. Youth work duties shall be meaningful, constructive, and directly related to vocational training and/or to increasing a youth's sense of responsibility.

---

No Substituted  
Preparation/  
Service for  
Budgeted  
Employees

C. Youth shall not be required to do maintenance, janitorial, food preparation/service, housekeeping, or other work assignments as a substitute for assigned and budgeted Juvenile Detention Facility employees.

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Supervision  
Required

D. Youth shall not be assigned to or engage in any work activity without the direct supervision of a Juvenile Detention Facility staff member.

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E. Youth work assignments shall not involve security procedures or supervision responsibilities over other youth.

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F. Work activities may not be assigned to a youth as punishment or for disciplinary reasons.

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G. Youth shall not be subject to disciplinary action for refusing to participate or perform unit/institutional work activities. This does not include the upkeep of their assigned room.

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## 5.2.2

### Facility Sanitation, Safety, and Maintenance

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Activities

Cleanliness of all areas of the institution is critical to maintain proper health and sanitation for youth. Thus, housekeeping activities designed to promote clean and sanitary living conditions in the unit are required to be performed on a daily basis. This activity is primarily performed by the youth, through an organized work program that includes daily, weekly, and monthly inspections.

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## 5.2.2 Facility Sanitation, Safety, and Maintenance *(continued)*

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- |                         |  |
|-------------------------|--|
| Weekly<br>Inspection    | <p>A. After morning wash-up activities are completed, basic housekeeping chores consist of the youth cleaning their rooms, upper and lower decks, the washroom and dayroom.</p> <ol style="list-style-type: none"> <li>1. All youth are required to clean and maintain their own rooms.</li> <li>2. Each unit has a schedule of approved Unit Workers for each shift, which rotates by room number and restriction status. These Unit Workers assist with specific unit housekeeping chores.</li> </ol>  |
| Inspection<br>Completed | <p>B. An inspection shall be conducted by the Institution Supervisor on a weekly basis. The youth shall be involved in a thorough cleaning of not only their own rooms but also of general unit. Staff shall also be responsible for cleaning the staff desk and Pod Control Panel cabinets.</p> <ol style="list-style-type: none"> <li>1. On inspection day, the Institution Supervisor or their designee shall visually inspect each living unit, the BIR area and the perimeter areas of the unit for overall cleanliness and security and document the inspection as a Perimeter Check Log in Caseload Explorer.</li> <li>2. The Officer working in each unit shall accompany the Institution Supervisor on the inspection and ensure any cleaning needs are completed, prior to the end of the shift. If the Officer is unable to make corrections before exiting for the day, he/she shall notify the Institution Supervisor via email, of the reasons for the delay and what is being done to move toward correction.</li> <li>3. When any maintenance issues are identified, a maintenance request shall be completed via the Facilities Customer Service Request Center.</li> </ol> |
| Staff<br>Response       | <p>C. Every weekend day that the unit does not participate in reward club activities, the youth shall participate in a comprehensive cleaning of the unit to which they are assigned as a worker. This shall be coordinated by the Duty Institution Supervisor and completed before the second shift arrives for duty.</p>   |
-

### 5.2.3 Safety, Security, and Selection in Work Programs

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- A. When selecting a youth for each detail, staff shall consider safety and security as well as the difficulty level of the task. Ultimately, the officer is responsible for all youth conduct while on a work detail, so it is important to choose the youth carefully. When choosing youth for any type of cleaning detail, evaluate the following:

1	The youth's skill at using the items required for the detail or their capability of learning how to properly use the items.
2	Behavior of the youth; do not choose a youth who has just threatened to harm another youth
3	Medical condition of the youth
4	Program restrictions given through the progressive discipline sanctions, such as no work detail privileges.
5	DO NOT ASSIGN A YOUTH ANY TASK, UNLESS THEY HAVE FIRST BEEN TRAINED.
6	Youth in Jeopardy Track or Gang Track are NOT allowed to do cleaning details.
7	<del>In POD 1,</del> Leaders are used for a large amount of facility work and should not be used to clean inside the unit unless they are the only option available.
8	Staff may ask for a volunteer to perform a detail; however, they must take into use their training skills to determine why the youth is volunteering.
9	Youth who have been selected to perform a detail and refuse shall be given a Behavior Roster or Consequence Log.

Safety  
precautions

- B. The safety of the Juvenile Detention Facility, staff, and the youth chosen to perform the details shall be the most important consideration during all tasks. To promote safety and security, staff shall ensure the following policies are being enforced during all work details:

1	Youth shall wear protective eye wear when handling spray bottles or other chemicals.
2	Each spray bottle shall be labeled, stating the contents of the bottle; if there is not a label, do not allow the youth to use the bottle.
3	Chemicals shall not be mixed with one another.
4	Youth shall wear rubber gloves whenever in contact with another youth's personal clothing or bedding, or when a youth will be handling chemicals. Staff is to ensure that all gloves are collected at the end of a work detail.
5	Staff are to ensure that the youth is working in an area that is free of safety hazards prior to allowing the youth to begin the detail.
6	Staff is to supervise the youth while they are doing the detail and ensure it is being done properly, without horseplay, misuse of supplies, or malicious intent.
7	Staff are to give clear, concise instructions to each youth regarding exactly what work is to be performed.
8	All youth are to receive, at minimum, a "clothed" body search following a work detail outside the unit.

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### 5.2.3 Safety, Security, and Selection in Work Programs (continued)

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- C. All work details completed by youth must be documented in Caseload Explorer as an Activity Log. The log entry shall include:

1	The name of the youth(s);
2	The correct date and time of the start of the detail, as well as noting the end time in the comments section of the log.
3	The officer's name supervising the detail;
4	The location and type of work performed;
5	If the youth refused his/her recreation time to complete the detail.

---

- D. Youth shall not be allowed to enter the POD Podium area or any facility area designated as "Off Limits" to youth, including but not limited to those areas that do not have a security camera for monitoring purposes such as the staff break room.
- 

### 5.2.4 Unit Work Programs

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Intro Each Juvenile Detention Facility (JDF) unit shall develop work programs for its youth, with general housekeeping duties assigned to a designated number of youth within each unit.

---

Unit  
Workers

- A. Unit Workers are scheduled by room number and are assigned limited responsibility for the overall cleanliness of specific unit areas.

1. Generally, each unit designates one (1) youth as a Unit Worker.
- 

- B. The Unit Worker's major area of responsibility is keeping the unit dayroom areas clean. Specific duties include:

- Assisting staff (under direct supervision) in setting dining arrangements, serving trays and organizing the clean-up process following the service of meals.
  - Unit Workers also assist staff in setting up the dayroom for group activities, church services, visiting for units, and other special events.
  - Unit Workers also train new workers and assist them with their job assignments and daily tasks, as directed by staff.
  - Workers shall not be responsible for supervising any other youths.
- 

Clothing and  
Laundry

- C. Unit workers also assist unit staff with organizing and maintaining the unit supply of clothing, linen and bedding. The duties of workers include organizing and distributing youth's clothing loops for daily use, (i.e., the clean underclothing, socks and towels), and collecting dirty clothing items.
-



## 5.2.4 Unit Work Programs *(continued)*

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D. The Unit Workers are also assigned the responsibility for maintenance of the unit's upper and lower decks and showers. Specific duties include assisting staff in the organization of the morning housekeeping program, cleaning the staff restroom and the unit decks (including waxing and buffing), or organizing the nightly shower program and assisting with associated clean-up tasks.

---

Utility  
Closet

E. The Unit Workers are assigned responsibility for assisting staff in the organization and passing out of cleaning supplies and equipment for housekeeping activities. Specific duties including keeping the utility room clean and organized, preparing mops, mop buckets, brooms, brushes, and other cleaning equipment for dissemination.

---

Extra  
Workers

F. Extra Workers may be designated by staff at any time to assist with a special unit cleaning task or with regularly scheduled housekeeping activities. Extra Workers are typically selected to help with the general housekeeping activities, which accompany the weekly unit inspections.

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G. Each youth is responsible for their own assigned living area. This includes:

- Mattress, bunk frame and bedding;
  - Storage containers inside and out;
  - Walls;
  - Floor;
  - Toilet and sink;
  - Mirror;
  - Door.
-

## 5.2.5 Special Work Details in the Facility

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Intro Special details within the Juvenile Detention Facility, outside of the POD areas, need to be done on a regular basis. Many of these details will use machinery and require constant supervision from the Officer assigned to the task.

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- A. The Institution Supervisor shall approve all outside POD details prior to the Probation Correction Officer conducting them. The Institution Supervisor shall choose the youth to perform the detail with the following requirements:

1	The youth must be <i>a program youth</i> ;
2	If there is a large area to be cleaned or a complex detail, choose the youth best qualified for the detail based on behavior, skill, and training.
3	DO NOT choose youth who are having behavior issues in their respective units. Always discuss the youth chosen for a work detail with the officer assigned to his/her unit.

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- B. Details within the Facility are:

Area	How Often	Details
BIR and Medical Unit Cells	As needed but at a minimum weekly	Clean and paint as needed
Waxing Floors	Periodically	Hallways and vestibules need to be mopped daily and waxed as needed
Painting	As needed or at direction of IS	Walls and/or doors of the facility
Lobby	Weekly	Clean the floors, walls, benches, doors and windows in the lobby. Organize the shadow boxes and update the documents as needed.
Sally Port	Monthly	Clean as needed
POD 2	As needed	Various cleaning details including cells and the recreation yard

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- C. Upon return to the youth's assigned unit, a pat down search shall be conducted. The Institution Supervisor on duty can authorize an unclothed search, if the pat down search is conducted, and there is reasonable cause to believe the youth is in possession of contraband, which is dangerous or illegal in nature.
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## 5.2.6 Special Work Details Outside the Facility

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Intro Generally, details outside of the facility walls will be confined to the outside recreation yard. It is important that the youth conducting these details are supervised closely by staff.

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A. When preparing to supervise a detail outside the facility, staff shall:

1	Have Institution Supervisor approval. In many instances, the Institution Supervisor will direct staff to take a group of youth on a work detail. Staff is to get approval on the youth they will be using prior to beginning the detail.
2	Coordinate with the other officers on shift as to what area the Probation Correction Officer will cover prior to moving outside the facility walls.
3	Know the policy for escapes and for group control and use of force.
4	Prepare all materials needed before transitioning to the detail.
5	Staff is to take a count of all youth prior to exiting and keep a running count throughout the details so that they always know the number of youth that they are supervising.
6	Know the medical restrictions on each youth in the group.
7	Ensure youth are dressed properly for the weather conditions.
8	Have water available for youth if the work detail takes longer than fifteen (15) minutes.
9	Be alert and aware of the surroundings at all times, watching for and preventing any safety and/or security problems. Terminate the work detail if these cannot be prevented.
10	Document in Caseload Explorer the specifics of the detail as per Policy <u>Section 5.2.3</u>
11	Radio control and give the names of the youth, the number of youth and the nature of the detail.

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B. Details outside the facility include, but are not limited to:

Detail	Comments
Weeding	Juvenile Detention Facility and the Youth Facility both have areas which require manual weed removal by hand tools. Youth are responsible for keeping these areas clean as needed.
Composting and garden	Youth shall assist with the upkeep of the Juvenile Detention Facility garden and composting area.
Trash Cans	Cleaning of the trash cans at Juvenile Detention Facility shall be done weekly.

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### 5.2.7 **Work Program *at* JDF**

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If there is a need for youth to assist Juvenile Detention Facility kitchen staff with the preparation and service or clean-up of meals, or when a work detail needs to be performed, Juvenile Detention Facility Administration shall make arrangements for program youth to perform the detail.

In the kitchen the duties assigned to the workers consist of general housekeeping tasks (e.g., washing dishes, sweeping floors, receiving, etc.) and assistance with the service of meals. In addition, on occasion, or as part of a Culinary Program, youth will work onsite in the Juvenile Detention Facility kitchen.

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A. Selection of workers is made by the Institution Supervisor. The Institution Supervisor shall exercise prudent judgment, as these workers are given a high degree of responsibility, and they must act with maturity and trustworthiness.

1. The Institution Supervisor shall not send any youth who needs to be seen by mental health or medical staff. In the afternoon, any youth who has a mental health group shall not go to the kitchen.
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B. Upon return to the Pod, the Institution Supervisor on duty can authorize an unclothed search, if the clothed search is conducted, and there is reasonable cause to believe the youth is in possession of contraband, which is dangerous or illegal in nature.

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### 5.2.8 **Administrative Work Detail (*Special Details*)**

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On occasion, youth in the commitment programs will be given the opportunity to perform special details, outside, at the Youth Facility, or off site at other locations. These details will count toward the youth's community service hours and have to be approved ahead of time by Administration. The youth will be carefully selected and then approved by the Institution Supervisor, since they will have the greatest amount of public contact.

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## 5.2.9 Leaders

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Youth selected as “Leaders” in the program units, may be allowed to perform details inside and outside the facility, with the Institution Supervisor’s approval. Details shall have staff supervision at all times. The details chosen must fall within certain guidelines outlined within the manual, and the Leaders must follow certain rules:

1	Prior to utilizing a Leader for a detail, get the Institution Supervisor’s approval.
2	Leaders must follow all of the safety guidelines for using materials, tools, and protective equipment.
3	Leaders must display appropriate behavior and follow all rules while on the work detail.
4	Leaders may not use power equipment unsupervised or without the Institution Supervisor’s approval.
5	Leaders may go on supervised details outside of the facility, if approved ahead of time.
6	Leaders may not enter the staff lounge.
7	Leaders are not allowed on the podium area to clean.
8	Leaders may not wander about the POD or leave the Unit without supervising Officer’s permission.

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## 5.2.10 Work Restrictions

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Security	A youth's security and/or disciplinary status may affect eligibility for participation in the Juvenile Detention Facility work programs. The various statuses which may restrict work eligibility are as follows:
Unit confinement	A. Youth placed on Unit Confinement Status may participate in work activities within their own unit.
Other Restrictions	B. Youth on Room Confinement (RC) are <u>not</u> eligible for institutional or unit work programs. Youth with a history of assault or escape are <u>not</u> to be utilized as institutional workers but they may be utilized as a unit worker.
	C. Youth that have a medical restriction that limits their participation in activities shall not be used as a worker. They are, however, still responsible for keeping their assigned living area neat so as long as it does not violate the medical restriction.
	D. Gang and Jeopardy Track youth shall not be used a worker of any kind.

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### **5.2.11 Facility Safety**

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The Juvenile Detention Facility shall be inspected every month by the Safety Officer. The Safety Officer shall prepare a monthly inspection report and provide a copy to the Supervising Probation Officer and Division Manager. A copy shall also be placed in the Injury and Illness Prevention Manual that is kept in the Institution Supervisor office.

A. The Safety Officer shall address all unsanitary or unsafe conditions or work practices as quickly as possible.

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B. The Safety Officer receives a monthly County safety memorandum which addresses safety issues.

- The safety memorandum shall be posted in the break room.
  - Each employee shall read the safety memorandum.
  - Upon reading the safety memorandum and understanding it, each employee shall sign the monthly safety memorandum sign-off.
- 

C. Upon completing the monthly safety sign-off, the Safety Officer shall place the completed sign-offs in the Injury and Illness Prevention Manual. The records shall be kept in the manual, and the manual shall be kept in the Institution Supervisor office.

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D. The Safety Officer shall review all maintenance requests on a monthly basis as part of the safety inspection. He/she shall sign off as review and will follow up on any incomplete issues with a review to maintenance and to the Division Manager.

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### **5.2.12 Contracted Work Programs**

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Occasionally, the Probation Department or the Tulare County School District will participate in a contracted work program through organizations such as CSET. When such a contract is appropriated for youth committed to the program units at Juvenile Detention Facility, the process shall be organized through the Supervising Probation Officer or designee.

A. All youth selected to participate in contracted work programs may be eligible for school credit, receive wages for their work, and/or community service hours.

B. All contracted work programs shall be supervised by staff.

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### 5.2.13 Floor Drain Flushing

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Title 24  
UPC

As per the Universal Plumbing Code and Title 24, the drainage piping cleanouts are to be flushed with clean water once a week. This process will prevent gaseous build ups and ensure facility safety. This process will be completed on the overnight shift, by a staff member pouring clean water into each drainage piping cleanout area. The cleanouts are located in:

- BIR
- Medical
- Safety Cell
- Pod 1 Institution Supervisor's Office
- Pod 5 Institution Supervisor's Office
- Each Recreation Yard
- Kitchen

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The flushing of the cleanout drains shall be documented on the Flushing Form each time the task is completed.

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**TULARE COUNTY PROBATION  
JUVENILE DETENTION FACILITY  
TRAINING FORM**

I Officer, \_\_\_\_\_ provided training to \_\_\_\_\_ on how to properly buff and wax the institution floors. I then observed as this performed this work detail to ensure he learned what he was taught. As of this date the above-named is proficient in the operation of the **floor maintenance equipment.**

**I \_\_\_\_\_ was provided training as to how to properly use the floor maintenance equipment on this date. I understand that if I fail to operate the equipment as I was taught, it could result in injury to myself or others. I will operate the equipment as I was instructed; failure to comply may adversely affect my status in the program.**

Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Youth: \_\_\_\_\_

Date: \_\_\_\_\_

**TULARE COUNTY PROBATION  
JUVENILE DETENTION FACILITY  
TRAINING FORM**

I Officer, \_\_\_\_\_ provided training to \_\_\_\_\_ on how to properly operate the iron and ironing board. I then observed as this performed this work detail to ensure he learned what he was taught. As of this date, the above-named is proficient in the operation of the **outside yard equipment.**

**I \_\_\_\_\_ was provided training as to how properly use the outside yard equipment. on this date. I understand that if I fail to operate the equipment as I was taught, it could result in injury to myself or others. I will operate the equipment as I was instructed; failure to comply may adversely affect my status in the program.**

Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Youth: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Educational Programs Section: 5.3 Authority: Title 15; Section 1370</b>
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This section addresses the following areas of concern:

<b>Manual Section</b>	<b>Manual Title</b>	<b>Title 15 Section</b>
5.3	Educational Programs	1370 (a)
5.3.1	Educational Objectives	1370 (b) (2), (3)
5.3.2	School Attendance	
5.3.3	School Procedures, Security Issues, and Discipline	1370(b) (3) (e)
5.3.4	Provisions for Individuals with Special Needs	1370 (d)
5.3.5	Educational Screening and Admission	1370 (e)
5.3.6	Educational Reporting and Transition and Re-Entry Planning	1370 (f) & (g)
5.3.7	Post-Secondary Education Opportunities	1370(h)

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## 5.3 Educational Programs

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**Intro** The County Board of Education shall provide for the administration and operation of Juvenile Court schools in conjunction with the Chief Probation Officer or designee pursuant to applicable State Laws. The school and facility administrator developed and implemented policies and procedures that ensure communication and coordination between educators and probation staff.

**Review** The Division Manager shall request an annual review and certification of each required education element from the Superintendent of Schools, and a report or review check list on compliance, deficiencies, and a corrective action plan need to be included in the review in order to achieve compliance with Title 15, section 1370. This review cannot be delegated to the principal or any other staff. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth at the Juvenile Detention Facility.

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The Division Manager and education staff shall collaborate to provide technology to facilitate learning and ensure safe technology practices in the classrooms.

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## 5.3 Educational Programs (*continued*)

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The Tulare County Juvenile Detention Facility School Program provides a wide range of educational services, designed to meet the needs of students of varying ages, grade levels, and academic abilities and the educational requirements set by the State of California Education Code. As part of their program, the Tulare County Juvenile Detention Facility School Program has established a general course of study, designed to allow youth to resume their education, following release from detention, at their regular school, and includes, but is not limited to courses required for high school graduation. Tulare County Juvenile Detention Facility School Program also provides individualized study programs for students with special needs or advanced abilities. As a fully accredited school, the Tulare County Juvenile Detention Facility School Program is staffed and administered by the Tulare County Department of Education.

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### 5.3.1 Educational Objectives

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Goals The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations, and provide for an annual evaluation of the educational program offerings. Youth shall be provided a rigorous quality educational program that includes instructional strategies designed to respond to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education. The following objectives shall be met:

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

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B. School staff shall be consulted on administrative decisions made by Probation staff that may affect the educational programming of students.

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GED C. Information and preparation for the High School Equivalency Test as approved by the California Department of Education, as well as General Education Development (GED) preparation shall be made available for all eligible youth. Administration of the High School Equivalency Tests as approved by the California Department of Education shall be made available when possible.

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D. All youth are expected to complete a minimum of 240 minutes of class time each day, Monday through Friday, except for those pupils enrolled in approved vocational education programs. The Division Manager in conjunction with Education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class, or educational instruction, both excused and unexcused, shall be documented.

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### 5.3.1 Educational Objectives (*continued*)

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- E. Youth shall be informed of post-secondary education and vocational opportunities.
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- F. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.
- 
- G. Education shall be provided to all youth, regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).
- 

### 5.3.2 School Attendance

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Required  
Attendance

- A. All youths detained in the Juvenile Detention Facility are required to attend the school program provided by Tulare County Juvenile Detention Facility School Program. Youth shall be immediately enrolled in school following medical clearance, orientation, and classification. Students are expected to complete a minimum of 240 minutes of class time each day, Monday through Friday.
- 

Room Checks

- B. Staff are required to make room checks within every 15 minutes while youths are in class. Staff are not required to stay in the classroom, unless otherwise instructed by the Institution Supervisor, but may enter when necessary for safety and security reasons.
- 

School Work  
Credit

- C. Once a youth is assigned to school, staff will make every effort to maintain the youth in school to facilitate the youth's academic progress and help the youth receive full credit for completed school work.
- 

Removal

- D. Teachers may ask staff to remove a youth from the classroom for behavioral issues. Each time a teacher removes a youth from the classroom, the teacher must complete a school referral form and provide it to the Unit Officer, who in turn will submit it to the Duty Institution Supervisor.
-

### 5.3.3 School Procedures, Security Issues, and Discipline

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Positive behavior management shall be implemented to reduce the need for disciplinary action in the school setting and the educational program shall be integrated into the facility's overall behavioral management plan and security system. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe.

---

A. School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.

---

#### Suspensions

B. Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code, including the rights of students with specials needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed.

All youth removed from a class for disciplinary reasons shall be referred to the Institution Supervisor on duty. For every youth removed from a class period there shall:

1. Be a detailed written school referral, explaining the circumstances of the incident submitted to the Unit Officer and discussed with the Institution Supervisor as soon as possible, but no later than the next school break.
  2. Be an attempt at counseling prior to removal, unless the rule violation is considered a threat to safety and security.
  3. Provide progressive discipline for all youth.
  4. Provide school work for the youth to complete if there is more than half a school period remaining.
- 

C. Suspension from school shall follow the appropriate due process safeguards as set forth in the Education Code.

Additionally:

1. A suspension notice and written school referral shall be given to the Institution Supervisor on duty.
  2. The youth shall be provided school work to complete for credit while he/she is suspended.
  3. A hearing shall be heard for the youth with school personnel, prior to a return to school.
  4. Youth shall not remain in their rooms during school hours.
-

### 5.3.3 School Procedures, Security Issues, and Discipline (*continued*)

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Escorting  
Youth

D. Gender specific, culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff shall be trained regarding the Juvenile Detention Facility's use of these approaches when interacting or disciplining youth in the school setting.

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E. The following procedures shall be adopted by all Juvenile Detention Facility staff when escorting youth from school for interviews and/or court appearances.

1. Youths will transition to class from their cells, in an orderly fashion as directed by the Officer. Youths will be on quiet, in single file, with hands interlocked behind his/her back.
  2. In instances where a youth is needed for an interview, Reception shall contact the youth's assigned unit.
    - i. If the youth is in a classroom, unit staff shall go to the classroom and pick up the youth, then direct the youth to their interview site. Unit staff shall notify Control staff that the youth is being escorted to their destination.
    - ii. If the youth is in the unit, unit staff shall notify Reception/Control staff that the youth is being escorted from the unit for interview.
  3. Youth who are upset or having difficulties must be handled specially and escorted appropriately.
- 

F. In the event of a major incident, such as a physical altercation or major disruption, the following procedures shall be adhered to:

1	The teacher in the classroom shall call out the "Cover" command, repeatedly, in a loud voice.
2	The teacher shall activate the Pen Alarm System. The teacher shall NOT physically respond to the incident with use of force.
3	The Officer at the podium shall quickly assess the incident and issue a radio call for either "10-10," with is fight in progress, or "Officer needs assistance" and give the classroom number where the incident is occurring.
4	The first Officer to respond shall assume control of the classroom, ensuring all youth move into the cover position on the ground, regardless of their personal involvement in the incident.
5	All staff not directly supervising youth in other areas of the facility shall respond to the duress call.
6	The responding Probation Correction Officers shall contain the incident pursuant to the Use of Force Policy.
7	The Institution Supervisor shall determine which youth is to be removed from the classroom and whether or not the youth not involved in the incident can remain in the classroom for that period or if they need to be temporarily removed, such as in the use of OC pepper spray.
8	The teacher shall submit a written school referral and any suspension notices to the Institution Supervisor, prior to the end of the school day.
9	All involved Officers shall complete an Incident Report in Caseload Explorer.

### 5.3.4 Provisions for Special Populations

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Special  
Needs  
  
Limited  
English  
Proficient

State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to, child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs. The school staff shall request the youth's records and the educational plan shall be reviewed and modified as needed.

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

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### 5.3.5 Education Screening and Admission

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Title 15  
Section  
1370(e)

Youth shall be immediately enrolled in school. Educational staff shall conduct an assessment to determine if the youth's general academic functioning levels to enable placement in core curriculum courses according to the procedures and regulations below.

- A. Youth shall be interviewed after admittance and a written record maintained that documents a youth's educational history, including but not limited to:
    - 1. School progress/school history ;
    - 2. Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs;
    - 3. Discipline problems.
    - 4. Home Language Survey and the results of the California English Language Development Test (CELDT) used for English language proficiency;
    - 5. Migrant status as defined by the Education Code;
  - B. After admission to the facility, a preliminary education plan shall be developed for each youth within five (5) school days.
  - C. Upon Enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits, Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth shall be informed of the credits they need to graduate.
-

### 5.3.6

#### **Educational Reporting and Transition and Re-Entry Planning**

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The Department of Education School Program shall comply with Title 15; Section 1370 (f) regulations in regards to educational reporting.

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- A. The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.
  - B. The County Superintendent of Schools shall provide credit for course work completed while in juvenile court school and consult with public school districts to accept credit for course work in accordance with the State Education Code.
  - C. Education staff shall prepare an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Section 1355. The plan shall include information for the youth and parents as to the school and district the youth will attend,
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### 5.3.7

#### **Post-Secondary Education Opportunities**

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The Division Manager and School Principal shall collaborate with local and internet based post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Recreation, Exercise, and Programs Section: 5.4 Authority: Title 15: Section 1371</b></p>
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## 5.4 Recreation, Exercise, and Programs

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### Standards

Section 1371 of the Minimum Standards for Juvenile Halls sets forth the guidelines for incorporating recreational and exercise activities into Juvenile Detention Facility programs, with the intent to maximize the amount of time youth are out of their rooms and not confined to their cell. Compliance with these guidelines mandates that each Juvenile Hall unit schedule the opportunity for a minimum of three (3) hours per day for recreation and exercise during the week, and five (5) hours per day on Saturday, Sunday, and non-school days.

Such recreation and exercise schedule shall include the opportunity for at least one (1) hour of outdoor exercise each day, weather permitting. The daily schedule is posted in the living units each shift by the Officer. In the event weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activity shall be provided.

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, television, radio, music, video and games. All activities shall be supervised and include orientation of the activity as well as coaching by the Probation Correction Officer.

Juvenile Detention Facility policies dictate that each unit program shall meet the above standards, and any deviation from the minimum standards must be approved in advance by the Institution Supervisor.

There shall be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent and relevant to the population.

The Division Manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The Division Manager shall document the reasons why suspension of recreation and programs occurs.

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### 5.4.1

## General Provisions

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#### Safety Practices

- A. The following safety procedures shall be adhered to by all Officers when organizing and supervising recreational programs.
- All youths participating in athletic programs are required to wear serviceable tennis shoes, appropriate dress (i.e., gym shorts, etc.) and safety equipment (if necessary or required) during all periods of exercise/recreation. Shoes should be inspected regularly by unit staff to ensure safety.
  - Tennis shoes need to be disinfected or washed prior to being re-issued to another youth. Powder is available through supply.
  - Horseplay will not be permitted or tolerated during recreational activities.
  - Youth shall not be permitted to participate in contact sports (i.e., tackle football, boxing, etc.).
  - Recreational Activities shall not take place in areas of ongoing construction or in close proximity to equipment or tools.
  - All recreational equipment must be used only for its intended purpose and with the supervision of staff
  - All recreational equipment will be inspected for safety purposes prior to usage.
  - Outdoor recreation shall not occur during rain or periods of severe heat. One (1) hour of exercise of large muscle activities shall be provided indoors on these days. Outdoor Recreation shall not occur if the outside temperature exceeds 95 degrees. In all cases, access to drinking water shall be provided during any physical recreation activity.
  - Prior to the commencement of any physical recreational activity, staff shall conduct warm-up exercises for all participating youth.
  - All youth shall participate in the physical recreational period unless excused for medical reasons. Youth refusing to participate without medical reason shall lose privileges.
  - Youth not directly involved in a recreational activity shall be required to sit down (i.e., light duty, youth waiting to enter a game, etc.) during the recreational program in an area most secure, generally against the furthest inside wall.
  - Youth will never be allowed to divide the group into teams for the purposes of recreational or any other activity.
  - The Probation Correction Officer will enforce all rules of the game without prejudice.
  - Staff are not permitted to engage in sporting games with the youth.
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### 5.4.1

### General Provisions *(continued)*

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#### Medical Restrictions

- B. The following medical guidelines shall apply to recreational programs involving physical activity:
1. Youth wearing a cast shall not be permitted to engage in physical activities.
  2. Youth placed on Medical Restriction/Light Duty shall not participate in physical recreation until clearance is received from the Medical Clinic.
  3. Youth on Suicide Watch status Level III may not attend any activities unless authorized by mental health staff and the Institution Supervisor. Youth on Close Watch status shall participate in unit activities unless restricted by mental health or the Institution Supervisor.
  4. Youth approaching the Officer during an activity, claiming injury, will be evaluated by the Officer for the need for emergency care of the injury. Officers are not medical staff and will not give consultations. However, each Officer has been properly trained in an approved CPR/First Aid Training course and will use that knowledge to evaluate the situation.
  5. In the event a youth reports an injury, the Officer shall notify the Institution Supervisor via radio, who in turn shall contact the nurse. The Officer shall document the injury in an Incident Report in Caseload Explorer.
- 

#### Safety Practices For POD Recreation Yard

- C. The following security practices shall be adopted by all staff when supervising recreational activities in the POD recreation yards.
- Ensure appropriate staff coverage is available prior to implementing a recreational activity. There should be enough staff to provide a ratio consistent with Title 15 standards and safety and security concerns. The Institution Supervisor shall be consulted and determine if there will be one (1) or two (2) staff required for activities conducted in the pod recreation areas.
  - In the event the Institution Supervisor determines there are two (2) staff needed to supervise the youth in the pod recreation yard, the second staff should be the float, other unit staff, or non-duty I.S. If staff are not available, the group shall be split into two (2) separate groups for recreation.
  - ALL youth will participate in outside recreation. If they do not, they shall receive a roster, consequence, or a write up.
  - Those that are on medical restriction, but still wish to go outside, shall be placed in a specific location and remain seated during the event.
  - Staff is prohibited from participating in any recreational activity as it compromises their ability to provide security or immediate response to an emergency situation.

### 5.4.1

#### **General Provisions** *(continued)*

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- Staff shall pay close attention to where the youth are, and what they are doing. Staff shall not get distracted by talking to individual youth.
  - Staff shall not allow a group of youth to stand in front of them. This blocks the view of the Officer and compromises security.
  - The door leading to the POD recreation yard shall be closed when youth are present.
  - Staff shall ensure that a water jug with appropriate temperature water and clean cups are available for youth in the POD recreation yard. Any cups used, shall be collected at the end of the session and placed in a trash receptor.
  - When there are multiple staff supervising an activity in the POD recreation yard, staff are to stand on opposite sides of the area to ensure better supervision of the youth.
  - Youth removed from the activity are not to be sent into the unit from the POD recreation yard without a staff escort.
  - Officers shall acquire any sports equipment needed for recreation, prior to entering the yard. Under no circumstances shall youth that are not Leaders, be sent into the Podium area to retrieve items without an escort.
  - Officers shall ensure that youth do not stand, sit, or group up around the window areas behind the POD Podiums.
  - When transitioning youth from the housing unit to the POD recreation yard, the Officer shall:
    - a. Have all eligible youth exit their assigned cells and sit in the middle of the unit day area;
    - b. Have the youth line up at the unit exit door;
    - c. One Officer shall enter the POD recreation yard and check that all doors are closed and locked;
    - d. Once the POD recreation yard has been checked, the youth shall be sent outside from the unit in a single file line;
    - e. Upon entry to the POD recreation yard, the youth shall assume the cover position near and facing the wall assigned to their unit for fire drills;
    - f. The Unit Officer will then place the youth in PT formation and begin the activity.
-

**5.4.1****General Provisions** *(continued)*

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Sports  
Field  
Outside  
Recreation**D. Safety and Security Rules for Sports Field Outside Recreation:**

1	There will be a minimum of two (2) Officers present when a unit is allowed to go to the outside sports field for recreation. The Institution Supervisor shall determine how many Officers are required to supervise the group on the Sports Field, based on ratios and safety and security concerns.
2	Staff shall position themselves in a manner that covers the corners of the recreation area. If there are three (3) staff, one (1) staff shall act in a rove position in the yard.
3	There will be NO bathroom call during outside recreation. They will be completed prior to going outside. If it is an emergency situation, the Probation Correction Officer will radio the Institution Supervisor who will escort the youth into the bathroom.
4	Officers-will supervise and direct all outside recreation activities.
5	Those that are on medical restriction, but still wish to go outside, shall be placed in a specific location and remain seated during the event.
6	Staff is prohibited from participating in any recreational activity as it compromises their ability to provide security or immediate response to an emergency situation.
7	During recreation in the Sports Field, youths will stay at least five (5) feet away from the fence.
8	Prior to taking the youth to the sports field, Officers will make a security check of the fence. They will physically shake and pull on the fence, ensuring that it is secure, visually check nuts, bolts, attachment of fence to bar, etc.
9	Staff shall pay close attention to where the youth are, and what they are doing. Staff shall not get <u>distracted</u> by talking to individual youth.
10	Be alert and aware of safety and security measures. Carefully watch for the use of potentially dangerous equipment and always maintain proper positioning to provide maximum supervision and quick response to problems (e.g., fights, escape attempts, etc.).
11	The door leading to the Sports Field shall be closed when youth are present.
12	When a youth/group of youth behavior becomes disruptive, or their sportsmanship deteriorates, discontinue or restructure any activity.
13	All staff shall be security conscious at all times when supervising the youth.
14	The Institution Supervisors will be checking on staff to ensure that they are properly supervising the youth.
15	Staff must take control when supervising the youth at any time. Youth do not dictate what happens in the units, the Officer-does.

### 5.4.1 General Provisions *(continued)*

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- Documentation
- E. Each Unit Probation Correction Officer will create a Caseload Explorer Activity Log, documenting the event as Physical Training. The following additional information shall be documented:

1	The commencement and completion time of the activity.
2	The names of youth involved in the activity.
3	Any injuries, security, or safety issues that arose during the activity.
4	The type of activity engaged in.
5	The youth's response to the activity.
6	The location of the activity.
7	The names of the staff supervising the activity.

---

- Youth Participation
- F. Participation in scheduled recreational programs is required for all youth who are physically able.
- 
- G. Staff are prohibited under Title 15 standards from using recreation or exercise for the purpose of disciplining/punishing a youth.
- 
- H. Youth in Gang and Jeopardy Track Programs shall adhere to the following procedures during large muscle, Physical Training, or sporting events:

Gang and Jeopardy Track

1	Youth in the Gang/Jeopardy Track will remain in the yellow shirt at all times, including Large Muscle Activities.
2	Youth in the Gang/Jeopardy Track are not allowed to participate in the sports/physical education portion of the school day.
3	During physical education, the youth will conduct self-Physical Training at the back of the recreation area, facing the wall.
4	If the physical education activity is conducted indoors, the youth will conduct self-Physical Training facing the wall opposite the participating youth.
5	Youth in the Gang/Jeopardy Track that refuse to participate in self PT, shall be issued a consequence or incident report for refusing program.

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**5.4.2****Recreational Activities**

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Recreational  
Program

- A. Afternoon and weekend recreational activities, including program time periods, shall be organized and supervised by unit staff. Appropriate recreational activities include, but are not limited to the following sports:

Basketball	Volleyball	Aerobics	Softball
Relays	Flag Football	Soccer	Kickball

Contact sports, such as tackle football or boxing, are not permitted under any circumstances.

---

Program Time  
Activities

- B. In addition to the physical recreation program, program time periods emphasizing a more sedentary form of recreation shall be scheduled on a daily basis. Approved program time activities include, but are not limited to:

1	CORE programming components designated for unit
2	Literacy/school work/homework
3	Alcohol and Drug Education/Counseling
4	Letter Writing
5	Board games/ Card games/ Arts & Crafts
6	Probation Correction Officer Directed Activities which include lessons regarding tolerance and diversity
7	Leadership Club privileges
8	Reward Club
9	Game Room Night
10	Evening in door recreation (letters, phone calls, TV, games)
11	Television/Movies – with prior Unit/Institution Supervisor authorization

Institutional  
& Social  
Programs

Activities shall be supervised and include orientation and coaching of youth by Probation Correction Officers or assigned staff.

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- C. Gambling and games of chance are prohibited.
- 

- D. Events sponsored by the Juvenile Detention Facility represent an additional source of recreation. An example of these events are the periodically scheduled unit “Sport Challenges” (i.e., for basketball, volleyball, etc.). Competition between units requires advance authorization from the Unit/Institution Supervisor.

“Sport Challenges” shall never include only one youth from one unit challenging members of another unit but shall be competition between several members of a unit. Competitions between units that include the high security units require the approval of the Supervising Probation Officer or Division Manager.

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### 5.4.3

## Gender Equality in Recreational and Athletic Activities

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Gender  
Equality

There shall be equivalent recreational programming for female and male youth. All game activities shall be made available to youth of both genders. However, youth of different genders shall not participate in activities together without the permission of the Institution Supervisor.

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### 5.4.4

## Facility Television

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In each day area of the facility, there is a television for the youth to watch approved programming during indoor recreation time. The following policies apply to the use of the Facility televisions:

- Only staff may turn the television on and off. Youth are not allowed to turn or touch the television or receptor box.
  - If there is any damage found to the television, whether it be accidental or an act of vandalism, it must be reported to the Institution Supervisor immediately and documented in Caseload Explorer as an Incident Report.
  - Educational programming can be viewed as part of the Officer's Directed Activity; however, a written assignment must be included with the lesson.
  - Only certain channels have been approved by the Division Manager for viewing. A comprehensive list of allowed channels is located in the Institution Supervisor's Office, and the receptor boxes have been programmed to block channels not on the allowed list. This is to prevent youth from viewing shows intended for mature audiences.
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## 5.4.5 Game Room

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### Qualification

To supplement the youth programming and recreational opportunities, there are certain areas allocated to be used as a game room for youth to use recreationally.

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A. To qualify for participation in the game room, the youth must meet the following criteria:

1. Must earn Reward Club two (2) weeks in a row;
  2. No Incident Reports in Caseload Explorer for two (2) weeks prior to selection;
  3. No more than three (3) Consequence Logs in Caseload Explorer.
- 

B. While in the recreation room, there are certain rules that shall be enforced by the Probation Correction Officer supervising the activity, which results in loss of game room privileges for the youth. Those rules are:

1. Any major rule violation as defined in Manual Section 6.6.
  2. Excessive profanity continued after redirection.
  3. Disrupting the group and inability to control his/her anger.
  4. Disrespectful behavior directed at staff or other youth, such as mocking or taunting.
- 

C. Staff are to ensure that all youth participating in the game room activities are given an opportunity to try and play the games that are available, such as video games, ping pong, and board games. Staff shall not allow a youth or small group of youth to exclude others and monopolize the games.

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D. Any disruptions in the game room shall be immediately reported to the Institution Supervisor, who will then make a determination if one or more youth shall be removed or if the game room will be shut down for the remainder of the shift. Probation Correction Officers shall not take it upon themselves to disqualify a youth from participation.

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E. Any item(s) damaged shall be reported to the Institution Supervisor and documented in an Incident Report in Caseload Explorer.

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### **5.4.6 Reward Club**

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A weekly Reward Club is held at the Juvenile Detention Facility for youth that show positive behavior and follow the rules and regulations of the facility.

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- A. Each week, youth behavior is reviewed from the date and time of the last Reward Club to determine eligibility. Youth are eligible to earn reward club privileges on a weekly basis by:
    - 1. Not receiving a disciplinary referral during the week;
    - 2. No placement/time spent on Jeopardy Track or Gang Track during the week;
    - 3. No incidents of disrespect toward staff and subsequent consequence log;
  - B. Reward Club will consist of an approved movie, snack, and drink. It shall be supervised by the Program Institution Supervisor or designee.
  - C. A Club Log shall be entered in Caseload Explorer for each youth that attends Reward Club.
  - D. All youth, in a unit that has a fight or physical assault occur, will not have Club for safety and security reasons; however, if a youth would have earned Club, should the fight or assault not occurred, that youth will be considered to have made Club for the purposes of determining eligibility to participate in Game Room.
- 

### **5.4.7 Positive Behavior Incentive Program**

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In order to foster a more positive environment and encourage youth to follow the rules and participate in all program parts, the Juvenile Detention Facility offers a reward/incentive system for positive behavior. Those youth that continuously earn the weekly reward club, which is offered to those youth who maintain positive behavior each week, are eligible. The incentive/reward program is for the youth that continuously demonstrate good behavior. In order for the youth to earn the special program, they will have to earn weekly reward club five (5) consecutive weeks.

Reward activities may include a BBQ, to be held on the Wednesday of the sixth week, after the youth have already earned their fifth consecutive weekly reward club.

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Additionally, each program unit has an honor room. The honor room is a cell within the unit, which has been decorated and has more amenities than a standard cell. All youth in the unit have the opportunity to earn the cell as it is awarded on a week by week basis.

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## 5.4.8

## Facility Programs

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Title 15  
Section  
1371(a)

All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism. The programs provided to the youth shall be based on his/her individual needs according to the initial JAIS Assessment conducted during Intake or Orientation.

The programs offered at the Juvenile Detention Facility are provided under the direction of the Chief Probation Officer, in conjunction with the Officer of Education and other contracted partners, including Mental Health Providers, Community Based Organizations, and Faith-based Organizations.

Programs may include, but are not limited to:

- Religious Services
  - Cognitive Behavioral Therapy 2.0
  - Drug and Alcohol Counseling
  - Substance Abuse Groups
  - Individual Counseling
  - Family Counseling
  - Nurturing Parenting Class
  - Parent Educators
  - Career Program
  - Diploma Program
  - Vocational Education
  - Gender Specific Programming
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Religious Programs</b></p> <p><b>Section: 5.5</b></p> <p><b>Authority:</b> <b>Title 15; Section 1372 &amp; 1356.b</b></p>
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## 5.5 Religious Programs

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### Standards

Section 1372 of the Minimum Standards for Juvenile Halls sets forth the basic provisions for religious programming in the Juvenile Halls. In establishing compliance with these standards, the following policies and provisions have been developed regarding a youth's access to, and participation in, religious programs and services in the Juvenile Detention Facility.

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### 5.5.1 General Provisions

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- A. Each youth in custody at the Juvenile Detention Facility shall have an opportunity to participate in religious services, of their faith, programs, and/or counseling, at least one (1) time per week.
1. Upon entry into the Juvenile Detention Facility, each youth will be asked to designate their faith preference, which will be documented in Caseload Explorer.
- 
- B. Attendance at religious services and/or programs shall be voluntary and not required.
- 
- C. No sanctions or penalties shall be imposed on a youth for choosing not to attend religious programs or activities. A youth shall be allowed to participate in an activity outside of their room if they elect not to participate in the religious program.
- 
- D. Incentives or rewards shall not be provided to youth as an inducement to participate in religious programs or activities.
- 
- E. All youth shall be permitted access to religious literature unless it represents a clear and demonstrable danger to the security of the institution. Religious literature will be provided from religious service groups approved by the Institution Supervisor assigned to coordination religious services. Parents shall not bring youth bibles.
- 
- F. Religious articles such as medallions, rosaries, prayer beads, crucifixes, etc., are not permitted in the Juvenile Detention Facility due to the potential for misuse/use as a weapon.
-

### 5.5.1 General Provisions *(continued)*

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- G. No youth shall be denied the right to attend a religious service unless it can be shown that institutional security would be threatened or compromised.
- 
- H. Penitential communication between a youth and minister shall be confidential, and the Juvenile Detention Facility staff shall not infringe upon their right to confidentiality.
- 
- I. Religious programs and services offered to youth shall be provided by the Probation Department's Chaplaincy Services Program. The Tulare County Probation Department shall assume a neutral position with regard to religious services.
- 
- J. Juvenile Detention Facility staff shall supervise regularly scheduled religious services, which are offered to youth in a security capacity. Staff participation in the religious services is prohibited.
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### 5.5.2 Chaplaincy Services Program

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All religious programs, services, and activities offered in the Juvenile Detention Facility fall under the auspices of the Probation Department's Chaplaincy Services Program. A Chaplain Coordinator heads this program. All questions regarding the scheduling of religious programs, clergy visits and special events of a religious nature should be directed to the Chaplain via the Chain of Command.

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### 5.5.3 Religious Services and Practices

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|---------------------|--|
| Church Services     | Under the supervision of the Division Manager or their designee, institutional religious services are held at least weekly at the Juvenile Detention Facility.   |
| Additional Programs | Additional religious programming includes a separate religious service for the high security units due to their security needs.  |
| Church Services     | A. Services are held at various times in each POD and all youth shall be allowed to attend at least one hour/week on a voluntary basis.  |
| Procedure           | B. Participating youth are brought to the designated area prior to the commencement of the service. Staff escort shall remain with their group throughout the service to provide supervision and security. |
- Services and practices, including counseling, are also available for youth, at their request. Scheduling for these activities is arranged through the Institution Supervisor assigned to coordinating religious services.
- A youth shall fill out a "Request for Religious Services form" and submit to the Institution Supervisor to access these services.

### 5.5.3 Religious Service (continued)

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Special  
Programs  
and Services

- C. In addition to the above-referenced scheduled programs, the Religious Service Program also offers a variety of other religious services and programs designed to meet the particular religious needs of all youth.

Included in this special programming is:

- Weekly bible study, if available
- Individual religious counseling
- Visits from local clergy
- Arrangements for special religious observances for religious faiths, in addition to those represented in the regular schedule

All youth will have the choice to attend bible classes or special programming if desired.

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- D. Visits to youth from local clergymen are encouraged and arranged through the Facility Chaplain. Staff receiving requests from youth for clergy visits shall direct the inquiries to the Facility Chaplain.
- 

- E. The following policy regulates all clergy visits to youth in the Juvenile Detention Facility:

1	Individual visits by clergy are authorized by the Institution Supervisor assigned to religious services. Clergy visits are usually limited to one (1) time per week and are scheduled at the mutual convenience of the minister and the Juvenile Detention Facility. In the event of an emergency (e.g., illness, death in the family, etc.) the Chaplain coordinating with the Institution Supervisor shall have the discretion of increasing the number of visits and times, outside the general Juvenile Detention Facility visiting/interviewing hours.
2	Professional visits are limited to ordained persons, or in the case of churches not practicing a formal ordination, a person authorized by a denomination to counsel.
3	Professional church workers (e.g., youth workers, pastoral counselors, etc.) who are not ordained may also be authorized by the Institution Supervisor to visit individual youth who are members of their congregation.
4	Ministers requesting visiting privileges shall be referred to the Institution Supervisor assigned to religious services who will schedule the visit with the Juvenile Detention Facility.
5	Requests by youth for an individual clergy visit shall be referred to Institution Supervisor assigned to religious services. Youth shall receive assistance in contacting the chaplain, if they so request.

### 5.5.4 Religious Diet

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If requested, a youth is eligible to receive a religious diet ([see Manual Section 5.14.7](#)).

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject:</b> Visiting Programs <b>Section:</b> 5.7 <b>Authority:</b> Title 15, Section 1374 W&I Code 871.5
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## 5.7 Visiting Programs

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### Standards

Section 1374 of the Minimum Standards for Juvenile Facilities sets forth the guidelines for incorporating a visiting schedule into the Juvenile Detention Facility (JDF). Compliance with these guidelines mandate that each Juvenile Hall shall allow each youth at minimum two (2) hours of visitation per week. The Juvenile Detention Facility may provide access to technology as an alternative, but not as a replacement to in-person visiting.

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This section addresses the following areas of concern:

Manual Section	Manual Subject	Title 15
5.7.1	General Provisions	1374
5.7.2	Visiting Rules and Regulations	1374
5.7.3	Regular Visits	1374
5.7.4	Visiting Procedure	1374
5.7.5	Special Visits	1372, 1374
5.7.6	Professional Visits	1374, 1377
5.7.7	Supportive Adults	1374

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## 5.7.1 General Provisions

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All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. To ensure the safety and security of the Juvenile Detention Facility, staff and visitors shall adhere to the following:

### Authorized Visitors

- A. The following persons are authorized to visit a youth in the Juvenile Detention Facility during the regular visiting program, except when restricted by Court Order or the Division Manager of the Juvenile Detention Facility:

1	Parents
2	Step-parents
3	Grandparents and/or spouse of grandparents, if the spouse is residing in the household
4	Foster Parents
5	Legal Guardians
6	Persons standing in loco parentis

Persons not named above must seek prior approval to visit during the regular program. Authorization and approval is obtained **ONLY** through the Juvenile Detention Facility Institution Supervisor or above.

Visitation shall not be denied solely based on the visitor's criminal history. The Institution Supervisor, in conjunction with the Supervising Probation Officer, shall determine whether a potential visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied, and Division Manager.

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- B. Any authorized person visiting a youth at the Juvenile Detention Facility must possess a ~~valid~~ picture identification as proof of identity for the protection of youth. To qualify, the picture identification must indicate the visitor's name, and age. Acceptable forms of picture identification include:

### ID Requirements

1	A valid and current California Driver's License
2	A California (picture) Identification Card
3	An Employment (picture) Identification Card
4	An Alien Registration Card
5	A valid and current passport

### NO ID

Persons without picture identification shall not be permitted visiting privileges, unless approval is obtained from the Juvenile Detention Facility Institution Supervisor. All exceptions to this policy shall be solely at the Juvenile Detention Facility Institution Supervisor's discretion, based on safety and security precautions.

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### 5.7.1

### General Provisions *(continued)*

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Visitor  
Registration

- C. All persons entering the institution for the purpose of visiting a youth are required to register by signing their name, address, the name of the youth being visited, and their relationship to the youth. A visitor's log shall be maintained at the reception desk and in Caseload Explorer.
- 

Visitor  
Searches

- D. For the protection of persons within the facility, all visitors entering the Juvenile Detention Facility are subject to a search of approved personal belongings and/or other items brought into the institution. Visitors are also required to pass through the metal detector.
- 

Weapons

- E. Section 871.5 of the Welfare and Institution Code prohibits any person from bringing into the Juvenile Detention Facility a controlled substance or weapon of any type. Any person who violates this statute is guilty of a felony. All visitors shall be subject to a metal detector search during the regular visiting program. Any visitor who is suspected of being in possession of a weapon shall be denied access to the facility. Any staff member with reasonable cause to suspect a visitor is concealing a weapon shall immediately contact the Institution Supervisor, who in turn shall request the visitor to leave the premises or local law enforcement officers will be summoned.
- 

Visitor  
Conduct

- F. Any visitor suspected of being under the influence of alcohol and/or drugs shall be denied access to the institution, and the Institution Supervisor shall be notified immediately. Any Juvenile Detention Facility staff member who has reasonable cause to suspect a visitor of being under the influence of drugs and/or alcohol shall immediately notify the Juvenile Detention Facility Institution Supervisor.
- 

Other  
types of  
visitors

- G. Other family members, such as adult siblings and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interests of the youth.
-

## 5.7.2 Visiting Rules and Regulations

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A. The following rules and regulations apply to all youth visits. The only items a visitor is allowed to bring into the Juvenile Detention Facility are their keys and identification. Notice of these rules shall be available, in writing, for youth and visitor perusal. The rules and regulations shall be posted in a visible area in each Juvenile Detention Facility unit and in the outside lobby area.

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B. All visitors shall be issued a visitors badge by Juvenile Detention Facility staff indicating the nature of the visit. This badge shall be issued prior to the visitor leaving the reception area. These badges shall be color coded according to the following:

- General Population=Green
  - Program=Blue
  - Professional Visits and Church: Yellow
- 

Permission

C. If a visitor attempts to give an item of any sort to the youth, the Probation Correction Officer will notify the Institution Supervisor, and the visit shall be terminated immediately.

1. The youth shall be removed from the visiting area and shall be immediately searched.
  2. If an officer suspects an item passed to the youth is found to be illegal by Penal Code Standards (Section 4570, 4570.1, 4573, 4573.5, 4573.9, 4574) and is an immediate threat to the health and safety of either staff or youth, the Institution Supervisor shall notify the Division Manager and/or the Supervising Probation Officer immediately.
  3. If the contraband is illegal but represents no immediate threat, the proper procedure shall be used to inform the Tulare County Sheriff's Office and to maintain chain of custody, and the Supervising Probation Officer shall be notified as soon as they are available.
-

## 5.7.2 Visiting Rules and Regulations *(continued)*

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Visitors Must Comply with All Rules	D. Visitors must comply with all institutional and unit rules governing visitations. Loud, discriminative, boisterous behavior, failure to abide by the rules, and physical contact or disturbing visits which endanger group security and supervision are sufficient grounds for suspension of future visiting privileges. Racial, gang related behavior, and/or discriminatory acts or comments will not be tolerated. (A decision to suspend or restrict ongoing visiting privileges may only be made by an Institution Supervisor with the subsequent approval of the Supervising Probation Officer.)
Terminating Visits	1. When circumstances permit, the Institution Supervisor shall be called to the area prior to termination of a visit. All terminated visits or noteworthy incidents shall be documented by staff via an Incident Report.
Call IS First	2. The Institution Supervisor shall add to the report to indicate why, in their judgment, visiting privileges needed to be terminated and to recommend for how long.
	3. At all times, staff shall remain alert and use their judgment when terminating visiting privileges for that day. They may recommend further restrictions or suspensions of visiting privileges. Violations of visiting rules and/or termination of visiting privileges shall be immediately reported to the Institution Supervisor and subsequently documented in an Incident Report.
Do Not Monitor Conversations	E. All visits shall be supervised, but conversations shall not be monitored unless there is a security or safety need.
No Children	F. Children may not be left unattended in the lobby or in the parking lot.
No Food or Drinks	G. No food or drinks will be permitted in the lobby or visiting area.

### 5.7.3 Regular Visits *(continued)*

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General  
Policy

- A. The regular Juvenile Detention Facility Visiting Program offers visitation for youth. Authorized visitors may visit youth up to two (2) hours a week during regularly scheduled visiting times. Currently, regular visiting times are held on Wednesday, Thursday, Saturday and Sunday.
- 

Delays  
Overcrowding

- B. Any delays in scheduled visiting hours will be relayed to the Institution Supervisor immediately. Visitors waiting for visits shall also be kept informed of the possible length of the.
- 

Clothing

- C. Visitors at the Juvenile Detention Facility must be appropriately attired:
1. Clothing that could be designated as “Gang Clothing” is not allowed including, but not limited to, red or blue shirts or jackets, hats, belts with insignias or initials, or any clothing which reveals tattoos on the visitor.
  2. Revealing clothing or that deemed inappropriate by the Institution Supervisors is not allowed. This includes, but is not limited to, miniskirts or short skirts, low cut blouses, half shirts, tank tops, excessive jewelry, shorts, or any clothing items made by materials which are see-through.
- 

Late  
Arrivals

- D. Visitors are asked to be at the facility twenty (20) minutes prior to the scheduled visitation time to be checked in by staff. Visitors who arrive after the scheduled visitation time will not be allowed to visit that day.
- 
- E. Visitors may not use cameras, cellular telephone, or any other recording devices inside the Juvenile Detention Facility, including the lobby. Additionally, smart watches are prohibited at the facility.
- 
- F. Due to safety and security reasons in case of a large number of youth and visitors, visiting hours may be modified to prevent overcrowding. This change requires the approval of the Institution Supervisor.
- 
- G. The schedule and the number of visiting hours may be modified at the discretion of the Juvenile Detention Facility Supervising Probation Officer. However, opportunities for visitation must be provided at least two (2) hour per week.
-

## 5.7.4 Visiting Procedures

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Unauthorized  
Visitors

Unauthorized visitors who appear at the Juvenile Detention Facility shall be informed of their ineligibility during the screening process, by the Institution Supervisor. In a professional manner, staff shall notify all unauthorized persons of their ineligibility and the reasons. Additional information as to the procedures available to gain eligibility, i.e. contacting the Supervising Probation Officer, shall be provided. When requested, unauthorized visitors shall be provided with the Juvenile Detention Facility business telephone number. If complications with unauthorized visitors arise, the Institution Supervisor shall be notified and take responsibility for resolving all conflicts.

The following procedures shall be followed during visiting:

Front  
Lobby

A. All visitors will enter the facility through the front door, waiting in the Administration Lobby until the visiting time for their youth begins.

---

Signing  
In

B. The Receptionist or DSO shall serve as the Information Center for all visitors entering the Juvenile Detention Facility. The Receptionist or Detention Services Officer shall ensure that approved visitors sign into the visiting log for each youth. Directions to a youth's visiting area or general information shall be provided to visitors.

The Institution Supervisor shall arrange for special visits which require staff supervision or other unique conditions. Such visits are not to occur during regularly scheduled visitation without prior approval from the Division Manager or designee. Authorized visitors shall be monitored to ensure they proceed directly to their designated visiting area.

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CLE

C. The Receptionist or Detention Services Officer shall check the picture identification of the visitor against Caseload Explorer Associates records. If there is no picture identification of the visitor in Caseload Explorer, the Detention Services Officer or Receptionist shall scan the appropriate identification into the Associates page of Caseload Explorer.

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D. All stamped envelopes or other approved items brought in by visitors shall be accepted before the visitor leaves the reception area.

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**5.7.4 Visiting Procedures** *(continued)*

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Metal  
Detector

E. Each visitor shall pass through the metal detector successfully prior to entering the Main Facility.

1	Visitors who fail to pass the metal detector sensors have the option of being scanned with the hand-held metal detector
2	The hand-held metal detector may be requested by the Visitor's Officer at any time during visits
3	Visitors who fail both the standing metal detector and the hand-held metal detector will not be permitted to visit the youth and will be asked to leave the facility premises
4	Visitors who refuse to pass through the metal detector and/or allow the officer to use the hand-held metal detector shall not be permitted a visit with the youth and will be asked to leave the facility premises
5	The Institution Supervisor may call the Sheriff's Department to help remove visitors if they fail to leave the premises when requested to do so

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Unit  
Notification

F. The Detention Services Officer or Receptionist shall notify the Officer at the POD Podium as to the names of youth(s) that have visitors. The Officer at the podium shall in turn, notify the Unit Officer. The Unit officer shall line up the youth from his/her unit that have a visit and:

1. Ensure that all youth have their shirts tucked in;
  2. Provide behavioral expectations as to acceptable behavior;
  3. Escort the youth from their housing location upstairs, ensuring that there is not more than one youth at a time on the stair case.
- 

Supervision  
of Visits

G. Once visits are in progress:

Unit Officers are responsible for supervising the visitors in the visiting room during their unit's visiting time. When supervising visits, staff shall process the visitors as they enter the visiting room and direct the visitors to the specific area in which they are to conduct their visit.

Only youth receiving visits shall be authorized to be in the visiting area.

1. Youth shall not be permitted to move about the visiting area without staff permission.
  2. No objects/items may be given to the youth from the visitor.
  3. Youth who do not conduct themselves in an appropriate manner will be removed from the area, and the visit will be terminated by the Institution Supervisor.
  4. A Probation Correction Officer shall remain in the Visiting Room at all times, circulating and monitoring behavior.
  5. The Probation Correction Officer at visits shall arrange for any youth, who has property at the Juvenile Detention Facility, to release it to their visitor with their permission.
  6. Youth shall be in compliance with all facility rules and shall be knowledgeable of the behavioral standards and expectations associated with the visiting program.
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## 5.7.4

### Visiting Procedures *(continued)*

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Inquiries

H. General inquiries from parents or authorized visitors regarding a youth's behavior may be briefly addressed, if appropriate. Questions concerning a youth's health shall be directed to the medical clinic. All others shall be directed to the Institution Supervisor or Casework Probation Officer.

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Completion  
of Visiting

I. Upon completion of the visit, all youth shall be searched by the Probation Correction Officer designated, prior to being allowed contact with other youth or access to a different area in the Facility. All visitors shall wait in the visiting area until the searches are completed. If during the search, the Probation Correction Officer determines the youth is in possession of contraband, a strip search may be requested and approved by the Institution Supervisor.

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Area  
Search

J. The Unit Officer shall search the visiting area thoroughly for contraband upon completion of the Visiting Program and will document in Caseload Explorer that said search was completed and what contraband was found, if any.

Unit  
Responsibilities

Unit staff, when available, shall be posted on the second floor to assist in directing visitors to the appropriate Pod visiting area. This position not only prevents visitors from entering the wrong Pod but also places the staff in a central location in the event a problem should occur during visits.

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## 5.7.5

### Special Visits

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Introduction

Special visits are those which occur outside the normal visiting program rules/hours and include persons that may not be parents or guardians including, but not limited to, mentors, extended family members, role, models, and spouses, and are in addition to the two-hour minimum and/or outside of the regular visiting hours. All special visits are granted on a case-by-case basis at the discretion of the Division Manager or his/her designee, or by court order.

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Siblings

Siblings under the age of two shall be permitted to visit only when highly exceptional circumstances exist and may be subject to shorter or different visiting times, in order to facilitate proper safety concerns. The Institution Supervisor shall determine eligibility for special visits on a case to case basis. The Supervisor is to ensure these visits take place within the provisions of this policy. Siblings and youthful visitors are subject to the same rules as adult visitors.

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### 5.7.5 Special Visits *(continued)*

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Clergy Special visits for clergy, placement personnel and counselors are generally granted when requested of the Institution Supervisor. The Institution Supervisor shall determine the minor's eligibility for these special visits. Clergy personnel wishing to hold services at the Juvenile Detention Facility shall apply through the appointment Facility Chaplain. Services are a scheduled activity for the facility.

No special visits During meals No special Visits are to be granted during mealtimes or after 8:00 pm. All special visits shall be conducted in the visiting area of the detainee's unit under the supervision of the Juvenile Detention Facility personnel.

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The process in which a special visit is obtained is as follows:

Process A. In order to obtain a special visit, the youth shall write a complete a Special Visit Request Form and turn it in to the Unit Institution Supervisor, with the names and birth dates of the individuals being requested.

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B. The Institution Supervisor shall determine eligibility for special visits on a case-by-case basis, factoring in the youth's behavior and needs, as well as the safety and security of the facility.

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C. The Institution Supervisor shall approve appropriate special visit requests. Any request that is denied, shall be submitted to the Supervising Probation Officer for review.

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D. The Supervising Probation Officer shall review the information provided by the Institution Supervisor and make the final determination if the special visit shall be denied.

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E. Once the final decision has been made:

1. The Institution Supervisor shall document the decision on the request Special Visit Form;
  2. The form shall be scanned into Caseload Explorer;
  3. The youth shall be informed of the decision;
  4. Documentation shall be entered in Caseload Explorer with the results of the request included;
  5. An appointment for the visit shall be entered into Caseload Explorer for the date and time of the visit, along with approved visitors (Special visits are not permitted at meal times and during regular visiting hours);
  6. The youth is responsible for notifying his approved visitors.
  7. If the request is denied, a copy of the form shall be kept in the denied visits binder.
- 

F. Special visits are generally granted for one (1) hour. All special visits are authorized on a one (1) time basis only by the Institution Supervisor unless otherwise ordered by the Court. Special visits are conducted outside normal visiting hours.

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**5.7.5 Special Visits** *(continued)*

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- G. Youth who have children of their own, and would like to receive visits with their child may ask the Unit Institution Supervisor.

Baby Visits	1	The youth or their guardian/parent will provide a birth certificate of the child stating the youth is the parent of that child to the Institution Supervisor.
	2	The guardian of the detained youth or child will bring the child for the visit, not the mother of the child.
	3	If the visitor arrives late, the visit ending time will be the same as if the visit began on time.
	4	During the first visit, the guardian of the youth shall be permitted to remain with the child.
	6	The visitor bringing the child will be held to the same rules as a normal visitor.

All visits shall be monitored by the JDF staff, no exceptions.

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**5.7.6 Professional Visits**

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Defined Professional visits are those which are conducted by police officers, probation officers, attorneys, private investigators who are representatives of attorneys and other legally authorized officials. These persons are not required to obtain special permission to conduct an authorized interview with a youth. However, proper identification is required prior to admitting such persons into the Institution. These visits shall be accommodated and are in addition to the two-hour minimum and/or outside of the regular visiting hours.

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Staff Help A. Staff shall assist the youth requesting contact with parents, attorney, clergyman, probation officer or other public official.

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Other Professional Visits B. Psychologists, professional counselors and placement officials (i.e., group homes, etc.) are also authorized to conduct interviews. After a youth has gone to court on their current charges, a Peace Officer shall not discuss the current charges with that youth unless the youth's attorney is present or consents to the interview. These visits are initiated by a youth's Casework Probation Officer via the Institution Supervisor. The Juvenile Detention Facility Institution Supervisor shall approve and submit the visitation information to the Receptionist or Detention Services Officer the information for documentation and appointment creation in Caseload Explorer. Approved visitors shall be entered in Caseload Explorer and their identification scanned into the documents of the youth visited.

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Visiting C. Professional visiting hours are Monday through Friday, 8:00 a.m. through 8:00 p.m., excluding meal hours.

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D. These interviews are initiated and coordinated by the Institution Supervisor.

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## 5.7.6

### Professional Visits *(continued)*

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Visiting  
Procedures

E. While housed at the Juvenile Detention Facility, youth shall not be denied access to licensed attorneys or their authorized representatives (e.g., interviewers, investigators, paralegal assistants, etc.) provided the attorney is the attorney of court record.

1. Attorneys may only visit with one (1) youth at a time in the interview room located in the youth's POD or in the BIR due to space limitations and security considerations. Exceptions to this rule must be approved by the Juvenile Detention Facility Institution Supervisor.
2. All attorneys presenting themselves for visits must provide appropriate identification, consisting of a State Bar Card and number. Attorney representatives must provide a letter of authorization from an attorney with a valid State Bar Certification.

Photograph

3. The attorney or their designated representative may photograph their client if the youth gives consent pursuant to institutional regulations. All attorney requests to photograph youth shall be referred to the Juvenile Detention Facility Division Manager or Supervising Probation Officer for approval.
  - 4.
-

### **5.7.7 Supportive Adults**

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Supportive Adults are those individuals who have, or are capable of making a positive impact on a youth's life. Supportive Adults shall be identified and approved for special visits according to the procedures below.

- The youth completes a Special Visit/Supportive Adult Visit form and turns it in to the Institution Supervisor.
  - The Institution Supervisor will review the youth's behavior and case plan, then telephone the youth's identified parent/guardian to discuss the suitability of the requested supportive adult.
  - The Institution Supervisor shall discuss the youth's request for a Supportive Adult with the youth's parent. In the event a parent is against a person obtaining Supportive Adult status with their child, the Institution Supervisor shall document the information on the form.
  - The Institution Supervisor shall document their recommendation on the form and provide it to the Supervising Probation Officer.
  - The Supervising Probation Officer shall determine if there is a legal reason the identified person should not enter the Juvenile Detention Facility or visit the youth and provide a final decision to the youth regarding the request.
-

<p style="text-align: center;"><b>Tulare County Probation Department</b></p> <p style="text-align: center;"><b>JUVENILE DETENTION FACILITY</b></p> <p style="text-align: center;"><b>Policies and Procedures</b></p>	<p><b>Subject: Bedding and Linen Issue</b></p> <p><b>Section: 5.8</b></p> <p><b>Authority:</b> <b>Title 15; Section 1483 &amp; 1482</b> <b>Article 11; Section 1500 - 1502</b></p>
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## 5.8 Bedding and Linen Issue

**Intro** This section concerns the mandated distribution and cleaning of bedding and linens.

### 5.8.1 Juvenile Detention Facility Linen and Bedding Issuance Policy

**Standards** Sections 1483 of the California Administrative Code, Title 15, Minimum Standards for Juvenile Halls and Camps, set forth the institutional guidelines for linen and bedding issuances for youth detained in the Juvenile Detention Facility. With respect to these standards, the following policy guidelines shall be adhered to by all Juvenile Detention Facility staff members with regard to the issuance of linen and bedding.

**Linen Issuance** A. Upon admission to the Juvenile Detention Facility, each youth shall be issued suitable linens, which are clean and in good condition. A youth's initial linen issuance shall be provided by the BIR Unit, prior to arrival in their assigned unit. The standard issue of linens shall consist of the following freshly laundered items:

Quantity	Item
1	Towel
2	Sheets
1 (or two as climate conditions dictate)	Blanket(s) (laundered blankets)
1	Bed Cover

**Bedding Issuance** B. Bedding shall be provided by the youth's assigned unit and shall be obtained from existing unit inventory or from the storage area. Bedding shall be serviceable, in good condition, and consist of:

1. A fire-retardant pillow if there is not a pillow built into the mattress;
2. A rubberized and fire-retardant mattress or mattress and pillow combination.

### 5.8.1

## Juvenile Detention Facility Linen and Bedding Issuance Policy *(continued)*

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3. All mattresses and pillows shall meet or exceed the requirements as set forth by the State Fire Marshal's Office regarding safety needs and the ability to resist fire.
  4. The Juvenile Detention Facility Division Manager and Stock Clerk shall be responsible for providing stock which meets the established standards for safety.
- 

Linen and  
Bedding  
Inventory

- C. All linen and bedding supplies shall consist of enough inventory to meet the actual and replacement needs of the institution for a one (1) week period of time.
- 

Storage

- D. All linen and bedding supplies, which are not in use, shall be stored in a safe and sanitary area, free of rodent and vermin infestation. This area shall be designated by the Juvenile Detention Facility Division Manager and maintained by the Institution's Stock Clerk. The Division Manager or their designee shall periodically check the storage area to ensure sanitary conditions have not been compromised.
- 

- E. The BIR Institution Supervisor shall be responsible for ensuring all contaminated and soiled laundry is stored in an area which is completely segregated from the clean and sanitary linen and bedding supply.
- 

Issuance

- F. The issuance of linen to all new JDF detainees shall be the responsibility of BIR. On a daily basis, the BIR Unit shall obtain and prepare linen supplies for issuance to all new Juvenile Detention Facility entries. These supplies shall be organized and placed in the BIR clothing room for dissemination to new entries.
- 

### 5.8.2

## Juvenile Detention Facility Laundry Procedures

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Linen  
Laundry

- A. The following linen laundry procedures shall be incorporated into the Juvenile Detention Facility programs.
1. Clean, freshly laundered towels shall be provided to all youth on a daily basis. Fresh towels, free of rips and tears, shall be issued prior to showers. Used or dirty towels will be collected by the unit workers.
  2. Well-repaired, clean, and sanitized sheets shall be provided to all youth on a weekly basis. Issuance of clean bedding shall be made on each Saturday. Sheets will be cleaned and/or sanitized by the Juvenile Detention Facility laundry workers in the institution.
-

## 5.8.2

**Juvenile Detention Facility Laundry Procedures** *(continued)*

3. Clean and well-repaired blankets shall be provided to youth every week. As climate conditions change, a second blanket shall be provided, if needed. To ensure clean exchanges occur on a two week basis, the blankets will be exchanged by unit according to the following schedule:

POD 1	POD 2	POD 5
Monday	Monday	Wednesday

4. Linen and bedding exchanges shall be issued as needed especially when they have become soiled due to an illness or accident.
5. Upon release from detention, all youth shall be required to place their blanket(s)/linen into laundry carts. POD Staff shall forward the used blankets/linen from the Pods, to the Laundry Unit for cleaning. Blankets/linen shall not be reissued or placed in the clean/sanitary supply area prior to being laundered.

Medical  
Separation

- B. Bedding and linen which are soiled due to urine, feces, blood, vermin contamination (i.e., lice, crabs, etc.) or have been used by youth who are ill with a communicable disease and/or subject to medical separation, shall be handled and cleaned with special care as follows:

Step	Action
1	Obtain Biohazard bags from the Institution Supervisor's office or the Stockroom (Biohazard bags are water soluble bags which are placed directly into washing machines to eliminate human contact with potentially contaminated laundry).
2	Staff handling the laundry shall put on rubber gloves. Under no circumstances shall staff assign or require a youth to handle Biohazard laundry belonging to another youth. Youth may handle their own laundry.
3	Sort the laundry into colors/whites/blankets.
4	Place each sorted type into a separate Biohazard bag and close the bag, sealing it completely.
5	Take the bags to the Juvenile Detention Facility Laundry Unit to be cleaned and sanitized. Note: Laundry staff shall ensure that Biohazard laundry is completely separated from clean linen and clothing supply at all times.
6	Staff are prohibited from placing bagged Biohazard laundry inside plastic trash bags; they will not be accepted for washing by the Juvenile Detention Facility Laundry Unit, as laundry staff need to identify contaminated laundry.

Medical  
Separation  
(Biohazard)  
Laundry  
Procedure

- C. On a nightly basis, all units will send the barrels of dirty laundry to the laundry unit.

<p style="text-align: center;"><b>Tulare County Probation Department</b></p> <p style="text-align: center;"><b>JUVENILE DETENTION FACILITY</b></p> <p style="text-align: center;"><b>Policies and Procedures</b></p>	<p><b>Subject: Clothing Issuance</b></p> <p><b>Section: 5.9</b></p> <p><b>Authority:</b></p> <p><b>Title 15:</b></p> <p><b>Section 1480 - 1484</b></p>
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## 5.9 Juvenile Detention Facility Clothing Policy

Intro Listed below are the Juvenile Detention Facility guidelines for clothing issuance and laundry services for youth detained at the Juvenile Detention Facility.

Manual Section	Manual Title	Title 15 Section
5.9.1	Clothing Issuance	1480, 1482,
5.9.2	Laundry Procedures for Clothing	1483, 1484
5.9.3	Facility Clothing Replacement	1483,

### 5.9.1 Juvenile Detention Facility Clothing Issuance Policy

Standards Section 1480 – 1483 of the California Administrative Code, Title 15, Minimum Standards for Juvenile Halls, also set forth the institutional guidelines for clothing issuance and laundry services for youths detained in Juvenile Halls. With respect to clothing issuance the following policies and procedures shall be adhered to by all Juvenile Halls.

Clothing Issue A. Upon admission to the Juvenile Detention Facility each youth shall be issued suitable Juvenile Detention Facility clothing provided by BIR, which is clean and in good condition prior to arrival in their assigned unit.

Replacements B. Clothing which falls into a state of disrepair due to normal usage shall be exchanged by staff. Intentionally destroyed, mutilated or lost clothing or bedding shall be replaced by Unit Staff accompanied by an Incident Report in Caseload Explorer and an appropriate progressive disciplinary action.

Clothing Inventory C. An ample supply of Juvenile Detention Facility clothing shall be maintained at all times by the Juvenile Detention Facility. BIR staff shall be responsible for dispensing clothing items to new entries. The ordering of new clothing items and supplies, shall be the responsibility of the Juvenile Detention Facility Stock Clerk.

## 5.9.1 Juvenile Detention Facility Clothing Issuance Policy *(continued)*

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General  
Clothing

D. All newly admitted youth shall be issued the following items:

1	Two pairs of socks;
2	Two pairs of brand new underwear if the youth not straight released;
3	Two gray shorts;
4	Two gray shirts;
5	Shower sandals;
6	Pants;
7	Tennis shoes

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Cold  
Weather  
Clothing

E. In colder weather, each youth shall be issued sweatpants and a sweatshirt. Youth may also receive a sweatshirt if they ask for one.

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Special  
Clothing

F. Provision shall be made to issue suitable additional clothing essential for youth to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate.

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G. Youth who may have special needs or medical issues shall be issued clothing that adheres to the medical plan established by the medical unit.

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## 5.9.2 Juvenile Detention Facility Laundry Procedures for Clothing

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Intro

Youth detained in the Juvenile Detention Facility shall, at all times, be provided with clean and serviceable clothing. Clean clothing exchanges shall be provided to youth whenever work, illness or climatic conditions necessitate. Clean clothing shall additionally be provided according to the following laundry procedures.

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Clean  
Clothing

A. Clothing shall be laundered at the temperature required by local ordinance for commercial laundries and dried completely in a mechanical dryer.

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Underwear

B. Clean and freshly laundered underclothing (i.e., bras, socks, etc.), shall be provided on a daily basis. These items, along with a clean towel, their issued underwear, and a set of Physical Training clothing, are contained on the youth's laundry strap, which is given to the youth each afternoon, and turned in every day after showers, for laundering purposes.

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## **5.9.2 Juvenile Detention Facility Laundry Procedures for Clothing *(continued)***

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Outerwear

- C. Clean, freshly laundered outer garments are passed out to youth each day as part of their issued laundry strap. The strap is collected, laundered and reissued to each youth. The strap contains the youth's PT shorts, PT shirts, pants, and underwear. Youth are issued clean socks every day from a POD supply, which is obtained from the laundry unit and/or stock room.
  - D. Soiled or contaminated items requiring placement in a Biohazard bag shall be routed the Laundry unit for cleaning and sanitizing by the Juvenile Detention Facility Laundry staff.
  - E. All Juvenile Detention Facility issued foot wear shall be sanitized and/or washed between exchanges and/or issuances. BIR staff shall be responsible for ensuring that all footwear is sanitized prior to being reissued to a youth. Footwear shall be exchanged when it is no longer serviceable or is in a state of disrepair.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Personal Care and Hygiene</b> <b>Section: 5.10</b> <b>Authority:</b> <b>Title 15; Article 10, Section 1485 - 1488</b>
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## 5.10 Personal Care and Hygiene

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Standards Sections 1485 –1488 of the Minimum Standards for Juvenile Halls set forth the guidelines regarding the personal care and hygiene of minors detained in the Juvenile Detention Facility (JDF).

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This section addresses the following areas of personal care:

Procedures

<b>Manual Section</b>	<b>Subject</b>	<b>Title 15</b>
5.10.1	Issue of Personal Care Items	Section 1485
5.10.2	Hygiene and Dress Code Standards	Section 1486
5.10.3	Showering Program	Section 1486, 1487
5.10.4	Access to Bathroom Facilities	Section 1488
5.10.5	Hair Care	

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### 5.10.1 Juvenile Detention Facility Toiletry Items

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Toiletry  
Items  
Provided

All youths detained in the Juvenile Detention Facility shall be supplied with toiletry articles, which are necessary to maintain daily personal hygiene. Basic toiletry items provided in each unit include:

A	An individual toothbrush;
B	Toothpaste;
C	Soap;
D	Combs;
E	Hand lotion;
F	Hair products;
G	Shampoo and conditioner;
H	Sanitary napkins and tampons (female program);
I	Deodorant/antiperspirant;
J	Foot sanitizing powder.

Distribution

A. Distribution of these items is provided by the youth's assigned unit. Each unit shall be restocked of toiletry articles by the Juvenile Detention Facility Stock Clerk to meet the weekly needs of their respective unit. Items which are required to be dispensed on a daily basis include:

A	Toothpaste
B	Hand soap
C	Shampoo
D	Deodorant/Antiperspirant
E	Sanitary napkins/Tampons

Distributing  
Toiletries

B. Toothpaste and opportunities for brushing shall be made available to all youth following each meal.

C. Youth shall not be required to share any personal care items listed in items (a) through (d).

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## 5.10.2 Juvenile Detention Facility Hygiene and Dress Code Standards

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Standards The following hygiene and dress code standards shall apply to all youth in the Juvenile Detention Facility:

A	Youth shall be provided an opportunity to practice dental care after each meal.
B	A daily shower is mandatory for all youth.
C	Youth shall only wear the Juvenile Detention Facility issued clothing.
D	Clothing in a state of disrepair (e.g., rips, holes, etc.) shall not be given to or worn by youth.
E	Long pants shall be worn in a "normal" fashion. Pegging, sagging, or any other fashion associated with gang activity is not permitted in Juvenile Detention Facility. Staff shall replace pants that "sag" on a youth for a smaller pair that fit.
F	Headbands, hairnets, towels, or clothing wrapped around the head is prohibited. Rubber bands or other material in a youth's hair is prohibited <u>unless</u> authorized by unit staff.
G	Using staples, paper clips, or other similar objects to make or maintain a youth's pierced earring hole is prohibited.

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## 5.10.3 Juvenile Detention Facility Showering Program

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Standards A. Minimum standards require that each youth be afforded the opportunity to shower upon admission to Juvenile Detention Facility and on a daily basis thereafter. Each Juvenile Detention Facility unit shall therefore provide youth with the opportunity for daily showering. The daily showering program shall provide youth with soap, shampoo, deodorant, and toothpaste.

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Miscellaneous Items B. Items such as hand lotion, Vaseline, and miscellaneous hair products, shall be dispensed in small quantities during the showering program, according to the schedule as developed in each individual unit. Dispensing these items on a daily basis is not required. During distribution of these items, staff should be aware of the potential for product misuse (e.g., greasing down the body, hair, etc.) and, therefore, staff supervision over the dispensing of these items is required.

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Supplies C. All toiletry articles shall be provided solely by the Juvenile Detention Facility. These items are not to be supplied to youth by their parents or other visiting persons. A notice to the public prohibiting the supply and/or dispensing of such items shall be posted in the visitor's lobby in the reception area.

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### 5.10.3 Juvenile Detention Facility Showering Program (*continued*)

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Daily  
clothing

- D. A daily issue of clean underclothes, PT clothes and towels, shall be provided to each youth during the unit showering program. In addition to the daily showering program, youth shall be provided the opportunity to shower as work, illness or unusual circumstances dictate.
- 
- E. Youth who have special needs for medical conditions shall be showered according to the medical plan developed on their behalf.
- 

### 5.10.4 Access to Bathroom Facilities

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Reasonable  
Access

A youth may not be denied reasonable access to the bathroom facilities. "Reasonable Access" means providing use of the bathroom facilities with no more than a five (5) minute delay, except in the case of an emergency. If and when such an emergency arises, and access to the bathroom is delayed, the circumstances shall be documented on an Incident Report. In all Juvenile Detention Facility units, when the youth return to their units from recreation periods, school, or special activities or events, they shall be allowed to return to their room to use the bathroom. Youth with special needs or medical conditions shall be allowed to use the facilities as their medical plan dictates.

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- A. If a youth uses the bathroom then needs to return to use the bathroom again a short time later (within a half hour), he/she may be counseled to determine if there are possible problems or regarding "poor head call planning." BUT, the youth shall be given the opportunity to use the restroom upon request.
- 
- B. Staff shall not discipline youth for requesting to use the bathroom while engaged in unit activities.
-

## 5.10.5 Hair Care

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Standards The following provisions provide the standards for hair care services to Juvenile Detention Facility youth.

A. Youth shall receive hair cut services a minimum of once every thirty (30) days, if requested. Haircuts shall be done by a certified barber

Haircuts

1. Staff are prohibited from cutting a youth's hair. All haircuts shall conform to the Juvenile Detention Facility standards, not less than ½ inch in length and shall not be unconventional in style. Unconventional styling shall be determined by the Institution Supervisor, if a dispute arises.
2. When a youth requests a haircut, staff shall:
  - a. Inform the Institution Supervisor;
  - b. The Institution Supervisor shall enter the youth's name in the Haircut Log, which is an Excel database on the group drive.
  - c. The Institution Supervisor working the shift the barber comes out on, shall provide the names for haircuts and ensure they are made.
  - d. Once completed, the Institution Supervisor shall enter the date of the haircut on the same log, thus marking it completed.
3. Under no circumstances may a youth cut the hair of another youth. All hair cutting tools must be disinfected prior to use as prescribed in Section 6586.5 (h) of the Business and Professions Code.

Shaving

- B. Youth shall complete all shaving activities with the Juvenile Detention Facility supplied electronic razors and under the visual supervision of staff. The opportunity to shave will coincide with daily showering activities.
1. Male youth shall be given the opportunity to shave their face on a daily basis except when maintained for Court identification purposes.
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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Correspondence Section: 5.11  Authority: Title 15; Section 1375</b>
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## 5.11 Mail Policy

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Intro This section addresses the policies and procedures regarding the sending and receiving of mail by a youth in the Juvenile Detention Facility. Particular focus is placed on the practices associated with privileged mail, unauthorized mail, the reading and inspection of youth correspondence, and the youth's right to exchange confidential information with their legal representative, a public official, and the judiciary, through mail.

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This section addresses the following areas of concern:

<b>Manual Section</b>	<b><u>Manual Title</u></b>	<b>Title 15 Section</b>
5.11.1	General Provisions of Mail Policy	1375 (a) (b)
5.11.2	Youth Notification	
5.11.3	Privileged Mail	1375 (c)
5.11.4	Unauthorized Mail	
5.11.5	Initial Mail Handling and Mail Screening	
5.11.6	Inspecting, Reading, Restricting Mail	1375 (d)
5.11.7	Monitored Mail Status	
5.11.8	Processing Youth Mail	

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## 5.11.1 General Provisions of Mail Policy

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### Family Ties

Youth in the Juvenile Detention Facility are encouraged to maintain ties with their families and the community by sending and receiving mail. The following guidelines structure the mail policy for youth in the Juvenile Detention Facility:

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- A. Youth shall be encouraged to maintain communication with their families and the community by sending and receiving mail.
  - B. Each youth in the Juvenile Detention Facility shall be given the opportunity to write and receive an unlimited number of letters.
  - C. Mail sent to or received from public officials, judges, attorneys, psychologists, and psychotherapists shall not be read or censored by staff or censored by staff except as noted in Manual Section 5.11.3.
  - D. Staff shall not read incoming or outgoing mail unless it meets the standards of the Juvenile Detention Facility Manual Section 5.11.5. Staff shall open and inspect incoming mail for contraband in the presence of the youth. Contraband is defined as any object or substance, the possession of which constitutes a crime under the laws of the State of California, any object or substance which presents a danger to the Juvenile Detention Facility and its occupants, or any other object/substance which would interfere with the day-to-day operation of the Juvenile Detention Facility.
  - E. Outgoing mail shall be sealed by staff for mailing. Staff shall search for contraband. If no contraband is discovered, the letter is sealed. Following sealing, the mail must be handled with all envelopes facing the same direction.
  - F. The institution shall provide postage free envelopes, pencils, paper, and the opportunity to write letters. The youth may request as many envelopes as needed to maintain communication with their family, as there is no reasonable limit to the number of postage free letters that can be sent each week.
  - G. Youth may write and receive mail from any person, except from those in custody at this institution, at another correctional institution (except for parents), or any other person designated by court order or the Division Manager of the Juvenile Detention Facility.
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## 5.11.2 Youth Notification

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Notice Youth in the Juvenile Detention Facility shall be advised of the institutional mail policy-during the youth's initial orientation to the institution. Notification shall consist of advisement as to the policies regarding the handling, sending, and receiving of mail, privileged mail, unauthorized mail, denial of mail, and the inspection and screening of mail.

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## 5.11.3 Privileged Mail

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Defined Youth may correspond confidentially with federal, State or local courts, and members of the State Bar or holders of public office, and the State Board of Corrections; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth. This is considered privileged mail. Staff shall not limit the amount of privileged mail a youth may send for the purposes of confidential legal consultation.

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Correspondence with a psychologist or psychotherapist is also considered privileged, to an extent. If there is reasonable cause to believe the safety and security of the individual or the institution is threatened, such mail shall be subject to staff review only upon authorization of the Institution Supervisor.

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Inspect For Contraband Only Authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth. Outgoing privileged mail shall be sealed by the youth in the presence of staff and shall not be reviewed, read, or inspected by any staff member.

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### 5.11.4 Unauthorized Mail

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Youths detained in the Juvenile Detention Facility may not receive or send mail if the contents of the correspondence embody one or more of the following:

A	It contains threats against another person (e.g., victim, witness, etc.);
B	It concerns the sending of contraband in or out of the institution;
C	It concerns a plan to escape from the Juvenile Detention Facility;
D	It concerns a plan for criminal actions/activities;
E	It concerns a plan for an activity in violation of institutional rules;
F	It is written in code, and the format is meant to deter others from understanding (e.g., gang writing;
G	It solicits gifts, goods, or money from persons other than family;
H	It contains information, which if communicated, would create a clear and present danger of violence and/or physical harm to a human being;
I	It contains material which would cause severe psychological or emotional disturbance to the youth;
J	It contains material which promotes or encourages gang affiliation/activity;
K	It is to or from another correctional facility and has not been approved for receipt or dissemination;
L	It contains explicit photographs or pictures of human genitalia (e.g., buttocks, mammary glands, etc.). Pre-approved sex education literature is exempt from this prohibition;
M	It contains pictures of other youth in Juvenile Detention Facility.

---

Outgoing or incoming mail may not be rejected solely on the basis that the correspondence contains criticism of the institution or its employees.

---

## 5.11.5 Handling, Inspecting, Reading and Restricting Mail

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Biological  
Agents

- A. In order to address concern regarding biological agent surfacing in the Juvenile Detention Facility, the following procedure for handling all incoming correspondence is to be followed:
1. The Juvenile Detention Facility Detention Services Officer shall receive the incoming mail from delivery personnel.
  2. The Detention Services Officer shall wear gloves when handling youth mail.
  3. All stamps shall be removed.
  4. The mail shall be sorted and placed in the unit mail receptors for the Officers to obtain and distribute.
  5. Any mail that is found damaged upon inspection, shall be given to the Institution Supervisor.
  6. Any mail that is wet, leaking, or suspicious in nature, shall be placed in a sealed bag and the Institution Supervisor shall be contacted immediately.
- 

Suspicious  
Substances

- B. Should suspicious substances be observed, the following procedure shall be followed:
1. Immediately contact the on-duty Institution Supervisor.
  2. The Institution Supervisor or their designee will Tulare County Sheriff's Office Watch Commander, 733-6218.
  3. The Tulare County Sheriff's Office will be the lead agency in any response. They will involve Environmental Health, County Fire, local law enforcement, and others as they deem necessary.
- 

Withheld  
For cause

- C. Mail shall not be read or withheld by the Juvenile Detention Facility staff unless it has been determined by the Institution Supervisor that there is a reasonable cause to believe facility safety and security, public safety or youth safety is jeopardized as demonstrated in the following situations:
-

**5.11.5****Handling, Inspecting, Reading and Restricting Mail** *(continued)*

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1	It advocates the direct furtherance of a criminal act;
2	It advocates or encourages acts of violence or physical harm to a person(s);
3	It advocates a plan for escape;
4	It promotes gang affiliation and/or activity;
5	It contains contraband;
6	It is to or from another correctional facility and has <u>not</u> been pre-approved by the Division Manager/Supervising Probation Officer of the Juvenile Detention Facility;
7	It harasses and/or threatens a victim(s);
8	It advocates and/or encourages racial/ethnic hatred, bias, or refers to people of other racial/ethnic groups in derogatory, disparaging or scurrilous offensive terms.

Such mail shall be considered unauthorized. Any suspicion by staff that one or more of the above conditions exist, shall be reported to the Unit/Institution Supervisor immediately.

---

Prior Written  
Authorization

- D. With prior written authorization from the Institution Supervisor and documentation in Caseload Explorer, Unit staff who discover unauthorized mail shall confiscate it and notify the Institution Supervisor. They may keep the letter from the youth or the Post Office, for up to 24 hours, to determine if it should be sent or delivered.
- 

Why  
Withheld

- E. Inspection of the mail cannot result in withholding the correspondence in excess of 24 hours, without verbal notification as to why the mail has been withheld and documentation in Caseload Explorer as a Case Note. The diversion of any youth's mail to their personal property without notification of that action shall constitute a clear violation of this rule.

It is a very serious action to withhold someone's mail and should be done only with Institution Supervisor approval, notification of the Division Manager, and it possesses a clear violation of the safety and security of the institution.

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- F. Under no circumstances shall line staff divert a youth's incoming or outgoing mail to a Case Work Probation Officer. Whenever there is a question regarding mail, the Institution Supervisor will be contacted for direction.
- 

Notice

- G. Notice of disapproval must be given to a youth when the sending/receiving of mail is prohibited. The letter, along with a signed, written notice stating the reasons for disapproval, shall be provided within 24 hours and scanned into the youth's Caseload Explorer Documents. (See Policy Manual Section 5.11.4 regarding unauthorized mail).
-

## 5.11.5 Handling, Inspecting, Reading and Restricting Mail *(continued)*

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- Right to Appeal
- H. A youth who has been denied the receiving or sending of mail shall have the right to appeal the action, via the institutional grievance procedure (See Manual Section 4.4). The appeal hearing must be scheduled within 24 hours of the youth's receipt of the notice disapproving the mail.
- 
- Narcotics
- I. If narcotics or contraband are found in the mail, the mail and contraband shall be confiscated following the procedures as set forth in Manual Section 4.3.3.
- 
- J. Mail which is rejected or withheld may be handled in one of three (3) ways:

Rejected Mail

1.	When material is of a nature which is injurious to the safety and order of the institution (e.g., gang writing, magazines or letters inciting violence, letters to or from an inmate of another correctional facility, etc.) is received, the youth shall be given the choice of having it returned to the sender or placed in his/her personal property box/bag.
2.	When the material is of a nature which would be inappropriate for a youth (whether or not the youth is in custody) (e.g., pornography) it will be returned to the sender.
3.	All illegal material, or material which could implicate anyone in an illegal activity, shall be treated as evidence and turned over to the Tulare County Sheriffs' Office or the Division Manager, as appropriate.

---

## 5.11.6 Monitored Mail Status

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Intro

A youth may be placed on monitored mail status which allows for all or specific letters to be read by staff when such status is approved by the Juvenile Detention Facility Division Manager or their designee. In determining whether a youth shall be placed on a monitored mail status, the Division Manager shall consider the youth's past behavior and/or any special circumstances (e.g., gang involvement, escapes, suicide attempts, incidents of incitement of violence, etc.). Monitored mail status may only be initiated for purposes of institutional security, protection of the youth, or the public.

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## 5.11.6

### Monitored Mail Status *(continued)*

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Notify  
Youth in  
Writing

- A. If it is determined that the youth's mail shall be read, the Institution Supervisor shall notify the affected youth in writing of his or her placement on monitored mail status and the justification for reading the youth's mail.
1. Notification of monitored mail status shall be documented in Caseload Explorer. A copy of this notification shall also be scanned into the youth's Caseload Explorer Documents.
  2. Upon receiving notice of monitored mail status, the youth shall have the option of having all incoming mail returned to the sender unopened, rather than have it opened and read by staff.
  3. The Institution Supervisor shall also be charged with the responsibility of reviewing the continued need to monitor the youth's mail on a weekly basis.
- 

## 5.11.7

### Processing Youth Mail

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Mail submitted by a youth for delivery must be unsealed (except for privileged mail) with the following format used on the outside of the envelope:

Tulare County Juvenile Detention Facility  
11200 Ave 368  
Visalia, CA 93291  
Attn: \_\_\_\_\_

*Clearly Print the  
Recipient's Name →  
and Address*

Name  
Street Address and Apt. or P.O. Box #  
City, State, Zip Code

**5.11.7**

**Processing Youth Mail** *(continued)*

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- |                                |   |
|--------------------------------|---|
| Collected                      | A. All mail shall be collected daily and delivered to the Reception Office for Post Office pick-up after being taped shut. Mail intended for delivery must be processed within 24 hours (i.e., delivered to the Reception Office for pick-up) except during a legal holiday and/or the weekend.   |
| <hr/>                          |   |
| Packages                       | B. Youth detained in the Juvenile Detention Facility are not authorized to receive packages <u>unless</u> they have been pre-approved by the Supervising Probation Officer of the Juvenile Detention Facility.  |
| <hr/>                          |   |
| Excess Mail                    | C. The number of letters a youth may possess in their room is established within each individual unit. Letters above the limit as set by unit staff shall be considered “excess” and forwarded to the youth’s personal property bag for placement.  |
| <hr/>                          |   |
| Inter-Unit or Institution Mail | D. Exchange of correspondence between youth in separate Juvenile Detention Facility units is <u>not</u> permitted for security reasons. Youth are also prohibited from corresponding with <del>youth detained at the Youth Facility</del> and any youth on the Aftercare portion of all facility programs. Staff receiving such mail shall return the correspondence to the sender, along with a written notice as to why delivery is denied. Additionally, the youth who wrote the letter could be subject to disciplinary action if the Institution Supervisor determines there was a behavior rule violation(s). |
| <hr/>                          |   |

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Entertainment Policy</b> <b>Section: 5.12</b> <b>Authority:</b> <b>Title 15; Section 1371 (c)</b>
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## 5.12 Entertainment Policy

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Intro Entertainment refers to television programs, movies and other forms of audio-visual presentations.

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General Guidelines A. The success and benefit of an entertainment program lies in the suitability and appropriateness of the material presented. Entertainment shall be for educational purposes. When considering entertainment, staff must take into account the safety and security of the institution and local community standards.

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Pre-Approved All movies and television programs shown to youth must be pre-approved by the on-duty Institution Supervisor prior to youth viewing the program.

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Directed Activities B. Movies regarding educational issues or for directed activities purposes may be shown with the approval of the Institution Supervisor.

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Entertainment Standards C. Programs and movies rated R, NC-17, or X-rated movies shall not be shown to any group at the Juvenile Detention Facility.

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### 5.12.1 Television Use

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Authorized Use Authorized use of television located in each unit.

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Educational Programming A. While the televisions are to be used primarily for entertainment, preference should be given to programming of an educational nature or special event, e.g., Olympics, Presidential debates, etc. Special attention should be given to enhancing institutional programming, i.e. Food Network for youth involved in culinary program, HGTV for youth involved in Sewing Club, building programs etc.

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B. All television programs viewed by youth will be approved by the Duty Institution Supervisor.

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### 5.12.1 **Television Use** *(continued)*

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- C. Youth are not, under any circumstances, to have access to remote controls or television equipment.
- 
- D. Programming containing gang related themes, violence, information of a graphic nature, profanity, or nudity are not acceptable for viewing in the facility, absent specific approval from the Division Manager.
- 
- E. Television /satellite settings are not to be modified by staff for any reason.
- 
- F. Television viewing is not appropriate:
1. If the majority of youth in the unit have not performed in a satisfactory fashion during that day or shift.
  2. In lieu of a directed activity, although it can be used as part of a directed activity, with Institution Supervisor approval.
- 
- G. Unit/Duty Institution Supervisor will approve channel selection and operated the remote control device, which will not be left in the unit.
- 
- H. Televisions will not be operated for staff entertainment; they are not to be utilized during any shift without specific Unit/Duty Institution Supervisor approval and participation in channel selection.
- 
- I. Youth on disciplinary status will not be permitted to participate in television viewing.
- 
- J. Damage to television sets will result in possible criminal charges and/or suspension of television watching privileges.
- 
- K. Television viewing is to be used to educate, entertain, enhance facility programming, and reward good behavior. It is not to be used to avoid other mandatory program requirements, e.g., physical training, unit care, etc.
- 
- L. The available music programming option maybe used with Institution Supervisor approval, when appropriate. Selections must be appropriate with volume set at a reasonable level.
- 
- M. Staff are to remain vigilant and mindful of their primary duty, which is to observe and supervise the youth in the units. They are not to become distracted by television operation.
- 
- N. The volume of the television is not to be so loud as to inhibit communication and or conversation. Staff should be able to hear youths that may be requesting assistance and radio transmissions.
-

## 5.12.2

### Portable Stereo Use

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#### Authorized Use

Authorized use of portable stereo in each unit.

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- A. Portable stereos are to be used primarily for entertainment as a reward for good behavior.
  - B. Only public radio stations may be played; all other media (Mp3 or CD) must be approved by an Institution Supervisor.
  - C. The youth are not to manipulate the stereo controls (volume or station) without Officer's permission.
  - D. Portable stereo use is not appropriate:
    - 1. If the majority of youth in the unit have not performed in a satisfactory fashion during that day or shift.
    - 2. In lieu of a directed activity, although it can be used as part of a directed activity, with Institution Supervisor approval.
  - E. Damage to portable stereos may result in criminal charges and/or suspension of radio privileges.
  - F. Staff are to remain vigilant and mindful of their primary duty, which is to observe and supervise the youth in the dorms. They are not to become distracted by portable stereo operation.
  - G. Portable stereos shall not be stored in the units. Officers wishing to use portable radios shall obtain one for the shift from the Podium or Institution Supervisor. Portable stereos not in use, shall be kept at the POD Podium.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Telephone Policy</b>  <b>Section: 5.13</b> <b>Authority:</b> <b>Title 15; Section 1376, 1377, W&amp;I 1627</b>
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## 5.13 Telephone Policy

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Intro The following policies and procedures concern a youth's access and use of the telephone while detained at the Juvenile Detention Facility (JDF). Issues to be addressed are: placing telephone calls during the Booking process, making personal telephone calls, telephoning an Attorney or Probation Officer, and placing emergency and/or hardship calls.

The major focus of these provisions is to provide guidelines and a process for youth to maintain contact with their families, Probation Officer and Attorney of Record.

5.13	Telephone Policy Overview	
5.13.1	Telephone call during Orientation (booking call)	Title 15, section 1376
5.13.2	Collect phone calls	
5.13.3	Telephone PIN Requests	
5.13.4	Sponsored telephone calls	
5.13.5	Attorney telephone calls	Title 15, section 1377
5.13.6	Telephone calls to Probation Officers	
5.13.7	Emergency and Hardship Telephone calls	
5.13.8	Long distance phone calls	

### 5.13.1

## Telephone Calls during the Booking Process

---

4 Phone  
Call(s)

Upon admission to the Juvenile Detention Facility, a youth shall be given the opportunity to place a maximum of four (4). Authorized calls include one (1) to a parent/guardian or responsible relative, one (1) to an Attorney, one (1) to their own child if applicable, and another to their employee, if the youth has verified employment. Whenever possible, these calls should be completed within one (1) hour of arrival.

If unusual circumstances exist, (i.e., the youth is physically or mentally unable to place a telephone call, the youth is highly agitated and safety precautions prevent the placement of a telephone call, etc.) the Intake Unit may request unit staff to allow the youth to place their calls at the earliest possible opportunity after admittance to their assigned unit. Telephone calls which were not completed during the Booking process (i.e., phone was busy, no one was home, etc.), also may be made by the detainee after arriving in their assigned unit.

Upon completion of an authorized telephone call during the booking process, the BIR Officer shall record the completed telephone call on the youth's Caseload Explorer screen. If a youth declines to make one or all of their initial calls to which they are entitled, the Booking Officer shall also record this on the youth's Caseload Explorer screen. All telephone calls shall also be recorded in the Caseload Explorer Telephone Log Screen.

Under no circumstances, other than those referenced above, may a youth be denied access to or usage of the telephone to make their initial calls.

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## 5.13.2 Collect Telephone Calls

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Phones	"Collect call" telephones are installed and available in each unit for youth to make outgoing, personal calls. All authorized telephone calls not made during the Intake process must be placed by the youth through this system. Exception to this policy may be authorized by the Institution Supervisor for emergency and/or hardship cases (See <u>Manual Section 5.13.4</u> ).
Cost	Concerning use of the "collect-call" unit telephones, the following standards shall structure their use:
Access	A. Youth shall be provided access to the "collect call" telephones unless unit safety and security needs to prohibit such access within the guidelines of the unit program but at minimum once every three days.
Opportunity	B. Opportunities for youth to make personal telephone calls shall occur during recreation time and free time. However, youth should not be permitted to make telephone calls during essential program hours such as meals, school, work, or bedtime.
RC	C. Youth serving room confinement shall be permitted to make a personal telephone call on a case-by-case basis as determined by the youth's behavior and/or staff's assessment if a special need exists.
Gang/ Jeopardy Track	In addition to the minimum requirements for telephone calls, youth that are on a behavior restriction program, such as Jeopardy Track or Gang Track, may only make collect phone calls on their unit's designated night.
Not Allowed to Call	D. Personal calls may be placed to attorneys, friends, family, or other persons chosen by the youth. However, youth shall not be allowed to telephone the following people: <ol style="list-style-type: none"><li>1. <u>Victims</u> of a crime committed by the youth;</li><li>2. <u>Witnesses</u> to a crime the youth has committed, or is suspected to have committed;</li><li>3. <u>Co-defendants</u>;</li><li>4. <u>Gang members</u> the youth has documented affiliation with;</li><li>5. <u>Parents</u> of a youth on placement status (i.e., 24 hour school, group home, foster home, etc.) when contact has been denied by the Casework Probation Officer or a Juvenile Court Judge;</li><li>6. Any other person specifically designated or excluded via a Court Order, the Casework Probation Officer, or a Juvenile Detention Facility Institution Supervisor.</li></ol>

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### 5.13.2 Collect Telephone Calls *(continued)*

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- Monitoring
- E. All youth personal telephone calls (except those to an Attorney) are subject to monitoring and/or termination, especially if institutional Safety and Security and Court Orders are being violated.
  - F. All youth telephone privileges (except for attorney telephone calls) shall be suspended for a period of time as designated by the Institution Supervisor if a youth misuses the telephone by planning an escape attempt, contacts a victim, witness, crime partner, gang affiliation, or any other unauthorized person. Such suspensions shall be in accordance with the due process regulations and an Incident Report in Caseload Explorer shall be generated.
  - G. Unit staff shall develop a system for telephone access and usage when demand exceeds time. Such systems shall provide an equal opportunity for all youth seeking to use the telephone.
  - H. It is the policy of the Tulare County Juvenile Detention Facility to record all inmate telephone lines for security purposes. All youth are informed upon arrival, in written form, that if they choose to use the collect inmate telephone at the Juvenile Detention Facility are doing so with the knowledge that the call will be recorded and possibly monitored.
  - I. Telephone usage shall be limited to six (6) minutes. Telephone calls may be shortened in length if demand exceeds available time or a youth's behavior warrants.
- 

### 5.13.3 Collect Telephone Call PIN Number System

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"Collect call" telephones are available in each unit day room for youth to make outgoing, personal calls. All authorized telephone calls, not made during the orientation process, must be placed by the youth through the PIN Number System. Any exception to this policy must be authorized by the Institution Supervisor.

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- Obtaining
- A. Once the booking process is completed, the youth shall be issued a PIN Number corresponding with his or her Caseload Explorer PIN number.
  - B. All collect telephone calls placed by the youth, must be made using the PIN Number. These telephone calls are recorded and may be accessed by the Institution Supervisor for monitoring purposes.
  - C. Youth are not allowed to share PIN numbers or allow other youth to telephone or speak with persons on their PIN system.
-

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## **5.13.4 Attorney Telephone Calls**

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Title 15  
Section 1377

Minor's wishing to speak with their attorney may be given the opportunity to call cost free as Calls appropriate and reasonable. All authorized telephone calls of this nature shall be placed/dialed by unit staff. Staff shall inform the answering party that a youth wishes to talk with them. If the call is accepted, the detainee is authorized to commence with the conversation. Monitoring of these telephone calls is prohibited.

CLE  
Documentation

All Attorney calls shall be documented in the Caseload Explorer Sponsored Telephone Call Log.

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## **5.13.5 Telephone Calls to Probation Officers**

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PO

Calls to a Probation Officer shall be made by unit staff via the County Business phone. Monitoring of these telephone calls is prohibited.

The casework Probation Officer can authorize (through the Unit/Institution Supervisor (I.S.) the youth's use of the County Business phone. All authorized telephone calls of this nature shall be placed/dialed by staff. Staff shall inform the answering party that a youth wishes to talk with them. If the call is accepted, the youth is authorized to commence with the conversation. Monitoring of these telephone calls is prohibited.

---

## **5.13.6 Sponsored Telephone Calls**

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Intro

Sponsored telephone calls are those calls made by youth not utilizing the collect call PIN systems. These are also commonly referred to as "black" phone calls, as they are made on the facility's landline telephones.

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Approval  
Required

A. Sponsored phone calls require the approval of the Juvenile Detention Facility Institution Supervisor.

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CLE  
Documentation

B. All sponsored telephone calls shall be documented in the youth's Caseload Explorer Sponsored Telephone Call Log section.

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### **5.13.7 Emergency and Hardship Telephone Calls**

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#### **Emergency Calls**

Emergency telephone calls may be approved by the ~~Unit PCO~~, Unit/Institution Supervisor or the Casework Probation Officer due to a death in the family or hospitalization of a family member. All other situations must be cleared and approved by the Unit/Institution Supervisor for “emergency” determination. Such calls may then be placed at the expense of the County.

---

#### **Hardship Calls**

Hardship telephone calls are authorized by the Unit/Institution Supervisor for youth and their families, who are without the financial resources to pay for collect telephone calls. Youth seeking to place a hardship telephone call shall be referred to the Unit/Institution Supervisor. All approved hardship telephone calls will be at the expense of the County, using the County business phone. Hardship telephone calls may be approved only for calling the youth’s immediate family members.

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### **5.13.8 Long Distance Telephone Calls**

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#### **Collect Telephone Calls**

Any youth wishing to make an authorized long distance telephone call shall be permitted to do so using the "collect-call" telephone.

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If a long distance call has been approved to be placed from the County business phone, the number shall be dialed by Juvenile Detention Facility staff. These calls require approval of the Division Manager or their designee.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Food Services and Nutritional Requirements</b></p> <p><b>Section: 5.14</b></p> <p><b>Authority: Title 15; Article 9; Section 1460 - 1467</b></p>
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## **5.14 Food Services and Nutritional Requirements**

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Standards Food services and nutritional requirements for Juvenile Detention Facility youth are set forth in Article 9, Section 1460 - 1467 of the California Administrative Code, Title 15- Minimum Standards for Juvenile Halls. In seeking compliance with these standards, policies regarding diet, menus, serving times, and food preparation have been established for implementation by this institution's food service personnel.

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### **5.14.1 General Provisions**

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The following provisions set forth the standards for the preparation of food and the nutritional requirements for youth detained in the Juvenile Detention Facility. Compliance with these standards is the responsibility of all institution and food service personnel.

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- A. Each youth shall be provided a wholesome and nutritionally balanced diet, served in a pleasant dining atmosphere.
- 
- B. Youth shall be served a minimum of three (3) meals during a 24 hour period.
- 
- C. If meals are served outside of the compliance time block, meals are not counted for reimbursement. Lunches must be served between 10:00 a.m. – 2:00 p.m. to be claimed in the National School Lunch Program. Occasionally, due to facility safety and security or an emergency occurrence, it shall become necessary to alter the established mealtime. When a meal period is changed or delayed beyond the scheduled mealtime block, the Institution Supervisor shall provide a written explanation to the Supervising Probation Officer as to the cause of the delay and what actions have been taken to prevent a similar situation in the future. The kitchen shall be notified immediately so that the youth's food can be kept hot for service. If the mealtime is altered after the trays have already been dispersed, the trays shall be kept on the meal cart with the heat retaining lids in place until such a time that mealtime begins. If the mealtime is delayed for a period of time in excess of two hours, the kitchen shall be notified and shall provide a nutritional sack lunch for each youth.
-

### 5.14.1 General Provisions *(continued)*

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- D. The Food Service Manager shall be responsible for meeting or exceeding the provisions for a minimum diet as established by the Food and Nutrition Board of the National Research Council regarding the essential food groups and recommended servings.
- 
- E. Food shall be served under the immediate supervision of Juvenile Detention Facility staff.
- 
- F. Youth shall be allowed a minimum of 20 minutes for eating each meal except for those youths on medical diets where the responsible physician has prescribed additional time.
- 
- G. A meal or nutritional snack shall be provided to all newly admitted Juvenile Detention Facility youth.
- 
- H. No more than 14 hours shall elapse between the evening meal and breakfast. All youth shall be provided with a nutritional snack between 7:00 p.m. and 9:00 p.m. consisting of foods with substantial protein and/or nutrients.
- 
- I. The withholding or denial of meals/snacks, which are included in the normal service of meals, shall not be used as a disciplinary measure. However, the type of eating utensil or the service of food may be modified for the safety and/or security of the minors and other youth.
- 
- J. Any youth who is unable or unavailable to eat their meal shall be provided with a substitute meal following the appropriate meal pattern in order to be claimed.
- 

### 5.14.2 Menus

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#### Standards

- Menus for all meals shall be planned at least one (1) month in advance and approved by a registered dietician or nutritionist. All menus must meet the minimum standards as set forth by the State Office of Child Nutrition Services and shall be posted in each Juvenile Detention Facility Pod for youth and staff.
- 
- A. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus preventing repetitive meals. The Food and Laundry Service Manager provides menus. All menus shall be in accordance with the Enhanced Food Based Menu Plan (EFBMP) method.
-

## 5.14.2 Menus *(continued)*

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### Documentation

- B. Menu production records, menu components, food items used per meal, quantities of food, and sample menus shall be maintained for a minimum of three (3) years, plus the current year by the Food Service Manager, for inspection by the Staff Office of Child Nutrition Services.
- 
- C. If any meal served varies from the planned menu, the change shall be noted in writing by the Food Service handler on the menu.
- 
- D. Menus as planned and including changes shall be retained for one year and evaluated by a registered dietician at least annually.
- 

## 5.14.3 Minimum Diet

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### Standards

A minimum diet meeting the recommended dietary allowances of the Food and Nutrition Board of the National Research Council, consisting of the full numbers of servings from each of the four basic food groups, shall be provided for each youth every 24 hours compliant to Grade Group 7-12 on EFBMP. Substitution of the main protein portion due to medical reasons will be done on a case-by-case basis. The four basic food groups include:

### Portion Adjustments

A	Meat, fish, poultry, and other protein sources;
B	Milk and dairy products;
C	Vegetables and fruit;
D	Breads and cereals.

---

### Caloric Science

- A. The average daily caloric allowances shall be based on the level of physical activities. Portion Adjustment for Juvenile Detention Facility youths is described under Calorie Science:

Caloric recommendations per day as established by the Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the California Food Guide, and the Dietary Guidelines for Americans require youth receive 1450 calories as part of the school lunch program, which including only breakfast and lunch meals. Title 15 requires youth receive 2500-3000 calories a day.

### Pregnant Youth

Pregnant youth shall be provided with a diet that has a calorie adjustment in accordance with Penal Code Section 6030(e) and a supplemental snack, if medically indicated.

---

### 5.14.3 Minimum Diet *(continued)*

Therapeutic Diet

- B. In addition to providing a balanced diet, provisions for a therapeutic diet, when prescribed by the Juvenile Detention Facility physician, shall be available. When needed, special medical diets shall include clear liquids, liquids, bland food, hypo-allergic, and diabetic supplements (see 15.14.7 Therapeutic Diets).

Sodium Intake

- C. Following the 2010 Dietary Guidelines for Adults, facilities shall reduce the sodium content within their menus. Herbs and spices may be used to improve the taste and eye appeal of food served.

- D. The preparation of all special diets shall be regulated by the following standards:

1	The therapeutic diets utilized by a facility shall be planned, prepared, and served with consultation of a registered dietician.
2	The facility manager shall comply with any therapeutic diet prescribed for a youth.
3	Diet orders shall be maintained on file for at least one year.
4	Each facility providing therapeutic diets shall ensure that there is a therapeutic diet manual which includes sample menus.
5	It shall be available to in-facility medical personnel and food service staff for reference and information.
6	A registered dietician shall review, and the responsible physician shall approve, the diet manual on an annual basis.

Special Religious

- E. In addition to providing a balanced diet, provisions for a special religious diet shall be considered. Food will be offered in a broad enough range to provide minimum nutritional needs without the consumption of prohibited food.

- F. If a youth requests a kosher diet, separate arrangements may have to be made because of the special preparation involved.

### 5.14.4 Meal Service

Sanitary Conditions

All meals shall be served under sanitary conditions under the direct supervision of Juvenile Detention Facility staff or a food service employee. Equal portions as published on the menu shall be given to each youth and served fairly and impartially. Youth are required to consume their meals in the dining area (unless confined to a holding or infirmary) to discourage pilfering, disciplinary problems, and to avoid infestation of vermin. Food items shall not be permitted to be stored by youth in their sleeping quarters. Safety and sanitation is to be in compliance with county, state and federal regulations.

#### 5.14.4

#### Meal Service *(continued)*

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Not  
Withhold  
Meals

- A. Under no circumstances shall staff withhold or deprive a youth of a regularly scheduled meal. Meal portions may not be altered or reduced in size for youth as a disciplinary measure.
- 

Meal service

- B. Pre-plated traditional meal service is utilized at Juvenile Detention Facility.
- 

Sodium

- C. In keeping with the 2010 Dietary Guidelines for Adults, sodium content of menus is reduced. Herbs and spices shall be used to improve the taste and appeal of food served.
- 

Sack Lunches

- D. It is against the policy of the Juvenile Detention Facility to use sack lunches as a means of discrimination against any protected class. All sack lunches prepared, served, and claimed must meet the Enhanced Food Based Menu Plan (EFBMP) method.
- 

Meal  
Counts

E. Point of Service Meal Counts

The Point of Service Meal Count procedures shall be used to account for each meal served in the institution. Snack counts submitted to the Probation Accountant will not contain non-school day counts. Weekend days (Saturday and Sunday) will not be submitted, regardless of school attendance. An Enhanced Food Based Menu Plan (EFBMP) model is used as the menu planning method.

1. Meal times are written on the board for daily schedule for youth to review.
2. Each youth shall be served a prepared food tray from the Juvenile Detention Facility JDF Kitchen.
3. A youth that refuses a meal shall not be claimed in Point of Service Meal Count.
4. Each unit will receive a meal cart for the meals or snacks for that unit only. Kitchen staff will need to be notified, via facility radio, if additional meals or snacks are needed.
5. Probation Staff, without an allocated lunch hour, are allowed to eat meals and/or snacks from a meal cart in the staff lounge. These adult meals and snacks are not to be claimed for reimbursement.
6. A form will be provided to the Central Control Officers to record meal/snack count information. The Unit Officer will use the facility two way radios to inform the Central Control Officer of the Unit population, the number of meals or snacks served, the number of milk or Lactaid served and the number of meals or snacks refused. The names of youth refusing will be called to Central Control by telephone. It is important that the meal and snack counts are ~~not~~ recorded on the meal count sheet as the youths accept their food.
7. The Meal Count Sheets shall be given to the Duty Institution supervisor for review, before the end of the shift. The Unit Meal Count Sheets will be taken to the Administration Office and placed in the Food and Laundry Service Manager's box to be collected by the Food and Laundry Service Manager the following day.

#### 5.14.4

#### Meal Service *(continued)*

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8. The Food and Laundry Service Manager completes a meal services Excel database for each month. These records are kept for three (3) years in the event that they will be requested by auditors during an inspection. A calendar of all school and non-school days will be provided to the Food and Laundry Service Manager by the school secretary. The Daily Meal Count Sheets in the Excel program will calculate the total meal and snack counts for each Pod.
9. The copies of the handwritten Daily Meal Count Sheets are to be forwarded to the Probation Accountant at Probation Accounting Services. The Meal Count Report is and the entire file and the school calendar for the month being reported, shall be forwarded, via e-mail, to Probation Accounting Services for their report to the State School Lunch Reimbursement Program.
10. The Juvenile Detention Facility Kitchen and Laundry Manager, the Juvenile Detention Facility and Probation Accountant are to meet as needed to ensure compliance and proper custodianship of records and the Point of Service Meal Log Count Form.
11. The Probation Accountant performs required site monitoring. Site Monitoring for meals is performed annually, and site monitoring for snack is performed bi-annually.
12. Any meal tray which is found to be missing a portion of the food, containing damaged food items, and/or is dropped or otherwise made uneatable shall be replaced by an Officer, with a ~~full~~, clean meal tray that contains the damaged or missing items. The replaced tray shall not be counted as a served meal.
13. Any reports of noncompliance and their findings shall be resolved. Documentation and records of resolution shall be kept in the Juvenile Detention Facility Inspection Binder.

Replacement  
Tray

Non  
Compliance

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#### F. Out of Facility: Off Site Meal Distribution

1. Any time a youth will not be at Juvenile Detention Facility ~~JDF~~ during the scheduled meal period, due to a transport or special event, he/she shall be provided with a sack lunch and 20 minutes to consume the meal. Sack lunches served during transport or an event shall be documented on a separate Meal Count Form as offsite, completed by the transporting officer and turned into the Duty Institution Supervisor upon return.
2. Any youth, on an approved leave or furlough with a parent/guardian during Juvenile Detention Facility meal hours shall be fed by the parent/guardian who signed the youth out for a furlough.

Title 15  
Section  
1431 &  
Section  
1372

- 
- G. Youth requesting a certain diet for religious reasons or personal preferences, may submit a Youth Special/Religious Diet Request Form, indicating what specific changes they would like. Upon receipt of the form, the Institution Supervisor shall contact the youth's parents to confirm the youth's reasons/needs for the diet change. The Supervising Probation Officer shall make the approval or denial of the request and ensure the Kitchen Manager is notified.
-

## 5.14.5 Food Service Handlers

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### Standards

The Food Service Manager shall ensure that all food handlers are screened in accordance with the Public Health Department's regulations for certification as food handlers. Additionally, the Food Service Manager shall ensure that all kitchen staff have received proper training regarding sanitation and safety regulations, and they are in compliance with the rules and standards which govern work areas and tasks as set forth by the Public Health Department and California Retail Food Code (CalCode).

---

A. There shall be, employed or available, a trained and experienced food manager able to:

1	Prepare a food service plan;
2	Plan menus;
3	Identify vendors/purchase food;
4	Identify the methods, equipment, and supplies to be used for the transporting and serving of food at safe temperatures and of a palatable quality;
5	Provide a portion control system;
6	Designate and supervise kitchen personnel;
7	Train facility staff in serving food to comply with standards set forth in Health and Safety Code, Division 104 part 7, Chapter 4, Articles 1 - 8, Sections 113700 et seq. California Uniform Retail Food Facilities Law (CURFFL);
8	Train Food Service, Juvenile Detention Facility, staff at least once a year regarding Policy and Procedure Manual section 5.14 Food Service and Nutritional Requirements. (Materials are to be documented with a training agenda and sign-in sheets. Materials shall be kept on file for a minimum of three (3) years plus the current year. Training will include the after-school snack program duties and responsibilities.)
9	Arrange for the disposal of garbage and trash in a safe and sanitary manner;
10	Prepare a yearly food budget;
11	Plan logistical support system for the food preparation function;
12	Provide a food cost accounting system and inventories; and,
13	Develop an emergency feeding plan.

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B. In juvenile facilities of less than 50 average daily population, the facility administrator shall prepare a written food services plan.

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### 5.14.5 Food Service Handlers *(continued)*

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- |                            |   |
|----------------------------|---|
| Dress                      | C. All food handlers shall wear clean, washable outer garments, keep their hands clean, confine their hair with a hairnet; no tobacco products shall be smoked or chewed while working in food preparation or food service areas. Food serving utensils shall be maintained in a sanitary condition at all times. |
| <hr/>                      |   |
| Youth<br>Kitchen<br>Worker | D. Youth who engage in food service work in their units, must have appropriate worker's clearance from the Juvenile Detention Facility medical clinic. Staff and youth shall comply with rules regarding use of gloves, hairnets, and cleanliness of clothing, and these shall be strictly enforced.              |
| <hr/>                      |   |
|                            | E. Food shall be prepared and served only under the immediate supervision of a staff member.  |
| <hr/>                      |   |

### 5.14.6 Food Service Areas

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- |                             |  |
|-----------------------------|--|
| Standards                   | Cleanliness and sanitation standards for food service areas are established by the <u>California Uniform Retail Food Facilities Law</u> and Title 15, Section 1465. These regulations set forth the guidelines for inspection of food service areas by the County Health Department. In complying with these regulations, the following standards shall be implemented for all Juvenile Detention Facility kitchen and food storage/service areas. The Food Service Manager and Probation Division Manager of the Juvenile Detention Facility shall ensure that all food service areas meet the following standards: |
| <hr/>                       |  |
| Walls, Ceiling<br>and Floor | A. Kitchen floors, walls, and ceilings shall be smooth, clean, and in good repair. All food service areas shall be clean, free from food, dirt, litter, and debris.  |
| <hr/>                       |  |
| Lighting/<br>Ventilation    | B. Adequate lighting and ventilation shall be installed and maintained in proper working order for the kitchen and other food service areas.   |
| <hr/>                       |  |
| Refrigeration               | C. All refrigeration units shall be clean, contain a thermometer, and function properly. Foods are to be covered or otherwise protected from potential contamination.  |
| <hr/>                       |  |
| Perishable<br>Foods         | D. All perishable cold foods and beverages shall be stored in refrigerated units at 41 degrees or colder Fahrenheit. Frozen foods shall remain frozen until ready for preparation or processing. Thawed foods should not be re-frozen. Perishable hot foods shall be maintained at 135 degrees Fahrenheit or above until served. An adequate and accurate thermometer shall be available for establishing the required temperature. Unpackaged food previously served shall not be re-served.  |
| <hr/>                       |  |
| Storage Space               | E. Adequate space shall be provided for the storage of food and beverages. All foods and beverages from approved sources are to be stored and transported in a sanitary manner and protected from contamination.   |
| <hr/>                       |  |



## 5.14.6 Food Service Areas

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Utensils	F. All kitchen utensils and equipment shall be kept clean, in good condition, and constructed of non-toxic substances. Adequate and protected space shall be available for the storage of all utensils, equipment, and single service areas.
Food Service Area	G. All food service areas shall be clean and free of dirt, litter, and debris.
Vermin Control	H. Vermin control measures shall be maintained at all times to ensure sanitation. Insecticides and poisonous substances shall be clearly labeled and stored separately from food items.
Toilet Facilities	I. Toilet facilities shall be conveniently located, but separate from the food service areas, and shall be maintained under clean and sanitary conditions and equipped with hot and cold running water, soap, paper or individual towels, and signs directing personnel to wash their hands prior to resuming work. They shall be equipped with tight self-closing doors, proper ventilation, and to be used by food service personnel only.
Trash	J. All waste and refuse shall be placed in approved containers, stored in areas away from food preparation and/or storage areas, and disposed regularly. All soiled linens and clothing shall be kept in approved containers. Linen, which is used for any purpose other than food clean-up, shall not be used for wiping or cleaning food service areas and equipment.
Postings	K. Civil Rights poster shall be displayed in a visible place for lunch service area.
Grievances	L. Any youth that requests to file a Civil Rights grievance can do so by following the normal Juvenile Detention Facility grievance policy for youth.
	M. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
Civil Rights	N. Civil Rights complaints for these protected classes are to be forwarded to:  <u>USDA, Director of Civil Rights</u> <u>Room 326-W, Whitten Building</u> <u>1400 Independence Avenue, SW</u> <u>Washington, D.C. 20250-9410</u> <u>(202) 720 – 5964</u>

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### 5.14.7 Therapeutic Diets

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Therapeutic diets shall be provided to youth with special medical needs. The kitchen staff shall prepare therapeutic diets in accord with orders received from medical personnel. Only medical staff shall place a youth on a therapeutic diet. A therapeutic diet shall not be used as a form of punishment or discipline.

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A. Any youth who claims to have a medical ailment, which requires a special diet, shall submit a medical sick slip to be seen by medical staff. Medical staff shall evaluate the youth's medical needs for a special diet. If the youth is found to be in need of a special diet for medical reasons, the medical staff shall complete a youth Medical Restriction form and route it to the Institution Supervisor. The Institution Supervisor shall ensure that the kitchen personnel receive a copy of the restriction form, and that the youth's special diet needs are entered in Caseload Explorer, so that all staff are aware of the medical orders.

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B. There are different types of therapeutic special diets. When deemed necessary by medical staff, the youth may be placed on the therapeutic special diet that best meets the need of the youth. Therapeutic special diets can include, but are not limited to:

1. Restricted Diet-Eliminates a specific type of food or liquid from a youth's diet.
  2. Bland-Requires that spices and oils are reduced or eliminated.
  3. Liquid Diet-No solid food is given to the youth.
  4. Soft Diet-All foods given to the youth must be soft to chew.
  5. Caloric Diet-Reduces or increases a youth's calories for each day he/she is on it.
- 

C. The therapeutic diet shall continue until such a time that the medical staff removes the youth from the diet. No Juvenile Detention Facility staff may remove a youth from a therapeutic diet.

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D. Dietary restriction are included on the Unit Information Form and the Podium Cell Assignment Form.

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Minimum Standards Section: 6.1 Authority: Article 10 Article 7, Section 1391</b>
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**Intro**

The following manual section sets forth our policies and procedures regulating behavior control as defined by Title 15 of the California Administrative Code. This section also details the potential liability which may attach due to a failure to adhere to these standards, if the act results in the deprivation of another's rights.

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This table sets forth the subjects covered in this manual section:

<b>Manual Section</b>	<b>Manual Subject</b>	<b>Title 15</b>
6.1	Minimum Standards for Juvenile Facilities	Article 10 Section 1310
6.2	Liability of Correctional Personnel	Civil Rights Act 1871
6.3	Youth Rights, Rules of Conduct and Grievance Procedures	1361 1390-91
6.4	Discipline, Sanctions and Due Process	1390 – 1391
6.5	Rule Violations and Disciplinary Sanctions	1391 (d),(e)
6.6	Disciplinary Due Process	1390 – 1391
6.7	Youth Restrictions and Disciplinary Programs	1354

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**Minimum Standards for Juvenile Facilities**

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**6.1****Minimum  
Standards**

The Minimum Standards for Juvenile Facilities, as adopted by the Board of State and Community Corrections (BSCC), are contained in Minimum Standards for Local Detention Facilities, Title 15, Division 1, Chapter 1, Subchapter 5, and Title 24, Part 1, Section 13, Article 2, California Code of Regulations. These standards are used in conducting annual inspections of juvenile facilities and in setting policies and procedures.

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## 6.1 Minimum Standards for Juvenile Facilities *(continued)*

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### Behavior Control Guidelines

Article 7 sets forth the administrative regulations and guidelines for behavior control of youth detained in the Juvenile Detention Facility. All Juvenile Detention Facility Administrators are furnished with a copy of the Minimum Standards for Juvenile Facilities and are expected to be knowledgeable of the requirements and are to operate their facility in accordance with them.

A copy of the Minimum Standards for Juvenile Facilities is available in the administration office for staff to check out. **All staff shall read and be familiar with these minimum standards.**

---

### Suspension of Title 15 Requirements

The facility administrator may temporarily suspend any standard or requirement established by Title 15 in the event of any emergency which threatens the safety of the facility, youth, staff, or the public. Only the regulations directly affected by the emergency may be suspended. The facility administrator shall notify the board in writing in the event that such a suspension lasts longer than three (3) days. In no event shall a suspension continue more than fifteen (15) days without the approval of the chairperson of the board for a time specified by him/her.

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<p><b>Tulare County</b> <b>Probation Department</b></p> <p><b>JUVENILE DETENTION</b> <b>FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject:</b> <b>Liability of Correctional Personnel</b> <b>Section: 6.2</b></p> <p><b>Authority:</b> <b>Civil Rights Act of 1871</b></p>
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## 6.2 Liability of Correctional Personnel

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Civil Rights  
Act of 1871

"Every person who, under color of any statute, ordinance, regulation, custom or usage, of any state or territory, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of said rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress."

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Color of  
Statute

Defendants can include any "person" acting under color of statute, ordinance, etc., of any state or local government unit. This means that any state or local official, whether appointed or elected, can potentially become a defendant in a Section 1983 action. Any individual acting under "color of law" is a proper defendant in a 1983 action if he/she commits an act directly resulting in the deprivation of another's rights, if he stands by and allows or fails to prevent a fellow officer from violating the rights of another, or if he encourages the violation of rights.

---

Administration  
Knew or  
Should  
Have Known

Personal participation in an unconstitutional action by supervisors/administrators is not required to create liability. If the administrator or supervisor "knew or should have known" of sanctions by a subordinate which violate the rights of an inmate or other citizen and acquiesces, liability may result.

The following elements must be proven to establish the affirmative link between the administrator and the unconstitutional conduct of the subordinate:

- A. A duty to act
  - B. A breach of that duty (negligent or intentional)
  - C. The breach was the proximate cause of the subordinate's conduct which resulted in the deprivation of an inmate's constitutional right.
- 

Elements

If these elements can be established, liability may flow from the following negligent causes of action:

- Negligent selection/hiring
  - Negligent retention
  - Negligent assignment
  - Negligent entrustment
  - Negligent failure to adequately direct
  - Negligent failure to adequately train
  - Negligent failure to adequately supervise
  - Negligent failure to carry out statutory duties
-

**6.2**                      **Liability of Correctional Personnel** *(continued)*

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Safely  
House  
Youth

In addition to the responsibility to operate the Juvenile Detention Facility in compliance with constitutional and statutory requirements, there is a related or included need to house youth safely and to protect them from harm.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Youth Rights, Rules of Conduct, and Grievance Procedure Section: 6.3</b></p> <p><b>Authority: Title 15; Section 1361 &amp; 1390 - 1391</b></p>
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### 6.3.1 General Requirements

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Areas of Notice to Youth	<p>Departmental policy requires that each youth admitted to a living unit receive prompt notification and instruction in the following areas:</p> <ul style="list-style-type: none"><li>• Youth Rights</li><li>• Rules of Conduct</li><li>• Disciplinary Procedures and Sanctions</li><li>• Due Process and Grievance Procedures</li></ul>
Notice Must Be Given Prior to Any Discipline	<p>A. Notification and orientation in the areas cited above is required and must be given prior to the imposition of any disciplinary action against a youth- Probation Correction Officers <del>PCO's</del> shall give youth the rules, rights, and discipline upon booking into the facility, and sign appropriate paperwork.</p>
Read Rules to Any Illiterate Youth	<p>B. If the youth is not able to read and/or understand the rule booklet, staff is required to verbally instruct the youth regarding the aforementioned areas. In cases where a language barrier exists, an interpreter shall be provided to instruct the youth.</p>
Post Rules	<p>C. In addition to the above-referenced procedure, each dorm shall post this information accessible to youth.</p>
Youth Prohibited to Discipline	<p>D. Under Title 15, staff are prohibited from delegating discipline within the institution to a youth. The Institution Supervisor reviews and approves all disciplinary actions prior to implementation.</p>

## 6.3.2 Youth Rights

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### Youth Rights

Youth who are detained in the Juvenile Detention Facility are entitled to the rights enumerated in this section. All youths within the facility shall have fair and equal access to all available Service, placement, care, treatment and benefits.

Staff shall familiarize themselves with these rights and are prohibited from denying a youth access to any of the rights specified below. Malicious or intentional denial of these rights by staff will result in a departmental disciplinary action and may subject staff to legal action in both civil and criminal courts.

---

A. During detention in The Juvenile Detention Facility, youth shall be afforded the following rights:

W & I Code Section 627	1	The right to have up to four (4) telephone calls upon admission to the Juvenile Detention Facility and, except where physically impossible, no later than one (1) hour after being taken into custody. One of these telephone calls is authorized for the purpose of contacting a parent, legal guardian or responsible relative. The second is reserved for contacting an attorney. Per the Juvenile Detention Facility policy, a third phone call may be authorized to any detainee gainfully employed for the purposes of contacting their employer. The fourth is to contact the youth's child or parent of the child.
Title 15; Section 1353 & 1390	2	The right to an interpreter if English is not the youth's primary language for instruction regarding dorm rules, disciplinary procedures, legal proceedings, and for the explanation of rights as well as on-going access to an interpreter, if needed.
	3	The right to converse in their primary language, subject to the safety and security needs of the institution.
	4	The right to be seen by a Probation Officer or Parole Officer.
Title 15; Section 1390 & 1377	5	The right to request and be seen by an attorney.
Title 15; Section 1374 & 1390	6	The right to receive visits from parents, legal guardians or other authorized persons subject to existing policy.
Title 15; Section 1390	7	The right to send and receive mail. Censorship or withholding of mail is prohibited except as provided in manual sections.
Title 15; Section 1361	8	The right to fair treatment and a procedure to grieve unfair treatment.
Title 15; Section 1390	9	The right to be informed of the institutional and unit rules and regulations governing conduct and the resulting consequences for violation of these rules and regulations.
	10	The right to due process in disciplinary matters.



**6.3.2 Youth Rights** *(continued)*

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	11	The right to protection from physical and emotional abuse or harassment or any violation of the anti-discrimination policy on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, HIV or other communicable disease status.
	12	The right to freedom from discrimination based upon sex, race, national origin, or religious beliefs.
Section 1390	13	The right to sanitary facilities (e.g., showers, bathroom, etc.) and personal items, including a daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing.
Section 1390	14	The right to receive educational instruction and participate in school programs.
	15	The right to participate in dorm programs and activities, except as restricted by security or disciplinary requirements.
Section 1353	16	The right to receive adequate and prompt medical services and counseling.
	17	The right to nutritious and full portions of food.
	18	The right to a bed and appropriate bedding.
Section 1353	19	The right to pursue religious beliefs and attend religious services.
Section 1353	20	The right to receive information on the court process.

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## Non-Discrimination Policy

- B. The Juvenile Detention Facility shall ensure all youth within the facility have fair and equal access to all available services, placement, care, treatment, and benefits. No person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories.
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### 6.3.3 Youth Rules of Conduct

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#### Rule Notification Policy

Youth in the Juvenile Detention Facility are governed by, and expected to comply with, the basic rules of conduct as set forth in this section. Unit staff are required to provide newly-entered youth with notice of these rules, the associated expectation of compliance, and the resulting consequences for violating them at the time a youth is admitted to their living unit, or within a reasonable time thereafter. Until notification of the rules is accomplished, youth may not be subjected to disciplinary action for failure to comply.

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#### Youth Sign Off

Upon completion of the youth's orientation to the facility and unit rules, staff shall have the youth sign off on a form, acknowledging that they have read and fully understand the Juvenile Detention Facility rules, disciplinary procedures, and their right to fair treatment and due process.

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While in the Juvenile Detention Facility, youth are expected to comply with the following rules:

1	Participate in the Juvenile Detention Facility program and dorm activities, if physically capable.
2	Follow all safety rules and procedures, especially when emergency situations occur. Closely follow all instructions given by staff at all times.
3	Always be polite and respectful towards staff and do as you are told, even if they ask you to do something you do not want to do.
4	Show respect for the Juvenile Detention Facility property; destroying, defacing or damaging any county property is against the rules.
5	Respect the property of others. Taking things that do not belong to you is theft.
6	Making plans for, assisting in, or attempting to escape from the Juvenile Detention Facility is not permitted.
7	Making or possessing weapons or items that could be used for escaping is prohibited. Possessing drugs and/or tobacco in any form is prohibited.
8	Possession of items like pencils, markers, tobacco, and extra clothing is prohibited by the rules. Keep only those things staff permits you to have. If you want to keep something, ask staff for permission.
9	Harming or threatening to harm yourself is unacceptable behavior.
10	Fighting or arguing with other youth or staff is against the rules.
11	Keep your behavior in line. Disrupting any individual, group, or unit activity is against the rules.
12	Keep your language clean. Be polite towards other youth; refrain from using profanity or threatening words.
13	When going anywhere in the Juvenile Detention Facility, walk with your hands behind your back and be quiet.
14	Stay in your own room. Going into another youth's room is allowed only when you have permission from staff.

### 6.3.3 Youth Rules of Conduct *(continued)*

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15	Gambling in the Juvenile Detention Facility is not allowed. Using food or any other item to pay gambling debts is prohibited. No trading or giving of food is permitted.
16	Stay away from gang activity. Using gang talk, gestures, slogans, signs, or dress is unacceptable behavior.
17	Participate in daily health, hygiene, and medical programs (e.g., showering, brushing your teeth, changing your clothes, taking medication from the nurse, etc.).
18	Clean your room every day and help keep the unit clean.
19	Always eat your meals properly. Making a mess, throwing food, talking, or making noises are against the rules. Always clean up after yourself following a meal. Do not give away food or take food from other youth.
20	Go to school and follow teachers' instructions. Horseplay, clowning around, or being disruptive will lead to discipline.
21	<p>When youth hear the command, "COVER," they must <u>immediately</u> go to a kneeling position with their hands clasped behind their head so that their arms cover the side of the head and the face area. The head is pulled down toward the knees as far as possible so that the elbows come close to touching the knees and the ankles are crossed. This position is held without movement until further direction is given by staff. This command is called by staff whenever there is a problem or emergency, repeating the command several times. Periodic response drills are to be conducted by staff to ensure that the youth know what is expected of them.</p> <p>Failure to comply with the "COVER" command and to stay in the "COVER" position until released by staff authorizes staff to use OC spray if appropriate, restrain the youth, and if necessary, physically place the youth on the ground, using departmentally approved techniques. Good judgment is essential during this process to ensure the safety of both youth and staff. Staff should notify the Institution Supervisor as soon as possible. A youth's failure to comply with this command may result in disciplinary action and/or removal from general population.</p>

### 6.3.4 Institutional Grievance Procedures

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Minimum  
Standards/  
Requirements

As set forth in the Minimum Standards for Juvenile Facilities, Section 1361, all youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to, health care services, classification decision, program participation, telephone, mail, visitor procedure, food, clothing, bedding, mistreatment, harassment, and/or violations of the non-discrimination policy. There shall be no time limit on a youth filing a grievance.

A. Standards and guidelines incorporated therein include the following:

**6.3.4****Institutional Grievance Procedures** *(continued)*

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Free  
Access

1.	A grievance form and instructions for registering a grievance, which includes provisions for the youth to have free access to the form within the unit and to deliver the form to any child care supervision staff working in the facility. A grievance form box is located in each unit and checked during each shift by an I.S. Youths may choose to put a grievance in the box without consultation or assistance from staff.	
2.	Resolution of the grievance at the lowest appropriate staff level.	
3.	Grievances not resolved at the first or second level (Unit Officer or Podium Officer), shall be given to the Institution Supervisor for a review and response to the grievances within 24 hours. Grievances related to the health and/or safety of the youth must be addressed immediately.	
	a.	The youth may elect to be present to explain his/her version of the grievance to a <u>person not directly involved in the circumstances which led to the grievance.</u>
	b.	The youth may ask for a staff representative approved by the facility administrator to assist the youth in completing the grievance.
4.	The Officer reviewing the grievance shall provide a written response to the grievance which includes the reasons for the decisions.	
5.	Any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance.	
6.	Resolution of the grievance must occur within ten (10) business days, unless circumstances dictate a longer time frame. The youth shall be notified of any delay.	
7.	Sexual abuse and sexual harassment may be reported through the grievance process if a youth chooses to do so. Parents and Guardians may also elect to complete grievance regarding sexual abuse and/or sexual harassment. These grievances shall be given to the Institution Supervisor immediately.	

Whether or not associated with a grievance, concerns of parents, guardians, staff, or other parties shall be addressed and documented in accordance with written policies and procedures within three (3) business days.

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Rights

- B. All youth in the Juvenile Detention Facility shall have the right to due process on all actual or perceived mistreatment, the quality and receipt of care within the institution, and any imposed disciplinary action, either through the grievance procedure or the disciplinary review process. In exercising this right, a youth shall be free from any threat or act of reprisal, whether it be actual or implied.
- 

Youth Shall  
Be Provided  
with Grievance  
Procedure  
Information

- C. All youth shall be provided with information regarding their right to grieve unfair treatment, and their right to receive clear and understandable instruction as to the procedures involved in initiating the grievance process. This information shall be given to each youth as part of his/her orientation upon entry to the assigned living unit.
-

**6.3.4 Institutional Grievance Procedures** *(continued)*

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D. Upon request, each youth shall be entitled to assistance from a staff member in pursuing a grievance issue. The right to seek staff assistance and the actual filing of a grievance shall not in any way be delayed or impeded by other staff personnel.

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Profanity  
Toward  
Staff Not  
Allowed

E. Grievances containing profanity or disrespectful language, threats, or grievances containing personal threats against a staff member will not receive a response. Staff who receive grievances, which they believe fit into this category, will present them to the Institution Supervisor for review. The Institution Supervisor will review the grievance and either make a determination that it should be heard or direct staff to return the grievance to the youth along with a blank form, explaining to the youth that the grievance will only receive a response if it is re-written without the objectionable language. Under no circumstances will staff destroy a grievance or refuse to submit it to the Institution Supervisor. Grievances will not be denied simply because they contain profanity or other language objectionable to staff.

---

Grievance  
Procedures

F. When a complaint is registered by a youth regarding his/her care and treatment in the Juvenile Detention Facility, and they express a desire to seek redress through the institutional grievance process, staff shall make every effort to resolve the grievance at the unit level. Grievance focus shall be as follows:

Step	Action
1	Talk to the youth and determine what the grievance is about.
2	Resolve the grievance if possible at the lowest appropriate staff level. If not, furnish the youth with a Grievance Appeal Form within a reasonable time. If the youth is emotionally and physically upset, staff may delay the furnishing of a pencil until such time when the youth has regained composure. Staff may not deny access to the pencil indefinitely. Staff shall advise the Institution Supervisor if there is reason to delay giving a youth a grievance form and/or pencil.
3	Provide the youth with instructions on completing and filing the appeal form, advise them of their right to present evidence and witness testimony on their behalf, and, if necessary, receive staff assistance in pursuing the appeal.
4	Upon receiving the completed Grievance Appeal Form, unit staff shall take the grievance form, with all available information regarding the nature and origin of the youth's complaint, and submit it to the Institution Supervisor. All youth grievances shall be promptly presented to the Institution Supervisor. The Institution Supervisor may instruct the staff member to complete an incident report regarding the grievance issue.
5	The Institution Supervisor will attempt to resolve the problem. If this cannot be accomplished, it is the <u>Institution Supervisor's</u> responsibility to forward the grievance to the Supervising Probation Officer. The Institution Supervisor is responsible for writing a report explaining what has been done to resolve the grievance.
6	Youth may also submit a confidential grievance form via the grievance box, located in each unit. This is a secured box, which is checked each shift by the Institution Supervisor for content. There are blank Grievance Appeal Forms located at each box so that the youth does not have to ask staff for a form if they do not wish to do so. The Institution Supervisor shall check the box for grievances, at least one time per shift worked.

### 6.3.4 Institutional Grievance Procedures *(continued)*

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SPO Duty      G. If a youth wishes to appeal a grievance, the Supervising Probation Officer shall act as the designee to the Division Manager for grievances. Upon receiving the youth Grievance Appeal Form, the designee duties and procedures shall be initiated as listed in the following table:

Step	Action
1	Schedule a grievance appeal hearing within the same shift, if possible, and in all cases within three (3) business days, or the next work day if the grievance occurs on holidays and weekends.
2	Review the nature of the grievance and conduct a hearing with the youth and other parties named in the grievance, eliciting evidence and testimony from the youth, pertinent witnesses, and staff.
3	Upon completion of the presented evidence, render a decision regarding the appeal. The decision will either uphold the youth's grievance and offer a resolution, provide a compromise agreement, or deny the grievance in its entirety.
4	The Supervising Probation Officer shall inform the youth <u>orally and in writing</u> of his/her decision and the reasons substantiating it.
5	If a youth's grievance has been satisfactorily resolved at the Supervising Probation Officer level, the Supervising Probation Officer shall forward the Grievance Appeal Form to the grievance log.
6	If a satisfactory resolution of the grievance is <u>not</u> obtained, the Supervising Probation Officer will forward all documentation to the Juvenile Detention Facility Probation Division Manager, or their designated representative within 24 hours or the next work day, if the grievance occurs on holidays or weekends.
7	The Probation Division Manager or delegated representative shall act as the Administrative Review Officer and subsequently conduct an Administrative Review of the documents and render a decision which either:
	a Upholds the Supervising Probation Officer denial of the grievance;
	b Overturns the Supervising Probation Officer's denial and upholds the youth's grievance;
	c Orders an Administrative Review Hearing.

Administrative  
Review

In cases involving decisions 1 or 2, the Administrative Review Officer shall note the response to the youth's Grievance Appeal Form and return it to the Supervising Probation Officer. The Supervising Probation Officer will forward the documents to the Institution Supervisor, where written notification of the Administrative Review Officer's decision will be provided to the youth by the Institution Supervisor.

In cases where the Administrative Review Officer elects to conduct an Administrative Hearing, all parties to the grievance shall be assembled at the discretion of the Administrative Review Officer. The finding/resolution administered at this hearing shall be final.

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**6.3.4****Institutional Grievance Procedures (continued)**

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- H. Items not subject to redress through the institutional grievance procedure include major rule violations and/or disciplinary actions (they have their own due process procedures), as well as the following issues:

1	The personal appearance, dress, or mannerisms of staff and/or other youth
2	Court orders.
3	The no smoking or use of tobacco policy.
4	Detention in the Juvenile Detention Facility.
5	Court restrictions
6	Personality conflicts with other youth.
7	School courses required by law.
8	State education code requirements.

---

- I. If it is determined that an investigation is needed to resolve a grievance, any officer named in said grievance, will be provided rights and protection pursuant to Government Code Sections 3300-3313, Peace Officer's Bill of Rights.
- 

Medical  
Grievance

- J. The Supervising Probation Officer shall provide a copy of all grievances regarding medical or mental health issues to the Director of Nursing and Administrator for resolution. Staff shall respond to the allegations, in writing, within 72-hours of receiving the grievance. Once a response is received, the Supervising Probation Officer shall meet with the youth and document the response in Caseload Explorer.
- 

CLE  
Documentation

- K. Once a grievance has been resolved, the officer resolving the issue(s) shall complete a Caseload Explorer Grievance Log place it in the Grievance Binder for storage. The officer who was named in the grievance shall not be included in any documentation in Caseload Explorer, nor shall the grievance be scanned into the youth's Caseload Explorer Documents section, without prior approval from the Division Manager.
-

<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Discipline, Sanctions, and Due Process Section: 6.4 Authority: Title 15, Section 1390 - 1391</b>
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This section covers the institutional process for discipline, sanctions, and due process for youth.

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### **6.4.1 Institutional Policy of Order and Security**

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Primary  
Objective

A primary objective for the Juvenile Detention Facility is to develop, implement, and maintain a system which exemplifies order and security, thereby facilitating a safe living and working environment for both youth and staff. Six factors that promote and support the ideal of order and security within the institution are identified here.

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Effective  
Communication

- A. Staff's ability to effectively communicate with each other and with the youth by providing the youth with clear, understandable instructions and directions as to daily routines and activities can circumvent behavior problems. Staff shall communicate the institutional expectations for appropriate conduct to the youth, especially when preparing for an organized group activity.
- 

Staff  
Conduct

- B. Staff shall conduct themselves in a professional manner so that leadership is provided through example. The development of trust and respect from youth is directly related to the professional demeanor and conduct of staff. Staff who are courteous and considerate in their contact with the youth (as well as with fellow staff members) set a precedent by example, for receiving courtesy and consideration back from youth.

Use of sarcasm, ridicule, threats, and profanity by staff toward a youth is prohibited. It is unprofessional and unacceptable behavior, which only serves to promote a reciprocal type of behavior from the youth.

---

No Group  
Punishment

- C. As part of the overall system, discipline shall promote acceptable behavior, including the use of positive behavior interventions and supports. Discipline shall be imposed at the least restrictive level, which promotes the desired behavior and under no circumstances shall a staff member enforce a disciplinary action against a group for the actions of a youth or subset of the group.
-



### 6.4.1

## Institutional Policy of Order and Security *(continued)*

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Rules and  
Due Process

- D. Staff shall enforce a fair and equitable system of rules and sanctions, which inherently provide for due process. Discipline becomes a necessary component of order and security when communication and other non-disciplinary techniques fail to modify or control a youth's inappropriate behavior. Discipline helps to demonstrate that such behavior is unacceptable and will not be tolerated.
- 

Development  
of Successful  
System

- E. The successful institutional system, which promotes order and security, is achieved through rules which are fair and reasonable, are clearly stated and effectively and professionally communicated to the youth by staff, and are enforced in a fair, firm consistent manner with all youth subject to the same standards and expectations. These standards and expectations are provided to youth upon orientation, and special provisions are made for youth with disabilities, limited English proficiency, or limited literacy so that there is no confusion as to what behavior is expected.
- 

### 6.4.2

## Philosophical Principles of Discipline

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Use Discipline  
Only When  
Necessary

The philosophy supporting this institution's policy on discipline is based on two principles.

1. Discipline is applied when necessary to maintain the order and security of the institution, thereby ensuring the safety of both youth and staff. Capricious, arbitrary, and unfair use of discipline by staff is unacceptable and will not be tolerated.
  2. When discipline is applied, it should demonstrate a direct relationship between the inappropriate act and the resulting consequence. Discipline should be educational in purpose and utilized as a tool to teach appropriate behavior. It should not be used as a means for retaliation or punishment.
- 

Discipline  
Occurs as a  
Direct Result of  
Breaking a  
Rule

Promote  
Youth  
Acceptance  
Responsibility

The use of discipline should also focus on promoting youth acknowledgment and responsibility for their actions, so that they learn to control and experience modification of their behavior.

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### 6.4.3

## Disciplinary Policy

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Guidelines

The following guidelines outline the institutional policy regarding the use of discipline in the Juvenile Detention Facility. When considering the use of discipline, staff are required to meet the standards as referenced below.

No Denying  
of Basic  
Rights

- A. Discipline shall not serve to deny a youth access to his/her basic rights, as defined by Title 15 California Code of Regulations. Those standards are:
- Bed and bedding;
  - Daily shower;
  - Access to drinking fountain;
  - Toilet and personal hygiene items;
  - Clean clothing;

**6.4.3****Disciplinary Policy (*continued*)**

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- 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; and
- Rehabilitative Programming

**Appropriate  
Discipline  
Violation**

State law makes it a criminal offense to use any disciplinary measures that consist of corporal or cruel, degrading punishment or physical force. Psychological intimidation including, but not limited to, harassment, humiliation, teasing, use of ridicule, threats, public criticism, and racial epithets are equally unacceptable. Staff shall use trauma-informed approaches and positive behavior interventions as appropriate. Only the approved disciplinary measures as outlined in this section shall be utilized by staff.

---

**Least  
Restrictive  
Discipline**

- A. The type of discipline imposed shall be appropriately based on the rule violation, seriousness of the misbehavior, and phase level achieved, with consideration given to the chronological age and maturity level of the youth. Discipline, including separation, shall not extend in duration to where it loses significance and meaning to the youth, unless such discipline is required for the safety of staff and/or youth.

As a general rule, the least restrictive form of discipline which will promote acceptable behavior shall be utilized.

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**Staff Duties**

- B. Only Probation Juvenile Detention Facility staff shall be authorized to impose discipline for violation of the rule in accordance with established policy. Discipline shall never be delegated to any youth.
- 

- C. To promote the effectiveness of discipline, staff shall be responsible for clearly informing the youth as to his/her misbehavior and the resulting sanctions. Written rules and guidelines regarding the possible consequences for misbehavior or unlawful acts shall be posted in each living unit. The implementation of all forms of discipline shall be accompanied by counseling, which serves to enhance the effectiveness of the disciplinary program. Such counseling shall be documented in the youth's Caseload Explorer.
- 

**Right to Due  
Process**

- D. The final component of this institution's disciplinary program is the youth's right to due process. All discipline, regardless of its nature, is subject to due process. As such, staff are required to inform the youth of his/her right to appeal any imposition of discipline. Due process and the applicable grievance procedures shall be in writing and made available to the youth for perusal.
-

## 6.4.4 Intervention Techniques for Avoiding Disruptive Behavior

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### Counseling

Staff shall make every effort to maintain order and control of youth through methods of positive reinforcement. Intervention and counseling Communications should allow the youth an opportunity to speak with staff about their misbehavior, explain what happened, why, and, how they might have controlled themselves in a more appropriate manner.

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### Techniques

The following are general techniques recommended for avoidance of disruptive behavior of an individual youth during group activities. These techniques are designed to assist the youth in making appropriate social choices while maintaining personal dignity and inner control.

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### Signal Interference

A. The use of hand signals (passive gestures, with the palm facing outward). Do not use threatening gestures or finger pointing to gain the attention and cooperation of an individual or the group in terminating inappropriate behavior during the early stages (e.g., loud talking, horseplay, feet on furniture, etc.).

---

### Proximity Control

B. Close, physical presence of staff to a youth, with or without conversation, thus implying that staff are fully aware of the situation.

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### Redirect or Diversion

C. Young people often have short attention spans and need a continuing show of interest on the part of staff in order to sustain a group activity. Staff can stimulate new interest by expressing curiosity about an activity. Should a youth have total disinterest in an activity, redirection to another area of the dorm or a new task is recommended.

On occasion, it is necessary for the Probation Correction Officer to separate a youth from the group for individual counseling sessions.

---

### Direct Instruction

D. Give clear directions and instructions to a youth on a personal, adult level. When separated from the group peer pressure, youth will generally respond to direct instructions.

---

### Permission

E. Staff permission to behave in a certain way can be very effective in starting positive action or in taking the satisfaction out of unacceptable but controllable behavior. Permission in the form of encouragement can allow an insecure youth to try something new or seek peer relationships and/or staff approval.

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### Withdrawal From Group

F. Group living is a complex process. Many youth cannot sustain appropriate behavior over an extended period of time, even in a well-structured group. These youths should be asked to step away from the group before their behavior becomes a serious issue. This should be done by staff in a non-accusatory manner. With very immature or emotionally disturbed youth, it may be necessary to repeat this technique often, even during a single recreational period. Some youth need this additional support to maintain inner control, so do not equate the need for repetition with ineffectiveness.

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## 6.4.4 Intervention Techniques for Avoiding Disruptive Behavior *(continued)*

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- Admonishment      G. Admonishing and warning youth that repeated misbehavior may result in a specific disciplinary action.
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## 6.4.5 Disciplinary Options and Sanctions

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- PCO  
Options      A. The following is a list of the disciplinary options available to Juvenile Detention Facility staff when dealing with youth misbehavior. Sanctions which may be implemented by a Probation Correctional Officer are:

<b>A</b>	Discussion of the misbehavior or rule infraction, followed by an oral reprimand;
<b>B</b>	Loss of special work assignments;
<b>C</b>	Temporary suspension of privileges, i.e., free time, etc.
<b>D</b>	Verbal, redirection followed by an entry in Caseload Explorer Behavior Roster Log.
<b>E</b>	Essays, reports.
<b>F</b>	Memorization, oral presentation.
<b>G</b>	Loss of access to personals (retention of all photos and letters).
<b>H</b>	Any other sanction designed to fit offense must be approved by the Institution Supervisor.
<b>I</b>	Referral to the on-duty Institutional Supervisor.

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**6.4.5****Disciplinary Options and Sanctions** *(continued)*

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B. Sanctions that may be implemented by an Institution Supervisor are:

IS  
Options

A	Placement in Jeopardy Track or Gang Track.
B	Referral to the Disciplinary Review Board if you the youth is in a program.
C	Program time enhancement if the youth is in a program.
D	Program time enhancement if the youth is in a program.
E	Loss of phone privileges or pencil privileges.
F	Loss of special event privileges, e.g., sports field activities, guest speakers.
G	Placement in a different unit.
H	Behavior contract
I	Filing of new charges by Intake and a request to petition for a Juvenile Court hearing, if the behavior is assaultive in nature, or an escape attempt.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Rule Violations and Disciplinary Sanctions</b> <b>Section: 6.5</b> <b>Authority:</b> <b>Title 15; Section 1391 d &amp; e</b>
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**Intro**

This section sets forth institutional rule violations and the sanctions for violations of those rules.

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**6.5.1 Categories of Misbehavior (Rule Violations)**

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**2 classes**

Youth misbehavior is divided into two separate classifications based on the seriousness of the misbehavior as it relates to the laws of the State and the Federal government, the security of the institution, and the safety of both the youth and the staff. The severity of the misbehavior will dictate the appropriate sanction, and the medium of due process procedures. Consequently misbehavior classified as major, will result in disciplinary consequences which are more stringent but subject to a higher degree of formality in the due process arena.

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**6.5.2 Youth Misbehavior**

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**Minor  
Violations**

Youth violations are representative of youth misbehavior which disregards Juvenile Detention Facility or individual unit rules but is not so serious as to be considered a major violation as defined in the “Major Misbehavior (Violations) section of the Policy & Procedure Manual. Rules for behavior and control techniques at the Facility shall be designed to foster a positive, non-punitive detention program. The granting of privileges shall be based on positive behavior. Privileges, as used in this manual, shall refer to activities, which can be earned through special activities or benefits and are not basic rights. While good behavior will result in special privileges, poor or inadequate behavior will result in the suspension or denial of privileges.

Minor violations include, but are not limited to, the following types of youth misbehavior:

<b>1</b>	Inappropriately loud, raucous behavior or rough boisterous play and/or unwarranted physical contact between or among two or more youth.
<b>2</b>	Being in an unauthorized area of the unit or place of activity without staff permission. Loitering in the shower, supply room, laundry room, staff area or any other designated “off limits” area of JDF.
<b>3</b>	Yelling, screaming, banging on doors, kicking walls or any other unusual or loud noise made in a youth’s room that is disruptive to the unit program.
<b>4</b>	Unauthorized possession of extra clothes, bedding, towels, books or any other article specifically prohibited by unit rules.
<b>5</b>	Disobeying staff directions, listed unit rules, refusal to stop inappropriate behavior or activities or refusal to follow a staff member’s directive to behave or perform appropriately.

**6.5.2 Youth Misbehavior** *(continued)*

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6	Refusal to line up properly prior to a group movement. Any improper or unauthorized movement in the hallways while in transit to school, court, or through another unit which makes it difficult for staff to properly supervise the movement and ensure the safety of both youth and staff.
7	Youth use of profane language directed toward staff. Inappropriate comments of a sexual or a personal nature towards staff. Back-talking staff while in the presence of the group.
8	Engaging in conversation which is prohibited during certain group movements, programs or in designated areas. Examples include talking in a double line, talking in the hallway, talking during a movie or television program, talking while staff are addressing the group, communicating with youth from another unit without permission, or any other type of communication which staff prohibits prior to, or during a group program.
9	Refusal to participate in daily hygiene and housekeeping programs; failure to shower, maintain a clean room, etc., without medical or approved reason.
10	Receiving a below standard grade in the school program for refusing to complete class work, not putting forth effort in classroom projects, writing in text books, disrupting class through unauthorized talking, clowning or other identified misbehavior.
11	Refusal to attend one or more periods without medical or other approved reason.
12	Willful and unauthorized taking of the personal property belonging to another. This may include the theft of incidental items, such as books, clothes and food. However, depending upon the value of the item, the repetitive or serious nature of the act, theft can be considered a major rule violation.

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**6.5.3 Sanctions for Minor Misbehavior (Violations)**

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The sanctions listed below represent a range of disciplinary options available to staff in responding to minor misbehavior. Sanctions invoked may include one or a combination of several disciplinary options as the situation may warrant.

1	Discussion of the misbehavior or rule infraction with a staff member followed by oral reprimand advising and warning the youth that repeated misbehavior may result in a specific disciplinary action.
2	Youth's misbehavior may result in a denial of the opportunity to participate in special programs, free time activities, television, movie time and Game Room.

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## 6.5.4 Major Misbehavior (Violations)

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**Intro** Major violations of expected youth conduct are acts of misbehavior which display flagrant disregard for the authority of staff, rules of the institution, other youth and/or staff. Major violations include, but are not limited to the following types of misconduct.

Staff are reminded that under California Code of Regulations, Title 15, relating to Minimum Standards for Juvenile Facilities, “rules for behavior and control techniques shall be designed to foster a positive non-punitive detention program”.

A. Major Rule Violations include one or more of the following:

Major  
Rules

<b>1</b>	Includes violation of any law of the City, County, State or Federal Government. This Includes, but is not limited to acts of theft, battery, assault and sexual assault.
<b>2</b>	Any act by a youth which undermines the security of the institution. This includes the acquisition of keys or implements to be used in an escape, conspiring to escape, or attempting to escape.
<b>3</b>	Any behavior on the part of a youth which instigates or supports group violence or rebellion. Such behavior includes verbal incitement of others and/or behavior that causes a riot. Such behavior also encompasses flagrant or repeated defiance of staff directives which threaten the safety, order or security of the unit.
<b>4</b>	Any behavior which includes, but is not limited to, engaging in gang talk, gang fights, gang writing, and use of Activity gang signs and calls while detained in the Juvenile Detention Facility.
<b>5</b>	Any behavior which includes, but is not limited to, use of any threatening or abusive language towards a staff member, any threats of physical harm directed towards staff or assuming any threatening posture towards staff.
<b>6</b>	Any behavior involving mutual combat between youth.
<b>7</b>	Any behavior, which includes lying or intentionally deceiving staff which tends to threaten the safety, order and security of the institution, other youth or staff. It may include, but is not limited to, lying to protect another who is trying to escape, lying to get another youth in trouble, etc.



**6.5.4 Major Misbehavior (Violations) (continued)**

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<b>8</b>	Any behavior involving the direct refusal to obey an order which relates to the safety or control of the institution, its detainees or staff, including the refusal to go to one's room as directed by staff or the failure to follow directions given by staff during a major incident such as a fight or an escape attempt, or the refusal to go to or stay in the COVER position.
<b>9</b>	Any behavior, which includes, but is not limited to actions which incite misbehavior in others, displays of flagrant verbal disrespect toward staff, the use of profanity, racial epithets or insults directed toward staff and/or other youth.
<b>10</b>	Any behavior, which includes but is not limited to possession of matches, tobacco, drugs, alcohol, intoxicants, money, drug paraphernalia, weapons or items for the purpose of escape. Also included are items utilized for the defacing of rooms, such as pencils, pens, marking pens, carving tools and staples.
<b>11</b>	Any behavior, which includes intentional defacing or destruction of County or personal property, including the marking, carving or writing on room walls, doors, beds, windows, etc., kicking or punching holes in the wall, kicking open a door causing damage, breaking light fixtures in the rooms or hallways, breaking windows, door locks or mirrors, dismantling beds, damaging or ripping out sinks or toilets and intentionally plugging up plumbing fixtures.
<b>12</b>	Youth violations of unit rules become major violation when attempts to control youth misbehavior through less restrictive sanctions are unsuccessful and the misbehavior of the youth remains persistent and repetitive.
<b>13</b>	Any act engaged in by a youth which endangers the health, safety or welfare of the youth or others (including both staff and youth). This rule specifically covers acts of self-harm; including self-mutilation, carving on the body and tattooing. It may also refer to behavior such as urinating or defecating in a room which endangers the welfare of others. Safety violations covered by this rule include engaging in an act which causes or has the potential to cause a fire. Specific acts include covering the night light with paper or dismantling/damaging fire alarms and equipment. This section includes that youths are not permitted to smoke or use tobacco in any form while in the care and custody of the Probation Department.

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- B. The consequences for major rule violations or misbehavior include the imposition of one or more of the following disciplinary options.

<b>1</b>	One or more of the disciplinary consequences listed for youth offenses.
<b>2</b>	Disciplinary transfer of the youth to another unit. A youth may be transferred to another unit for security reasons.
<b>3</b>	Arrest on new charges by the Intake Officer and a request for a Juvenile Petition to be filed with the District Attorney's Office and the Juvenile Court.

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## 6.5.5 Commitment Program Discipline

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Youth committed to any of the programs at the Juvenile Detention Facility are subject to Progressive Discipline that includes different sanctions than youth housed in the general population units.

Rules of  
Conduct

- A. Youth behavior in the program units is expected to comply with the Facility Rules of conduct and the individual's Terms & Conditions of Probation as ordered by the Tulare County Juvenile Court. Any violation of the Facility rules or term of probation will result in discipline. The severity of the violation, combined with the youth's status in the program, will determine the appropriate discipline sanction.
- 

- B. Minor facility Rules of Conduct for program units are as follows

Consequence  
Log

1	Youth will not be involved in any unauthorized activity or be in any unauthorized area.
2	Youth will not alter or damage any property not owned by the youth.
3	Youth will not refuse to follow, or fail to follow, any staff directions or orders.
4	Youth will not use any profanity, vulgarity or make any inappropriate gestures.
5	Youth will complete all assigned work.
6	Youth will not be in possession of any item not issued or authorized by the Facility.

Violations of Facility Rules of Conduct 1 through 6 are subject to classification as warranted by the circumstances of the incident and youth compliance to redirections.

---

- C. Major facility Rules of Conduct for program units are as follows:

7	Youth will not engage in any unauthorized physical contact.
8	Youth will not be involved in any gang activity.
9	Youth will not be in possession of or furnish any drug not authorized by the Facility.
10	Youth will not be in possession of or cause to be made, any item that can be used as a weapon or for any dangerous purpose.

Violations of facility Rules of Conduct 1 through 6, warranted by the circumstances of the incident and/or youth failure to comply with redirections can also be considered a Major Violation of the Rules.

Violations of Facility Rules of Conduct 7 through 10 are subject to zero tolerance. The circumstances of the incident determine the appropriate disciplinary sanctions.

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## 6.5.5

### Commitment Program Discipline *(continued)*

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D. Program youth progressive discipline is based on the phase of the program that he or she is in when the negative behavior occurs.

1. For Moderate Rule Violations:

a. Phase I & II:

Youth are to be given two (2) warnings / rosters (per week) for violations of conduct rules 1-6, if compliant no further action is needed. Additional violations shall result in a sanction (i.e.: rec loss or writing assignment) & Consequence log entry.

b. Phase III:

Youth are to be given one (1) warning / rosters (per week) for violations of conduct rules 1-6, if compliant no further action is needed. Additional violations shall result in a sanction (i.e.: rec loss or writing assignment) & Consequence log entry.

c. Phase IV, Leaders, & Aftercare Returns:

Youth are NOT to be given any warning / rosters (per week) for violations of conduct rules 1-6, All violations shall result in a sanction (i.e.: rec loss or writing assignment) & Consequence log entry.

2. For Major Rule Violations

- a. Youth are NOT to be given any warning / rosters (per week) for violations of conduct rules 7-10, Incident report and referral to IS for required sanctions and possible referral to Disciplinary Referral Board.

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E. Any youth, who receives three (3) consequence log entries within a week, or is placed on Gang or Jeopardy Track, fails to earn Club and will be referred to an IS for additional sanctions.

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F. Any youth, who fails to earn Club for two consecutive weeks, fails to earn Game Room.

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G. All youth, in a Unit that has a fight or physical assault occur, will not have Club for safety & security reasons; however, if a youth would have earned Club should the fight or assault not occurred, that youth will be considered to have made Club for the purposes of determining eligibility to participate in Game Room.

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H. These youth shall be divided from other youth at meal time, during homework, Directed Activities, and during P.T. They are not allowed to use sports equipment, they must sit away from others or self PT.

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**6.5.5****Commitment Program Discipline** *(continued)*

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**I. Specific Incidents:**

Any Major Violation should be referred to the Probation Officer for possible criminal charges

A.	Destruction Of County Property
B.	New Tattoos
C.	Fight
D.	Gang Related Fight
E.	Unauthorized Physical Contact (Not resulting in injury)
F.	Unauthorized Physical Contact (Resulting in injury)
G.	Admitted Substance Abuse
H.	Denied Substance Abuse with Positive Test
I.	Transporting / Furnishing, Drugs/Weapons

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J. Any disciplinary action taken by staff, which imposes a sanction, invokes a restriction, or denies participation in a program normally expected within the institution, is subject to due process review. The level of due process offered shall be commensurate with the severity of the sanctions imposed. The degree of formality in the due process system shall be in direct relationship to the extent of the youth's loss of rights and programs.

1. Due Process for discipline involving Minor Rule violations:

- The youth is advised of the sanction by the Probation Correctional Officer.
- The Probation Correctional Officer documents the rule violation and the sanction in the Consequence Log.
- The Probation Correctional Officer advises the Institution Supervisor on duty for approval.
- If the youth requests to appeal the sanction, the Institution Supervisor is contacted immediately, either by phone or in person. After reviewing the elements of the violation, and the imposed sanction, the Institution Supervisor makes a determination of the appeal.

2. Due Process for discipline involving Major Rule Violations-In major rule violations, where the disciplinary action involves a sanction from the Institution Supervisor sanctions list, due process utilizes the following process:

- An Institutional Incident Report is completed by the referring Probation Correctional Officer.
- The referring Probation Correctional Officer completes the top half of a Discipline Report Referral form.
- The Discipline Report Referral form and the youth are referred to the on-duty Institution Supervisor.
- The Institution Supervisor advises the youth of the rule violation and the appropriate consequence from the IS Sanction List.
- The youth is then advised of the right to accept the consequence or to appeal the consequence to the Supervising Probation Officer, whose decision is final.
- The accepted appeal decision is documented on the form and the youth's signature confirms the process has been completed.
- Any discipline including a program enhancement of more than 3 days is automatically referred to the Discipline Review Board.

## 6.5.5 Commitment Program Discipline *(continued)*

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- K. The Discipline Review Board (DRB) meets weekly. The Discipline Review Board consists of no fewer than two Probation Officers and a Program Institution Supervisor. During the meeting, the youth is afforded the opportunity to address the Board to offer a statement regarding ~~the~~ *her* violation. The youth will be advised immediately of the decision of the Discipline Review Board, which may be appealed to the Supervising Probation Officer, whose decision is final.
- 
- L. Youth committed to the programs at the Juvenile Detention Facility are governed by, and expected to comply with, the basic rules of conduct set forth in the previous sections. On occasion, a youth will choose not to follow the rules. The Institution Supervisor/Deputy Probation Officer assigned to the program units may impose a program time enhancement sanction ranging from 1-day to 30-days, or a Violation of Probation and Program failure.
- 

## 6.5.6 Special Disciplinary Tracks

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- A. Jeopardy Track is a restricted behavioral status applied to youth who violate certain rules. Once placed on Jeopardy Track, a youth must meet an established criterion, prior to being removed from it. Youth on Jeopardy Track shall be placed into a yellow T-Shirt, so that the youth is easily identified. Jeopardy Track may also include a program enhancement for the commitment programs.
1. Placement
    - a. The Institution Supervisor may place a Youth into Jeopardy Track for four different sets of circumstances:
      - A youth violates any of the Rules of Conduct 7-10.
      - A youth violates 2 or more of the Rules of Conduct 1-6, during the same incident or in immediate succession of one another
      - A youth received excessive Consequences in a week
      - A youth fails to complete a sanction from a previous Incident Report, within the allotted time.
    - b. The Institution Supervisor placing the youth on the disciplinary status shall meet with the youth and review the Incident Report. Institution Supervisor IS shall complete the Jeopardy Track portion of the Incident Report, ensure the youth reads, understands, and signs the report. The youth shall be provided with a copy of the report. The youth cannot be removed from Jeopardy Track until all assigned sanction is completed, including but not limited to, written assignments, oral presentations, and/or cleaning details.
  2. Components-Jeopardy Track is meant to serve as a behavioral corrective tool. The youth may be assigned various sanctions, which can be completed in one week by a youth making a reasonable effort. This may include up to 3 sanctions from either the PCO or IS Sanction lists.

## 6.5.6

### Special Disciplinary Tracks *(continued)*

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3. Extension

Jeopardy Track is extended when the youth fails to complete a sanction or comply with a special behavioral requirement, until such a time that all requirements are completed

4. Restrictions

The following restrictions apply to all youth on Jeopardy Track:

- No sports field activities.
- No access to personals folder, except on Monday nights.
- The youth shall sit alone at a table during all free time/rec time and complete sanctions listed in the Contract.
- Not allowed to participate in Leadership program.
- Not allowed Special Visits.
- No access to the youth reward system, including but not limited to Club, Game Room, work details, or sporting activities.

5. Once the youth has completed her Jeopardy Track Contract, she shall be placed back into the program status held prior to the disciplinary actions being imposed.

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#### B. Gang Track

Youth at the Juvenile Detention Facility are expected to abstain from participating in gang-related activity at all times. Gang Track is a restricted behavioral status applied to youth who participate in gang related activity. Once placed on Gang Track, a youth must meet an established criterion, prior to being removed from it. Youth on Gang Track shall be placed into a teal green T-Shirt, so that the youth is easily identified. Gang Track may also include a program enhancement for commitment youth, which shall be extended if the youth fails to meet the contract on which he/she is placed.

1. Placement-The Institution Supervisor can place a youth into Gang Track for participation in any gang related activity.

2. Components

Gang Track is meant to serve as a behavioral corrective tool. The youth may be assigned various sanctions, which can be completed in one week by a youth making a reasonable effort. This may include:

3. Extension

Gang Track is extended when the youth fails to complete a sanction or comply with a special behavioral requirement, until such a time that all requirements are completed

## **6.5.6 Special Disciplinary Tracks** *(continued)*

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### **4. Restrictions**

The following restrictions apply to all youths on Gang Track:

- No outside activities.
  - No access to personals folder, except on Monday nights.
  - The youth shall sit alone at a table during all free time/rec time and complete sanctions.
  - Not allowed to participate in Leadership program.
  - Not allowed Special Visits.
  - No access to the youth reward system, including but not limited to Club, Game Room, work details, or sporting activities.
  - May be moved to designated room within the unit.
  - Be divided from the other youth during meals, facing away from the rest of the youth in the unit.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Disciplinary Due Process</b></p> <p><b>Section: 6.6</b></p> <p><b>Authority:</b></p> <p><b>Title 15; Section 1390 - 1391</b></p> <p><b>Article 7</b></p>
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**6.6.0** This section covers the disciplinary due process policy.

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**6.6.1 Philosophical Principles of Due Process**

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Fair  
Treatment

All youth have the right to be treated fairly while detained at the Juvenile Detention Facility (JDF). The application of fair treatment to all youth in the Juvenile Detention Facility is fundamental to the development and maintenance of a sound treatment and rehabilitation program.

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Due  
Process

Implementation of procedural safeguards which ensure youth of their due process rights is essential to the fair treatment and control of youth at the Juvenile Detention Facility.

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**6.6.2 General Policy**

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Any disciplinary action taken by staff which imposes a sanction, invokes a restriction, or denies participation in a program normally expected within the institution is subject to due process review. The level of due process offered shall be commensurate with the severity of the sanctions imposed. The degree of formality in the due process system shall be in direct relationship to the extent of the youth's loss of rights and programs.

---

Emergency  
Situation

The required elements of due process shall be initiated prior to the imposition of any disciplinary action, except in emergency situations where the youth is emotionally upset and out of control, or in situations where the order and security of the institution, other youth, or staff are in jeopardy. Staff has a responsibility and duty to intervene in situations which involve threats or harm to persons, property, or the order and security of the institution. However, at the conclusion of the emergency, the due process procedures shall be implemented.

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### 6.6.3 Disciplinary Due Process and Minor Rule Violations

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When a youth is charged with violating minor unit rules and disciplinary action is being recommended or initiated by staff, the following due process procedures shall be invoked.

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Youth  
Knows  
Rules

A. It shall be established that prior to the incident, the youth received orientation as to the rules governing appropriate behavior in the unit and the possible consequences associated with violating the rules.

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Inform  
youth

B. The staff member initiating the disciplinary measure shall inform the youth as to which rule was violated or what the cited misbehavior entailed.

---

Youth  
Statement

C. All discipline shall be accompanied by written documentation. The Institution Supervisor is responsible for ensuring that all written documentation for due process is completed.

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Inform Youth  
of Sanction

D. Staff shall obtain a statement from the youth as to their version of the incident and take into consideration any mitigating factors or circumstances.

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Right to Appeal

E. Following consideration of the youth's statement and witness statements, staff shall inform the youth as to the resulting consequences of their misbehavior, detailing any loss of privileges, programs, restriction, and the applicable time limits. In cases requiring Institution Supervisors approval of the disciplinary action, the youth shall be informed by staff as to their disciplinary recommendation.

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F. The youth shall be informed of the right to review and appeal.

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**6.6.4****Disciplinary Due Process and Major Rule Violations**

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In major rule violations or misbehavior where the recommended disciplinary consequences are for loss of privileges, extended program restrictions, and/or room confinement, the following due process procedures shall be invoked by the staff member reporting the rule violation.

(In compliance with Title 15; Section 1391 youth rule violations may be handled informally by counseling or advising the youth of the expected conduct or by the imposition of a youth penalty, discipline shall be accompanied by written documentation (i.e., Incident Report, Disciplinary Referral. Also review sections 6.5.3 & 6.5.4).

A. The following table lists the duties of reporting staff:

Step	Action
1	Prepare and/or collect all reports which document the rule violation or misbehavior including disciplinary reports, incident reports, and information report status. Documentation shall include a description of the incident, rule violated, the names of witnesses, the disposition of any physical evidence, action which was taken by staff, nature and degree of force necessitated by the incident, date and time of the incident, and the disciplinary recommendation.
2	Inform the youth of the charges along with the process of the form. Explain the disciplinary process. Allow the youth an opportunity to review the Disciplinary Referral. The youth is to be assisted by staff throughout the process and assisted with any questions.
3	Inform the youth of their due process rights, which include:
	1 Written notice of violation prior to hearing.
	2 Hearing by a person who is not party to the incident.
	3 Opportunity for the youth to be heard, present evidence and testimony.
	4 Provision for youth to be assisted by staff in hearing process.
	5 Provision for administrative review.
4	Present the Disciplinary Referral to the youth for signature. Signature is needed for acknowledging notification of rights. After signature, provide a copy of the Disciplinary Referral to the youth.
5	The Incident Report, with the Disciplinary Referral form is given to the Institution Supervisor. The Institution Supervisor meets with the youth. The youth is given the opportunity to be heard, present evidence and testimony to the Institution Supervisor.
6	If the youth is given a consequence, the youth has the right to accept the consequence or to appeal the consequence. If the youth wishes to appeal the action, forward all associated disciplinary reports to the ARO (Administrative Review Officer) who is not a party to the action for review.**
7	Disciplinary Referrals will be reviewed by the SPO and/or PDM.
8	The time frame for the Discipline Due Process should be completed within seven days.

**6.6.4****Disciplinary Due Process and Major Rule Violations** *(continued)*

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- B. \*\*When the youth has requested a hearing, approval for the disciplinary action recommended shall be granted only for the time period necessary to schedule a Disciplinary Review Hearing. After granting temporary approval for the disciplinary action recommended, all documentation will be immediately forwarded to the ARO. After an administrative review the decision of the ARO is final. If the youth's discipline is overturned any discipline that involves time enhancement or program segregation will be subtracted from the youth's release date. Other discipline enhancements that are overturned will be reviewed by the SPO or Division Manager.
- 

- C. The Disciplinary Review Officer is the Supervising Probation Officer or designee whose duty it is to conduct Disciplinary Review Hearings. The DRO will not be the reporting staff member, a staff member investigating the incident or a witness to the event. Upon receiving all disciplinary documentation for a Disciplinary Review Hearing the following table lists DRO duties:

Step	Action	
1	Schedule a disciplinary review hearing within the same shift and in all cases within eight (8) hours of the occurrence, excluding night shift hours (10:00 pm-6:00 am).	
2	Make sure the youth understands the charges against her/him and of their right to present evidence and testimony to have staff assistance and to appeal the proceedings.	
3	Conduct the hearing; listen to evidence, testimony from the youth, witnesses, and the staff member making the charge.	
4	After hearing the evidence, render a decision that:	
	a	Finds by a preponderance of the evidence that the violation did occur and, therefore, upholds the sanction imposed or modifies the sanction within the guidelines established for major discipline.
	b	Finds that the violation did <u>not</u> occur and orders the charges dismissed and the youth released from any imposed sanction.
5	Inform the youth verbally and in writing of the decision. Have the youth sign the Due Process Hearing Summary, indicating their acceptance of the DRO's findings or request for an Administrative Review.	
6	When the case against the youth is upheld and the youth accepts the findings, all disciplinary documentation and the Due Process Hearing Summary shall be scanned into the youth's Caseload Explorer Documents.	
7	When all charges and sanctions are dismissed, all documentation shall be scanned into the youth's Caseload Explorer Documents.	

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#### 6.6.4 Disciplinary Due Process and Major Rule Violations *(continued)*

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- D. When a youth has requested administrative review of the DRO's findings, the DRO will forward all disciplinary documentation to the Juvenile Detention Facility Supervising Probation Officer for administrative review. Within 24 hours, the Juvenile Detention Facility Division Manager or their delegated representative shall conduct an administrative review of the documents and a decision will be rendered which either upholds or overturns the DRO's findings.
- 

- E. All documents shall then be forwarded to the originating unit where the youth will be notified of the administrative decision by the Probation Correctional Officer on duty. An entry will be made in the youth's CASELOAD EXPLORER observations recording the administrative decision and verifying that the youth was notified of this decision.
- 

- F. If a youth is removed from the programming unit as a result of any behavioral issue and does not result in an end of program, the same due process procedure as other major rule violation.

In addition, the youth shall be notified of his expected date of return to the unit, which is based on his/her exhibited behavior and appearance before the Disciplinary Review Board.

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- G. For youth committed to a residential program, the Discipline Review Board meets weekly to consider a youth's discipline appeals. The Discipline Review Board is a panel made from Probation Officers and/or Institution Supervisors. No staff member involved in enforcing discipline during the incident being appealed shall participate in the hearing. During the meeting of the Discipline Review Board, the youth is afforded the opportunity to address the Discipline Review Board to offer a statement regarding his/her behavior. The youth is assisted by staff throughout the process and assisted with any questions during the hearing. The youth will be advised immediately of the decision of the Discipline Review Board, which is reviewed by the Supervising Probation Officer and/or Division Manager.

In the event the youth does not accept the Discipline Review Board decision, he/she may request an Appeal Hearing. The officer conducting the Discipline Review Board shall document that the youth does accept the decision of the Discipline Review Board and forward the information, including the disciplinary referral, to the Supervising Probation Officer or Division Manager. The Supervising Probation Officer or Division Manager shall conduct a hearing and modify the discipline if it is found unjust or excessive.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Youth Restrictions and Disciplinary Programs</b></p> <p><b>Section: 6.7</b></p> <p><b>Authority: Title 15; Section 1354</b></p>
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## 6.7.1 Loss of Privileges

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### Philosophy

Rules for behavior and control techniques at the Juvenile Detention Facility shall be designed to foster a positive, non-punitive detention program. The granting of privileges shall be based on positive behavior. Privileges, as used in this manual, shall refer to activities which can be earned through special activities or benefits, which are not basic rights. While good behavior will result in special privileges, poor or inadequate behavior will result in the suspension or denial of privileges.

Youth placed on Room Confinement, or any other form of separation, shall not be denied normal rights available at the Juvenile Detention Facility; such privileges include receiving basic hygiene standards, eating nutritional meals, having attorney visits, religious counseling, and receiving parental visits. Separation involves limiting a youth's participation in regular programming for a specific purpose, including but not limited to, safety and security of youth and staff.

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## 6.7.2 Applications of Confinement or Removals

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### Intro

Below is a list of applicable measures of confinement listed within the programs and policy of the Juvenile Detention Facility.

### Single Room Status (SR)

- A. Single-room status is a security status assigned to a youth, which requires them to have an individual room. Under no circumstances may staff assign a roommate (temporarily or permanently) to a youth with a single room status designation. (See Manual Section 8.14).
-

## 6.7.2

### Applications of Confinement or Removals *(continued)*

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Room  
Confinement  
(RC)

- A. Room Confinement is a status conferred upon a youth by the Juvenile Detention Facility Institution Supervisor in accordance with Welfare and Institutions Code Section 208.3. Room Confinement means the placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room Confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.
- 

Bed Rest

- B. This is a status conferred upon a detainee by the Juvenile Detention Facility Medical Clinic. Youth are placed on Bed Rest due to sickness or injury and are placed on medical separation for control of infections and communicable diseases. Such youth, depending on their treatment plan, can be restricted from all or part of the unit's activities.
- 

Suicide (SW)  
And  
Close  
Watch (CW)  
Status

- C. Suicide and Close Watch are security designations assigned to a youth who is at risk of becoming self-destructive or suicidal. Officers shall be alert with these youths particularly during times of high stress (i.e., intake, court hearings, visiting, etc.). Youths may be placed on suicide status anytime during their detention at the Juvenile Detention Facility. Security procedures for the protection of suicide youth are addressed in Manual Section 8.14.
- 

Youth  
Refusals

- D. Each time a youth refuses to participate in a Title 15 activity or a facility require activity, staff shall complete the Caseload Explorer Refusal Log, documenting the activity being refused and the reason for the refusal
-

### **6.7.3 Room Confinement**

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- A. Room Confinement is a status conferred upon a youth by a Juvenile Detention Facility Institution Supervisor, in accordance with Welfare and Institutions Code Section 208.3. Room Confinement means the placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room Confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.
- B. The placement of a youth on Room Confinement, shall be accomplished in accordance with the following guidelines:
1. Room confinement shall not be used before other, less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
  2. Room confinement shall not be used for purposes of punishment, coercion, convenience, or retaliation by staff.
  3. Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.
- C. Room Confinement acts to physically and socially restrict a youth who has demonstrated he/she is a danger to other youth and/or staff, from participating in Unit activities and programs. Youth shall not be placed on Room Confinement due to:
- Actual or perceived race;
  - Ethnic group identification;
  - Ancestry;
  - National origin;
  - Color;
  - Religion;
  - Gender;
  - Sexual orientation;
  - Gender identity or gender expression; or
  - Mental or physical disability.
-

### 6.7.3 Room Confinement

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- D. Anytime a youth is placed on Room Confinement, an Incident Report must be generated detailing the specific incident(s) that caused the separation status. To that end, the Unit Officer shall write an Incident Report in Caseload Explorer and the Institution Supervisor shall write a Supplemental Report under the same number.

The Institution Supervisor must review the report and impose Room Confinement upon the youth. To do this:

- The Institution Supervisor shall review the report;
  - The Institution Supervisor shall review any video evidence available;
  - The Institution Supervisor shall meet with all witness;
  - The Institution Supervisor shall meet with the youth(s) and discuss the allegations contained in the report;
  - The Institution Supervisor shall determine that the youth's behavior warrants placement on Room Confinement and separation from the other youth;
- 

- E. While on Room Confinement, certain restrictions shall apply:

Restrictions

1. Youth on Room Confinement shall be denied participation in all Unit programs. However, youth on Room Confinement cannot be denied the opportunity to shower, food, clothing, have attorney visits, unless their behavior is an immediate threat to the safety and security of the institution or themselves. Visitation for youth on Room Confinement shall occur in the secured visiting area.
  2. Every activity for youth on Room Confinement shall be conducted individually, without other youth involved and in the custody of two (2) staff members.
  3. Youth on Room Confinement shall be placed in mechanical restraints during all facility movement. In the event a youth on Room Confinement is require to go on an out of facility transport, they shall be placed in belly chains and ankle restraints.
  4. Room Confinement shall be approved by the Institution Supervisor with a review conducted every four (4) hours. In the event the youth's behavior and willingness to program within the rules and regulations of the Juvenile Detention Facility has improved, the Institution Supervisor may remove the youth from Room Confinement. Youth who remain a danger to the safety of themselves or others, or a threat to facility security shall not be removed from Room Confinement and the Division Manager or designee shall be notified.
- 

Review

- F. A youth may be held up to four (4) hours on Room Confinement. After the youth has been held on Room Confinement for a period of four (4) hours, the Institution Supervisor shall meet with the youth, review their status, and:
1. Return the youth to general population;
  2. Impose discipline;
  3. Consult with Mental Health or Medical Staff;
  4. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
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### 6.7.3 Room Confinement *(continued)*

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Extension

G. If Room Confinement is extended beyond four hours, the Institution Supervisor shall

1. Document the basis for the extension by completing a Separation Review Log, which includes the date and time the youth was first placed on Room Confinement, and when he or she is eventually released from Room Confinement;
  2. Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population;
  3. Obtain documented authorization by the Division Manager or designee every four (4) hours thereafter.
- 

Assessment  
by MH/Med

H. Youth shall not be placed on Room Confinement for a specific amount of time or a minimum amount of time. Any youth remaining on Room Confinement for longer than eight (8) hours, shall be assessed by Mental Health or Medical Staff.

Additional factors to be considered when placing a youth on Room Confinement or conducting a review, include the youth's prior misbehavior, trauma, age, and maturity level. These factors may act as mitigating or aggravating circumstances for establishing a removal from Room Confinement.

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Exceptions

I. Room Confinement is not intended to limit the use of single-person rooms or cells for the housing of youth in the facility and does not apply to sleeping hours.

This section does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.

This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of the medical provider, when the youth is not required to be housed in the medical unit for an illness. It also does not apply to youth separated from population due to required extended care after a medical treatment, with the written approval of the medical provider.

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J. In addition to the above safety measures, further modification or restriction of activities of activities may be involved if deemed necessary for the safety and security of the institution. Such modifications require approval by the Juvenile Detention Facility Division Manager—or his/her designee.

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K. A notice shall be posted on the wall in each living unit describing the existence of a Room Confinement Status, the criteria considered for placement in the program and the specific elements of the program.

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### 6.7.3

### Room Confinement *(continued)*

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Cell  
Assignment  
Form

L. The POD Podium Cell Assignment Form will keep record of each youth on Room Confinement. This shall be maintained in each POD for the purpose of quick reference.

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Caseload  
Explorer

M. The Institution Supervisor shall document the Room Confinement as such in Caseload Explorer. A record of any Room Confinement shall be made in the individual youth's Caseload Explorer observations for the day, by the Probation Correctional Officer.

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Monitored by  
Supervisor

N. Youth on Room Confinement, are to be monitored on a regular basis by the Institution Supervisor to ensure that all confinements are consistent with institutional guidelines and required Title 15 requirements are met.

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RC  
Regulations

O. At the time a youth is placed on Room Confinement, staff may conduct a thorough search of the youth, if necessary, due to suspicion that they have contraband or items that might be used to harm their safety, the safety of other youth, or staff. The youth's shoes as well as any other item which staff deem as potentially dangerous shall be removed from the youth's room as a safety precaution.

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Items in  
Room

P. The minimum authorized materials a youth may have in their room while on Room Confinement are as follows:

1	Toilet paper, toilet seat covers and any assigned homework (pencils for homework shall be made available only if behavior warrants and only during times designated for homework in that unit).
2	Toothbrush, toothpaste and comb (only during times dedicated to personal hygiene).

1. If misused, these articles may be removed but the youth's negative behavior must be documented as to why he/she should not have these items and it must be approved by the Institution Supervisor.

2. If items are removed they must be provided as needed during the day.

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Q. The youth shall be expected to get dressed and wear their issued Juvenile Detention Facility clothing during the day, unless on suicide watch and in a suicide gown.

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Meals

R. The youth is to receive a full ration of all food items listed on the institutional menu. All meals shall be served with a paper spoon as the only utensil.

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## **6.7.4 Daily Separation Review**

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1390	A. As per Title 15, any youth placed on a disciplinary separation status shall be reviewed at a minimum of once every four (4) hours to determine whether it is appropriate for the youth to remain in segregation.
Types	<p>B. Statuses that require a daily separation review include, but are not limited to:</p> <ol style="list-style-type: none"><li>1. Room Confinement</li><li>2. Medical Separation</li><li>3. Suicide Watch</li><li>4. Bedrest</li><li>5. Refusal to Program</li></ol>
Interview	<p>C. To conduct a Daily Separation Review, the Institution Supervisor or designated Probation Officer shall meet with the youth, face-to-face, and discuss the events that led to the separation status. The Institution Supervisor or designated Probation Officer shall evaluate the youth's:</p> <ol style="list-style-type: none"><li>1. Willingness to program;</li><li>2. Ability to function in general population;</li><li>3. Danger level to him/herself, other youth, and/or staff members at the facility.</li></ol>
Determination	<p>D. The Institution Supervisor or designated Probation Officer shall make a determination based on the conversation if the youth shall:</p> <ol style="list-style-type: none"><li>1. Remain on the current status;</li><li>2. Be reduced to a less restrictive, modified, or different status;</li><li>3. Return to full program.</li></ol> <p>The Institution Supervisor shall notify the appropriate personnel at the conclusion of the review to either continue the daily separation or to allow the youth to rejoin general population.</p>
CLE Entry	<p>E. The Institution Supervisor shall complete a Daily Separation Review Event Log in Caseload Explorer articulating the reason the youth is to remain on separation, modified to a less restrictive status, or returned to full programming.</p> <p>F. Justification for Continued Separation/Removal and an Individualized Plan to aid the youth in rejoining general population shall be entered into the Daily Separation Review for every youth remaining on Separation for more than four (4) hours.</p>

<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Population Counts, Safety, and Security Section: 7.0 Authority: Title 15; Article 4, Section 1342</b>
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## 7.0 Population Counts, Safety, and Security

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### Introduction

This section covers the taking and maintaining of accurate counts and various security practices.

Section	Subject
7.1	Youth Head Counts
7.2	Official Count
7.3	Booking Office Count and Records
7.4	Maintenance of Counts and Records
7.5	Booking and Release Counts
7.6	Unit Counts
7.7	Youth Searches
7.8	Unit Security Practices
7.9	Outdoor Security and Group Movement
7.10	Miscellaneous Security Practices
7.11	Safety Procedures
7.12	Contraband Control
7.13	Use of Physical Force
7.14	Use of Mechanical Restraints
7.15	Use of Safety Wrap Restraint
7.16	Transportation of Youth

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Youth Head Counts</b></p> <p><b>Section: 7.1</b></p> <p><b>Authority:</b> <b>Title 15; Article 4, Section 1342</b></p>
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## 7.1 Youth Head Counts

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Keep track  
of youth at all  
times by  
making  
counts

Regular, on-going counting of youth is a task of great importance when assuming the custody, care, and safety of youth in an institutional setting. Counts are required as a security measure in order to accurately verify the presence and whereabouts of youth and to provide staff with an opportunity to observe unusual activity and/or conditions. Counts and cell checks further enable a secondary check of unit rooms, facility buildings and institutional grounds for potential safety and security problems. Staff shall always be alert, attentive, and observant when conducting a cell check or a count of youth in their respective unit(s).

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Official Count</b></p> <p><b>Section: 7.2</b></p> <p><b>Authority:</b></p> <p><b>W &amp; I 210, 885</b></p> <p><b>Title 15; Article 4, Section 1342</b></p>
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## 7.2 Official Count

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Kept in  
Booking

The official count of all youth in the Juvenile Detention Facility shall be kept and maintained by the BIR Booking Office. Each individual unit shall maintain an accurate count of the individual unit population. The official count at BIR shall accurately reflect count of each individual Unit and Pod.

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A. The Juvenile Detention Facility official count shall be taken by the Probation Correction Officers on duty and transmitted via radio to the Institution Supervisor.

---

B. At a minimum, the Probation Correctional Officer shall conduct and document a head count at the following times:

1. 6:00 a.m. -The start of shift #1;
  2. Prior to the end of shift #1;
  3. Prior to youth transitioning to any activity outside of the unit;
  4. Each time the youths return to the unit from a group activity;
  5. Classroom counts as each school period starts;
  6. At 2:00 p.m., on non-school days -the start of shift #2;
  7. Prior to the end of shift #2;
  8. At 10:00 p.m. the start of shift #3;
  9. Prior to the end of shift #3.
- 

C. Any discrepancies between consecutive counts shall be reported to the Institution Supervisor immediately as per Manual Section 7.5.

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D. The Probation Correctional Officer is required to document the Unit Count as a Visual Check Log in Caseload Explorer.

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Administration Counts and Records Section: 7.3 Authority: W &amp; I 210, 885 Title 15; Article 4, Section 1342</b>
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### 7.3.0 Duties and Responsibilities

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Daily  
Record

The Juvenile Detention Facility count record is maintained in the Caseload Explorer system. The monthly population and profile survey report shall be submitted under the direction of the Juvenile Detention Facility Division Manager, to the Board of State and Community Corrections (BSCC) within ten (10) working days after the end of the month. The format is to be provided by the Board.

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### 7.3.1 6:00 A.M. Roster Count

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6:00AM  
Roster

By 6:00 am of every calendar day, the Detention Services Officer shall produce two (2) Juvenile Detention Facility rosters from Caseload Explorer. One roster shall be alphabetically listed for all youth in the Juvenile Detention Facility. This roster shall reflect the official count of the Juvenile Detention Facility at 6:00 AM.

The other roster shall be alphabetically listed by unit. A copy of this roster shall be distributed to the medical clinic by 6:00 AM.

---

Record of  
Entries &  
Releases

The Detention Services Officer shall also produce daily record on the BIR Shift Report of all Juvenile Detention Facility entries and releases affecting the official count. This record shall be produced by 6:00 AM on all judicial calendar days.

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## 7.3.2 Scheduled Counts

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Counts shall be conducted frequently by the Probation Correction Officer in the units. The first count is required at the beginning of each shift, before the Probation Correction Officer going off duty can leave his/her post. Once the correct count is verified, it shall be documented in Caseload Explorer as a Visual Check Log. All head counts shall be relayed to the Institution Supervisor, via hand-held radio, for official comparison to the Caseload Explorer count.

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## 7.3.3 Running Count

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The POD Podium Officers shall maintain a running count of all youth in the Juvenile Detention Facility. At any given time the running count shall accurately reflect the Juvenile Detention Facility population, by POD, by sex and unit assignment. As releases, entries, and inter-unit transfers occur, the running count shall be adjusted accordingly. The Duty Institution Supervisor is responsible for ensuring that the running count in Caseload Explorer is correct throughout the day.

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## 7.3.4 Administrative Count Records

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The Supervising Probation Officer or designee, is required to maintain and produce certain population reports based on Caseload Explorer data. The reports and records that are produced are as follows:

Report	Department
Booking/Release Roster	Administration
Program Aftercare Roster	Administration
Daily Population Report	County Services
Juvenile Detention Facility and Youth Facility Population Count	Administration
Monthly Juvenile Detention Profile Survey report	Board of State and Community Corrections
Quarterly Juvenile Detention Profile Survey report	Board of State and Community Corrections
Charges at Intake	Administration
Ethnic Breakdown	Administration
Home Supervision/Electronic Monitoring Statistics	Administration
Monthly Statistical Report	Administration
Monthly Camp Population Report	Board of State and Community Corrections
U.S. Census Report	Federal Government
Detention of Non-Delinquent in Juvenile Detention Facilities	Board of State and Community Corrections

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<b>Tulare County Probation Department  JUVENILE DETENTION FACILITY  Policies and Procedures</b>	<b>Subject: Maintenance of Counts and Records Section: 7.4 Authority: W&amp; I 210, 885 Title 15; Article 4, Section 1342</b>
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## 7.4 Maintenance of Counts and Records

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Keeper  
Of the  
Records

It shall be the responsibility of the Juvenile Detention Facility Division Manager to ensure the maintenance of accurate onsite records and logs, as well as information contained in Caseload Explorer and reports based off of said information.

PDM is  
Responsible  
For records

The Juvenile Detention Facility Division Manager shall ultimately be responsible for the custodianship of all official Juvenile Detention Facility counts and records.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Booking, Intake, and Release (BIR) Unit Counts</b></p> <p><b>Section: 7.5</b></p> <p><b>Authority:</b> <b>W&amp; I 210, 885</b></p> <p><b>Title 15; Article 4, Section 1342</b></p>
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## 7.5 Booking, Intake, and Release (BIR) Unit Counts

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Duty IS  
running  
count of  
all  
youth

At the beginning of each shift, the Duty Institution Supervisor shall contact each POD Podium Officer, the Officer assigned to the Booking, Intake and Release Unit, and the Officer assigned to the Medical Unit, and establish a starting count, which shall be compared to the Juvenile Detention Facility Caseload Explorer Overview population and documented in Caseload Explorer.

---

### 7.5.1 Duties and Responsibilities

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BIR keeps  
running count

BIR is required to maintain a running count of all Juvenile Detention Facility releases and entries. The running count shall be maintained on the Juvenile Detention Facility Caseload Explorer Overview and Assignment sections, as well as the BIR Shift Report. The BIR Unit shall be responsible for notifying the Medical Clinic of all releases and entries, so as to ensure appropriate adjustment in the official count.

---

### 7.5.2 Scheduled Counts

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Booking  
Counts  
Must match

- A. The Duty Institution Supervisor shall verify the Juvenile Detention Facility population unit assignment a minimum of two (2) times per shift, then compare the unit and POD counts to the counts reflected in Caseload Explorer.
  - B. When discrepancies occur, the BIR staff shall review the daily match record of entries and releases. The Duty Institution Supervisor shall review all unit transfers to correct the discrepancy. Until an accurate count is established, responsibility may not be transferred to an oncoming shift or personnel.
-

## 7.5.2 Scheduled Counts *(continued)*

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Make  
Periodic  
counts

- C. In addition to the required counts at the beginning and end of each shift, the Duty Institution Supervisor, in cooperation with the Pod Podium Officer and BIR Detention Services Officer, shall also perform periodic counts, especially during peak periods of activity (i.e., court releases, etc.).
  - D. To ensure that population counts in Caseload Explorer are accurate, the Detention Services Officer is required to enter into the system, each youth that is accepted for booking at the Juvenile Detention Facility. Additionally, each youth that is released or transferred to another facility, must be removed from the Juvenile Detention Facility Caseload Explorer population by either completing a release or an institution transfer.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Unit Counts</b></p> <p><b>Section: 7.6</b></p> <p><b>Authority: Title 15; Article 5; Section 1360; P.C. 4021, 4020.7, 4030</b></p>
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## 7.6 Unit Counts

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Units must  
keep  
Accurate  
Population  
Counts

Each unit shall be required to maintain a precise count of all youth assigned to their respective unit. At all times, this count shall be up to date and accurate. In complying with this requirement, each unit shall maintain several references (e.g., records and logs) from which an accurate population can be derived. These references include the Caseload Explorer unit population log, the unit count board, and the Caseload Explorer unit roster.

By comparing the number of youth derived from each of these references, with a visual head count of all youth within the unit, an official unit count is established and confirmed.

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### 7.6.1 Caseload Explorer Entries

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Keeps  
Running  
Unit Count

- A. Each unit is required to establish and maintain a daily unit population, which contains the official running count of youth assigned to the unit.
  - B. At any given time, Caseload Explorer shall accurately reflect the unit and facility population. The Unit Probation Correction Officer shall create, update, activate, and complete all Caseload Explorer Appointments which transfers a youth in and/or out of a Unit. This includes, but is not limited to, medical appointments offsite, visitation, and court appearances. Additionally, all group and individual activities, which affect the unit population, e.g., groups, large muscle, etc., shall be recorded as a Caseload Explorer Activity Log including the names of the youth involved and the officer entering the information. Through this documentation, the Caseload Explorer Unit Overview and Facility Overview shall continuously reflect accurate population counts.
-

### 7.6.1 Caseload Explorer Entries

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- C. In the Booking, Intake, and Release Unit and the Medical Unit, the Officer shall maintain an accurate written shift report, as well as Caseload Explorer, due to the frequency of movement and activity within the unit.
- 
- D. The Officer conducting a transport or the Detention Services Officer, shall be responsible for creating, activating, and completing all Release and Institution Transfer Appointment entries in Caseload Explorer. This will update the total facility population and shall be completed each time a youth is released from the facility or transferred to Aftercare or the Youth Facility.
- 
- E. At the commencement of each shift, the Probation Correction Officer from each unit shall review the information contained in Caseload Explorer pertaining to their assigned unit. The Probation Correction Officer shall compare the number of youth listed as the total unit population in the Unit Overview of Caseload Explorer and compare it to the headcount that was conducted. Each unit's population count should correlate with Caseload Explorer. If a discrepancy exists, the Probation Correction Officer shall first read the last Visual Check Log entry, to verify if one or more youth was assigned to a different unit or is on a transport. If the Probation Correction Officer is unable to obtain an accurate count after reviewing Caseload Explorer, they shall contact the Officer at the POD Podium and ask for a population check. In the event the count is still wrong, the Duty Institution Supervisor shall be contacted immediately.
- 

### 7.6.2 Unit Documentation

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Each unit officer is responsible to update Caseload Explorer information on youth assigned to that unit. Information documented includes, but is not limited to, observations, entries, releases, transfers, visual checks, activity logs, medical exams, roster(s), showers, etc. Officers are responsible to accurately document all activities, behaviors, school attendance, participation in mental health counseling, participation in unit activities, and contact with other agencies or family members. These entries shall be completed the day the event occurs, unless it compromises the safety and security of the facility, at which point the Institution Supervisor may grant permission for a delay.

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### 7.6.3 Unit Count Board (Room Assignment Chart)

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Room  
Chart

A Count Board or Room Assignment Chart should be maintained in each individual unit denoting the names of all youth and their respective Room Assignments. Maintenance of the Count Board requires the addition and deletion of a youth's name as entry, release, or transfer occurs. In addition to tracking the unit population by Room Assignment, the Count Board also records any special characteristics or statuses of a youth. Youth statuses, such as those associated with security restrictions (i.e., unit confinement, close watch, suicide watch levels, single room status, camp disciplinary removals, etc.) are documented on the Unit Count Board. Proper maintenance of the board is the responsibility of the Probation Correctional Officer.

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## 7.6.4 Pod Podium Running Count

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The Officer assigned to the POD Podium, is responsible for obtaining a unit count at the beginning of each shift. The starting count shall be documented on the POD Podium Running Count Log form. This written document shall be updated every time a youth is released, admitted, or transferred to another unit. The unit Officer shall compare the Caseload Explorer population, the Unit Count Board population, and the POD Podium unit count with the physical head count that is taken.

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## 7.6.5 Establishing the Unit Count

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### Head Count

It is the responsibility and duty of all unit officers, to ensure that the unit count is properly established and documented, at the commencement of each shift, through the procedures outlined below. This process shall also be used in establishing the precise count prior and subsequent to, a shift change.

### Make Sure Count is Right Prior to Accepting Responsibility of the Unit

At the time of a shift change, the responsibility for the unit's population, operation and program, is transferred from the departing staff team to the oncoming team. When accepting this responsibility, oncoming staff shall establish the count of youths in the unit, prior to departing staff exiting the unit.

---

- A. The first step in establishing the unit count is for staff to visually count the number of youth in the unit. Following the steps listed in the following table:

Step	Action
1	Staff shall not engage in any activity which distracts or diverts their attention, unless an emergency or crisis situation arises.
2	No movement of youth shall occur during official, formal counts.
3	Staff must be positive they are seeing a living, breathing human being. Title 15, requires direct visual observation, defined as staff must personally see youth's movement and/or skin. Escapes have been attempted through the use of artificial dummies.
4	The staff must be certain they are seeing and counting a real person, they are to view a person.
5	Each count must be made accurately and promptly. If there is doubt as to the precise count, a recount shall be conducted. Visual identification of all youth shall be done. Do not rely on a roll call.
6	Youth shall not be allowed to assist, conduct or document a count.

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## 7.6.5 Establishing the Unit Count *(continued)*

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Unit Log  
Check

- B. Upon completion of a visual head count, the number of youth shall be compared to the count as indicated in Caseload Explorer. Often a visual head count will differ from the unit log count, especially if the count is being made after the commencement or during the unit program. If a discrepancy exists, check Caseload Explorer for youth who are documented as being out of the unit. By adding the visual head count number to the number of youth currently out of the unit, (e.g., court, transport, etc.), the total should correlate with the actual unit count.

Once this count is verified between the oncoming and departing shift, those staff due to be relieved may depart.

---

Board  
Count

- C. Count the number of names on the room assignment board. This number should equal the count total as determined in Steps “A” and “B.” While the board count should always reflect an accurate count of the youth in the unit, adjustments are frequently needed when the unit population experiences a significant turnover. Incorporation of this step into establishing the count ensures proper recording of all room assignments. It also provides staff with another reference for confirming the unit population.
- 

- D. After completing steps A, B, and C staff shall refer to Caseload Explorer for the unit count and names of youth in the unit, this number should correlate with the unit count as determined in steps A, B, and C. If discrepancies exist, a cross-reference check should be done with the POD Podium Running Count Log of youth entries, releases and transfers.
- 

- E. In each unit, there is a Unit Information Form, which lists the cells of each youth assigned therein, at the beginning of each shift, the Unit Officer shall compare the form to the actual count of youth in the unit and listed out of the unit.
-

**7.6.5**      **Establishing the Unit Count** *(continued)*

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Room Check Log	F. The purpose of this log, is to provide the time that checks are conducted and the initials of the staff member who completes the specific lower and upper deck checks listed as well as providing a standard format for documenting important items of information. The form (Room Check Log” See Appendix) is used as follows:
New Sheet each shift	1. A new sheet will be utilized each shift.
Staff shall Initial Each Check	2. All safety checks shall be documented with the actual time the check is completed, pursuant to Section 1328 of Title 15. The initials adjacent to the room check time will be <u>legible</u> and will be those of the <u>staff member who actually performed the room check</u> . The Probation Correction Officer will also sign the bottom of the form.
Perimeter Checks logged	3. All perimeter checks will also be recorded in Caseload Explorer as a Testing/Inspection Log. This includes the checks and inspections completed by the unit officer of each unit, support staff of each recreational area, and the Duty Institution Supervisor or their designee of the entire facility.
Supervisor Review	4. Each time during the shift that the room check log is reviewed the time will be recorded by the reviewing Institution Supervisor and the legible initials of the reviewer will be recorded. This log shall be reviewed and signed off at least once per shift by an Institution Supervisor.
Uncored Staff Cannot Complete Checks	5. Probation Correction Officers who have not attended Juvenile Counselor Core Training, cannot complete room check logs, unless under the direct observation of a Supervisor or Probation Correction Officer who has attended Core.

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## **7.6.6 Maintaining an Accurate Unit Count**

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Record  
Unit  
Movements

Caseload Explorer represents the most important document for recording all entries, releases, transfers, group and individual movements which affect the unit population. Continued movement of youth throughout a shift produces a ripple effect on all the count references. Therefore, continued updating of all unit count references is critical in maintaining an accurate record of the unit population.

---

All Staff  
Must Keep  
Accurate  
Counts

Maintaining an accurate unit count is the responsibility of all staff. A significant factor in ensuring an accurate unit count is staff communication with the staff member assigned to the POD Podium, this is essential for continued accuracy and reliability in the count. When movement occurs, which affects the unit count, staff shall jointly ensure that such actions are promptly entered into Caseload Explorer.

---

## **7.6.7 Frequency of Unit Counts**

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Count  
Frequently and  
Continuously

Counting of youth is an ongoing process and a responsibility shared by all facility staff. Frequent counting of the youth population not only ensures a continuously current and accurate record, but it also engenders good safety and security practices.

---

Minimum  
Count is at  
Start and  
End of Each  
Shift

A. Minimum counting requirements include performing visual head counts at the beginning and end of each shift. Visual head counts shall also be performed whenever the unit is preparing for a group movement. This is especially important when a number of youth are going to a location outside of their units (e.g., school, church services, etc.). As part of program security, visual head counts shall always be conducted when escorting groups outside of the units, and they shall be regularly (at least once every 15 minutes) performed when youth are engaged in outdoor recreational activities or excursions.

---

B. Additionally, formal head counts shall be conducted whenever staff is in doubt as to the precise count or whenever they feel it necessary. Unscheduled, impromptu counts are encouraged so as to ensure youth safety, accountability, and location.

---

C. The Institution Supervisor may call for a head count at any time he/she determines there is a need.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Youth Searches</b> <b>Section: 7.7</b> <b>Authority:</b> <b>Title 15; Article 5, Section 1360</b> <b>P.C. 4021, 4020.7, 4030</b>
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### 7.7.1 Frequency and Scope

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#### Purpose

Juvenile Detention Facility staff shall conduct searches of youth to assure the safety and security of the facility, public, visitors, youth, and staff, as well as to ensure and maintain an environment, which is free from any item which is not specifically permitted by written institutional policies and procedures while at the same time protecting the youth's constitutional rights as afforded by the Fourth Amendment of the Constitution.

Searches of the youth shall, be conducted in a manner that preserves the privacy and dignity of the person being searched. Youth who are intersex, or transgender may express their request to have a specific gender complete the search of their person. Staff will attempt to accommodate this request when possible.

#### Not Discipline

Youth and facility searches are permissible and expected whenever staff have cause to believe that one or more youth may possess contraband, which is illegal and/or against policy, or when they have reasonable suspicion, based on specific and articulated facts that the safety, security, and order of the institution is threatened. Searches shall be conducted on youth and the facility on a regular, random, and routine basis to ensure continued institutional safety and security. However, searches shall NOT be conducted as a form of youth discipline, punishment, or harassment.

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### 7.7.2 Search Procedure Guidelines

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The following procedural guidelines indicate the circumstances which make a search permissible:

#### Misdemeanor Charges

- A. A youth who has been taken into custody is subject to a pat-down search, metal detector search and a thorough clothing search.
- B. Prior to a detention hearing, if the youth's booking offense alleges activity involving weapons, controlled substances or violence, he/she may be unclothed searched or if there is a reasonable suspicion (based on specific and articulated facts) to believe the youth is concealing a weapon or contraband, he/she may be subject to an unclothed searched.

## 7.7.2

### Search Procedure Guidelines *(continued)*

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- C. When such conditions exist, a written request to conduct an unclothed search must be submitted to the Institution Supervisor for consideration and written approval before conducting an unclothed search. The request must be in writing and clearly state the reason and justification for the search.

The form shall include the following information:

1. The time, date and place of the search
  2. The name and gender of the Officer conducting the search
  3. The name and gender of the witnessing Officer
  4. A statement of the results of the unclothed search, including a list of, if any, items removed from the youth searched.
- 

Unclothed  
Search

- D. An unclothed search is one that requires a youth to remove or arrange some or all of their clothing to permit visual inspection of the undergarments, breast, buttocks, or genitalia by an Officer conducting the search. Under no circumstance, may the JDF staff have physical contact with a youth's body during an unclothed search.
- 

Prior to  
Detention

- E. A youth, prior to a detention, may be subject to an unclothed search when the alleged booking offense is a detention felony or a misdemeanor involving weapons, controlled substances or violence *and an Officer has a reasonable suspicion based on specific and articulated facts that a youth is concealing a weapon or contraband on his/her person and an unclothed search will result in the discovery of a weapon or contraband.*
- 

Private  
Area for  
Search

- F. *All unclothed searches shall be conducted in an area of privacy, which are not directly monitored by video surveillance, with the use of the privacy screen so the unclothed search cannot be observed by any person not participating in the search. This includes but is not limited to other youth, other staff members, and support staff working at the Juvenile Detention Facility.*
- 

- G. *California Penal Code section 4031(d) requires an unclothed search to be conducted by a person of the same sex. All unclothed searches shall be conducted by an Officer of the same gender as the youth.*
- 

Other sex  
Searches

- H. *A pat down search shall be conducted by a staff of the same sex. Cross-gender pat-down searches are prohibited except in exigent circumstances, or when conducted by a medical professional. The Division Manager or designee must give approval for a cross-gender pat-down search to be conducted.*

Whenever pat-down searches are conducted, staff shall wear gloves.

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## 7.7.2 Search Procedure Guidelines *(continued)*

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Cavity Search

I. Under no circumstances is the Juvenile Detention Facility staff to conduct a physical search of a body cavity (this does not include ears, nose and mouth) of any youth. If such a search is considered necessary, the Juvenile Detention Facility Medical Personnel shall be informed. It will be necessary to transport the youth to the hospital for such an examination to be performed by medical personnel, at which time it is the responsibility of the Institutional Supervisor to notify Administration.

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Search each time they return to JDF

J. All youths who have been unsupervised by an Officer, shall be searched every time they re-enter the institution from the community or after visiting with outside persons. This includes youths taken into custody and ordered detained by the Court.

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K. Searches of the youth shall to the extent possible, be conducted in a manner that preserves the privacy and dignity of the person being searched. Searches of youth who are cross gender or transgender may express their request to have a specific gender complete the search of their person. Staff will attempt to accommodate this request when possible.

---

Search of visitors

L. Limited administrative searches of a visitor's vehicle, packages, purse, pockets, and other belongings while on the premises, as well as a pat-down search of a visitor's outer clothing, is permissible only to ensure the safety and security and sound operation of the facility. They require the authorization of an Institution Supervisor, who must be present during said search. Notice of this policy shall be posted for visitor's information and perusal.

The Juvenile Detention Facility Division Manager shall be informed immediately when it is necessary to conduct a search of a visitor or a visitor's belongings. Non-professional visitors are not permitted to bring purses, bags, or packages into the Juvenile Detention Facility.

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## 7.7.3 Types of Youth Searches

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The following definitions indicate the type of youth searches, which are authorized and permissible in the Juvenile Detention Facility. Circumstances shall dictate the type and appropriateness of a search, as well as the associated restrictions.

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Shake out

A. A Shake Out search may be conducted at any given time, but it is routinely conducted whenever a youth departs their unit without staff supervision and escort. Upon return to the unit the detainee is instructed by staff to "shake it out of their clothing"

The shake out procedure requires a youth to shake out their clothing under the supervision of staff for the purpose of revealing any hidden contraband. Specifically, the youth is required to remove their sweatshirt and shoes for visual inspection by staff and to shake out all remaining articles of clothing by lifting, expanding, or exposing each clothing item in such a way that contraband will either be exposed or dislodged from a potential hiding place.

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**7.7.3****Types of Youth Searches** *(continued)*

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Pat Down

- B. Pat down searches are routinely performed on all youth at the time they enter Juvenile Detention Facility. Pat down searches are also authorized for all youth returning to their unit after contacting persons other than probation staff (e.g., mental health, etc.)

Procedure

A pat down search is a cursory search of a youth, while the youth is clothed. A pat-down search is performed by a staff member and involves the physical patting down of the youth's outer clothing. When conducting this type of search, staff shall have the youth empty the pockets of all clothing items. Whenever a pat-down search is conducted, it shall be completed by staff of the same gender.

---

Unclothed  
Searches  
During  
Detention

- C. Unclothed searches may be conducted on all youth in the Juvenile Detention Facility who are believed to be in possession of a weapon or illegal contraband.

Procedure

1. Unclothed searches can ~~also~~ be conducted at any time during detention when a youth is suspected of being under the influence of an intoxicant, in possession of a controlled substance, or in possession of a weapon.
2. An unclothed search of a youth is a search conducted by an Officer which requires the youth to remove or arrange some or all of their clothing to permit visual inspection of the underclothing, breasts, buttocks, or genitalia of the youth by an Officer conducting the search. The purpose of the unclothed search is to prevent a youth from bringing unauthorized contraband consisting of drugs, drug paraphernalia and/or weapons. However, under no circumstances shall an unclothed search involve physical contact with a youth's body or physical intrusion into a body cavity by an Officer (Penal Code Section 4030(j)).

Authorization  
To conduct  
An unclothed  
search

3. Any youth held after a detention hearing shall only be strip searched with prior approval of a supervisor when there is reasonable suspicion based on specific and articulable facts to believe that a youth is concealing contraband. The reasonable suspicion shall be documented. Prior to a search being conducted, the Institution Supervisor must complete a Search Authorization Form and present it to the Supervising Probation Officer to gain authorization to perform the search, prior to conducting it.

**7.7.3****Types of Youth Searches** *(continued)*

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Private  
Area for  
the Search

4. The Institution Supervisor must determine if there is a reasonable suspicion to believe the youth is concealing a weapon or other contraband, or is in possession of drugs. The decision shall be based on:
  - Individualized circumstances specific to the youth in question
  - The nature of the offense/charge against the youth
  - The specific circumstances relating to the arrest of the youth
  - The youth's appearance
  - The youth's conduct
  - The youth's prior arrest record
  - The nature of the suspected contraband
  - Discovery of incriminating matter in less intrusive searches
5. When unclothed searches are conducted, they must be done in an area of privacy, which is not monitored by video cameras, with the use of a privacy screen, so as not to be observed by any person not participating in the search. This includes but is not limited to other youth, other staff members, and support staff working at the Juvenile Detention Facility.
6. During unclothed searches, staff shall treat youth in a courteous and humane manner. Derogatory comments or inappropriate references shall not be made by staff. This including, but is not limited to comments about the youth's personal appearance.

Witness

7. A Juvenile Detention Facility Officer shall never conduct an unclothed search on a youth without another Officer (same gender) present as a witness. The first Officer shall be in a position to observe the youth as the clothing is removed and/or arranged to permit visual inspection. The second Officer shall be in a position to observe the first Officer and be available to assist if needed should the youth become resistive causing a safety risk to the facility's environment.
8. The youth shall remove his or her own clothing, starting with shoes, socks, and outerwear and give it to the officer. The youth shall remove undergarments only if the contraband in question could be concealed in the genitals or buttocks or insides of the undergarment. If rearranging the undergarments allows the officer enough visual to confirm or deny the presence of contraband, they do not have to be removed. Once all clothing has been searched, it shall be returned to the youth.

Combative  
youth

9. In the case of a combative youth, the unclothed search shall be stopped and the Institution Supervisor notified. If the youth continues to be combative and uncooperative, the Institution Supervisor will notify the Supervising Probation Officer or Division Manager, for further instruction. The Institution Supervisor must provide pertinent information regarding the reasons for the unclothed search.
  - a. The Supervising Probation Officer or Division Manager shall determine if the cause for an unclothed search is great enough to justify a forced search and must document the reason in an Incident Report in Caseload Explorer.
  - b. Upon the authorization of the Division Manager in the Duty Institution Supervisor's presence, the youth shall be placed in mechanical wrist and ankle restraints.

**7.7.3****Types of Youth Searches** *(continued)*

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- c. At least two (2) Probation Correction Officers and the Duty Institution Supervisor shall be present in the selected bathroom.
  - d. If the youth continues to be combative once he/she is restrained and the contraband is not an immediate danger to the youth or others, the Duty Institution Supervisor may elect to have a Probation Correction Officer remain with the restrained youth until such time that he/she is no longer combative.
  - e. Once it is safe to do so or the contraband is of a nature that is a threat to the youth and/or others, the youth clothing shall be cut off in a safe manner so as not to cause harm. Throughout the process, the Institution Supervisor shall ask the youth to comply, attempting to gain compliance without the use of force.
10. Once an unclothed search is completed, the signed completed form shall be routed to the Supervising Probation Officer for review, then scanned into the youth's Caseload Explorer Documents.
- 

**Metal  
Detector  
Search**

- D. The Duty Institution Supervisor can determine that a Metal Detector Search in lieu of, or in addition to, another type of search will produce concealed contraband on a youth or area of the facility. The procedure for a Metal Detector Search of a youth is the same as a Pat-Down Search; however, the officer does not make physical contact with the youth's person.
- 

**Misdemeanor  
for Staff to  
Conduct**

- E. Body cavity searches shall only be conducted with prior approval of the Probation Division Manager. The underlying authority for a body cavity search is reasonable cause to believe a youth is concealing contraband in a body cavity. As such, body cavity searches are not routine searches.
- 1. When authorization is obtained for a body cavity search, the actual search shall only be conducted by a physician or nurse licensed to provide medical care in California.
  - 2. Body cavity searches involve the physical intrusion into a body cavity (e.g., stomach, rectum, or vagina) for the purpose of discovering any object which is concealed in the body and shall only be done within a hospital setting.
  - 3. Any staff member who authorizes, conducts, or attempts to conduct a body cavity search of a youth, outside the specific guidelines as referenced above, is guilty of a misdemeanor pursuant to Penal Code Section 4031(f).
  - 4. Upon receiving medical orders from the medical staff, the youth shall be transported to the hospital for the examination to be performed by qualified personnel.
-

### 7.7.3 Types of Youth Searches (*continued*)

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#### Protruding Object in Body Cavity

- F. If in the event there is contraband protruding from a youth's body cavity, the Institution Supervisor shall be contacted immediately. The staff member that discovered the foreign object shall have the youth lie flat on the ground and place him/her in mechanical wrist and ankle restraints. Under no circumstance shall the staff member touch the object that is protruding from the youth's body cavity. Staff shall adhere to the following procedure to remove the object:
1. The Institution Supervisor shall notify the medical staff.
  2. The medical staff shall arrange for transportation to the hospital via emergency services.
  3. An officer shall accompany the youth to the hospital in the emergency transportation vehicle, ensuring that the youth does not try to remove the contraband.
  4. Once the contraband has been removed from the body cavity by qualified medical personnel, the staff member shall assume custody of the item for evidence purposes and adhere to the chain of custody for evidence policy per Manual Section 7.11.7.
- 

#### Transgender Youth Searches

- G. The facility shall not examine a transgender youth to determine the youth's genital status unless the youth's genital status is unknown and cannot be determined through conversation with the youth or review of medical records. Any examination shall be conducted in private by a medical practitioner as part of a broader medical examination.

All searches of transgender and intersex youth are conducted in a professional and respectful manner, using the least intrusive manner possible consistent with security needs.

Upon admittance to the facility, during orientation, a transgender or intersex youth shall be asked to designate, in writing, the gender of staff that he/she wishes to be searched by. The youth's preferences and facility safety and security shall be taken into consideration by the Institution Supervisor prior to a search being conducted.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Unit Security Practices</b>  <b>Section: 7.8</b>  <b>Authority:</b>  <b>W &amp; I 210, 885</b>  <b>Title 15; Article 5, Section 1360 c</b></p>
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## 7.8 Unit Security Practices

**Objective** A fundamental objective for this institution is to establish and maintain a safe and secure environment for both youth and staff. A key factor in attaining this goal is the development and implementation of sound security practices.

**Security** This section focuses on the daily routines and procedures which promote and ensure security within the individual Juvenile Detention Facility units. Specifically addressed are: Unit security practices associated with assuming responsibility for a unit, maintaining the physical security of a unit, and keeping a unit relatively free of dangerous/unauthorized contraband. Also addressed are the Podium Officer's responsibilities.

A. PODS: Shift Change Procedures: Relieving the shift involves a variety of considerations and tasks in order to affect the smooth transfer of responsibilities.

1. Punctuality: You must be in your unit on time; the staff you are replacing may not leave their unit until relieved by oncoming staff.
2. Head Count: The body count (e.g., skin count) of each living youth within a unit shall equal the number of youth on the Caseload Explorer Overview. When making the initial body count, all youth movement will stop entirely.
3. Staff shall check each individual room for youth and shall pull on the room doors to make sure they are secure.

**Orientation of New Shift** When assuming responsibility for a POD/Unit, all members of a shift team are expected to adequately orient themselves to the POD and to its particular living unit. Proper orientation requires each member of the shift team to become familiar with the level of security, the classification of youth, and the physical layout of their assigned POD/Unit. By gathering as much information as possible prior to assuming responsibility, the officer becomes better prepared to offer the security necessary to keep the unit operating safely and efficiently. The following sections discuss in detail the necessary procedures for developing unit security.

## 7.8.1 Physical Layout of the Unit

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Staff Will Be Called On to Work All Units	<p>Juvenile Detention Facility staffing needs require all staff to be flexible and able to work each unit in the facility, regardless of the unit he/she is assigned to. As a result, staff are periodically assigned to units they are unfamiliar with or have worked only on occasion.</p> <p>A. When this occurs, or when a newly hired staff member is first assigned to a unit, staff are required at the beginning of their shift to read the post orders, Incident Reports relating to the assigned unit and prior shifts Note in Caseload Explorer for the unit and to become acquainted with the physical layout of their unit. This knowledge is vital in providing the necessary and proper level of security for both youth and fellow staff members.</p>
Learning Location of Emergency Equipment	<p>B. Upon assuming shift responsibilities, staff shall learn the location of emergency equipment and exits. Staff shall note the location of items such as fire extinguisher, alarms, medical equipment, and panic alarm receptor boxes. Staff shall also familiarize themselves with the emergency exits and unit plans for evacuation, in case of fire or other situations requiring evacuation of the building. Additionally, all staff shall have a working knowledge of the Pod control panel and intercom system before beginning the shift.</p>

## 7.8.2 Log Checks

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Review Unit Logs Upon Assuming New Shift	<p>Upon assuming responsibility for a shift, staff are also required to log into Caseload Explorer and review the previous shift's Unit Note Logs, as well as the Unit Overview and any active Appointments. These sections of Caseload Explorer contain pertinent information as to the current events and population of the unit. As a security practice, this procedure is invaluable and shall be done every shift. Staff returning from days off shall also review the Unit Note Logs, as well as the Unit Overview for the days they were off work.</p>
Purpose	<p>The value of thoroughly reviewing the Caseload Explorer logs lies in the information gained regarding the present functioning of the unit as a whole. A complete review will provide staff with pertinent information regarding the behavior of particular youth in the unit, the level of gang activity and/or tension, the type and number of restrictions or statuses assigned to specific youth, and the problems encountered during previous shifts. By reviewing the Caseload Explorer unit logs, staff becomes better equipped for avoiding potential problems in the unit, which could jeopardize the safety and security of both staff and youth.</p> <p>The particular logs which shall be reviewed by all staff members upon assuming control of a unit, as well as the type of pertinent information each contains regarding unit security, are referenced below.</p>

## 7.8.2

### Log Checks *(continued)*

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#### *Podium Note*

- A. On each shift, the Podium Officer is required to complete a Note for his/her location, ie Pod 2 Podium Note. The Podium Note contains information regarding general and specific problems, which exist in the Pod, and in each specific unit. Questions regarding this information should be addressed to the departing shift team for detail and clarification.

This log also contains the names of youth who have medical restrictions, which may limit their participation in the full unit program, and if there are medical problems which could impact the security of the unit.

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#### CLE Overview Screen

- B. The Caseload Explorer Overview and Unit Overview Screens contain information regarding general and specific problems, which exist in the facility and unit, including but not limited to, population, gang affiliation, special programming tracks, special medical restrictions, suicide watch, meal restrictions, and some physical handicaps. Additionally, recent Incident Reports can be viewed. This may include information regarding peer problems, group gang activity, and disciplinary actions initiated by staff. By reviewing the Overviews for the facility and individual assigned unit, staff obtains an overall picture of the current and past functioning of the unit. Questions regarding this information should be addressed to the departing officer for detail and clarification.
- 

#### CLE Unit Note Logs

- C. The Caseload Explorer Unit Note Log contains information regarding behavior problems, medical problems, disciplinary sanctions imposed during past shifts, special instructions from the Institution Supervisor, and pass down information from previous shifts, which could impact the security of the unit.
- 

#### CLE Observation Logs

- D. The Caseload Explorer Observation Logs shall be completed on each shift by the Unit Officer. The Unit Officer shall record the daily activity and behavior of each youth. Access to the observation log is gained through the Caseload Explorer Computer System. Each employee shall have an employee ID number and password to log-on to the Caseload Explorer System.

Employees shall not use this system to send messages to other employees except when used to communicate for business reasons.

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## 7.8.2 Log Checks *(continued)*

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### ***Unit Information Form***

- E. The Unit Information Form lists all youth in the unit by room assignment. This log helps to maintain an accurate count of youth in the unit.

### **CLE Assignments**

The Caseload Explorer Assignments shall be kept accurate so that the Unit Information Form matches the Caseload Explorer Assignments at all times.

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### **Gang**

- F. Caseload Explorer contains a comprehensive list of all gang members in the unit, categorized by gang affiliation. A complete review of this information promotes an awareness as to youth gang affiliations which assists staff in making responsible decisions regarding housing and dining arrangements. Review of this information also heightens staff awareness as to potential problems which may occur during group activities. Staff shall also refer to Caseload Explorer for assistance in determining whether peer problems or group tensions are gang related.
- 

### **Count Board**

- G. The Count Board or Room Assignment Chart lists all youth in the unit by room assignment. Review of this board provides staff with a quick reference for any security restrictions imposed on a youth

The Unit Count Board lists the names of all youth who are in court or outside of the unit. This board helps to maintain an accurate count of youth out of the unit as well as the number of youth eligible for unit programs.

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### **Unit Rules**

- H. Unit rules are basically the same from one unit to another. Although the rules may vary slightly for the youth, depending on the program status he/she is in, the standards and expectations for staff as set forth in the Facility Manual are applicable equally in all units.
- 

### **CLE Appointments**

- I. The Caseload Explorer Appointments contain the location of any youth on a transport or involved in an activity away from the housing unit, such as visitation or educational services.
- 

### **CLE Incident Reports**

- J. Located at the bottom of each Overview screen, there is a list of recent Incident Reports. The Incident Report summaries contain information as to events that occurred which resulted in an injury or disciplinary action enforced on youth within the unit.
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### 7.8.3 Unit Inspections and Searches

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Purpose Unit inspections coupled with specific area searches are critical security measures in the Juvenile Detention Facility. The following are general security procedures which shall be adhered to by staff when conducting unit inspections and searches.

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### 7.8.4 Physical Security of the Unit

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Inspections are Ongoing Unit inspections are an ongoing activity performed by all Juvenile Detention Facility staff. Typically, such inspections are made upon assuming a shift, but good security practices mandate that staff continuously evaluate the overall physical security of their unit throughout a shift. Upon assuming control of a unit, the oncoming Officer shall complete the following security checks.

- A. Unit security checks, commonly referred to as Unit Perimeter Checks, shall be made no less than twice per shift. These checks are above and beyond normal room and suicide observation checks. These checks shall include checking all doors, fire extinguishers, computer components, storage areas, showers, tables and chairs, and the Unit stairs. Checks shall be made at the beginning, during, and ending stages of your assigned shift and documented in Caseload Explorer as a Perimeter Check.
- Windows 1. Windows in the unit day room, and in each cell door, shall be inspected each shift to ensure they have not been tampered with, dislodged, vandalized, or broken.
- Unit door 2. The Unit Exit Door shall be inspected each shift to ensure it has not been tampered with, and no foreign materials have been used to prevent the door from properly closing or opening.
- Fire Extinguisher 3. The fire extinguisher cabinet in the unit shall be inspected for hidden contraband as well as damage to the extinguisher or missing parts.
- Computer 4. The assigned computer shall be inspected to ensure the printer, monitor, mouse, and keyboard are all accounted for and functional.
- TV 5. The mounted television in the dining room of each unit shall be inspected to ensure it is not damaged or missing parts.
- Telephones 6. The telephones in the dayroom shall be inspected for damage and contraband.
- Showers 7. Showers shall be inspected at the beginning and end of the shift.
-

## 7.8.4 Physical Security of the Unit *(continued)*

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Utility Room  
Check list

- B. All items used for unit cleaning procedures shall be inventoried at the beginning of each shift. The number of mops, squeegees, brooms, and other cleaning items shall be counted and documented on the inventory list kept in the utility room. It is imperative that this list be kept up-to-date and all items accounted for prior to securing the unit for the sleeping program. An inventory security check list shall be kept in each unit utility room. The Podium Officer is responsible for completing the inventory each shift.
- 

Kitchen

- C. Maintaining an accurate inventory of all serving utensils and kitchenware when meals are served in the units is a critical security practice in the unit. Staff shall examine all spoons for sharpened edges and broken or missing pieces. There shall be no aluminum cans and/or glass items in the unit Food trays are to be inspected for damage and/or vandalism after each use by staff.

An inventory security check list of kitchenware shall be maintained by the Food and Laundry Manager.

---

Note If Item  
Borrowed or  
Thrown Out

- D. If an item is thrown out or borrowed by another unit, note shall be made in the shift report log so staff will be aware of the change in the inventory.

Missing or  
Damaged  
Inventory

If an item is found missing, the Duty Institution Supervisor shall be notified immediately and a complete POD search initiated. If an item is found damaged, an Incident Report in Caseload Explorer shall be completed, as well as notifying the Institution Supervisor immediately. The Institution Supervisor shall complete a maintenance request if needed.

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## 7.8.5 Area Searches

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**Purpose** To complement the above-referenced daily security practices, periodic inspections of specific areas of the unit shall be undertaken to ensure the unit is free of contraband and dangerous weapons. Area searches shall target the unit day room, utility room, clothing room, general Pod area, quad area, classrooms and any other unit areas frequented by youth. When conducting these searches, all youth shall be restricted from the area until the search has been completed. All youth's rooms shall be searched on each shift, except Late Night, unless there is cause to believe youth is concealing dangerous contraband. Upon approval by the Late Night Institution Supervisor, a search of a youth's room shall be conducted.

---

Search procedures for specific Pod/Unit areas include the following:

**Day Room** A. The unit day room shall be searched at least one time a shift, or at any time staff have reasonable cause to suspect the presence of contraband in the Pod/Unit. Search procedures shall include inspecting tables, chairs, windows, window ledges, and any other area which could conceal drugs, weapons, and unauthorized contraband. When conducting a search of the day room, staff shall inspect the underside of all tables and chairs. While staff are conducting this search, the day room shall remain off limits to all youth until the search procedures are concluded. A similar search shall be conducted in the Pod day area.

---

**Shower Area** B. Security practices associated with this area include a thorough inspection of the shower stalls, drains, benches and curtain rods for hidden contraband. Metal toilet fixtures and handles, which can be easily converted into weapons, should be inspected regularly to ensure that parts are not loose or missing. The trash can shall also be inspected to ensure they are not damaged or being used to hide contraband.

---

**Storage/  
Linen  
Closet** C. The Pod linen closet is an area that offers numerous areas where contraband could be concealed. When conducting a security check of this area staff are encouraged to visually inspect all clothing items, bins, and laundry baskets for unauthorized materials. Maintaining security in this area requires staff to monitor and limit the accumulation of extra gear and clothing. With the accumulation of stock in this room the easier it becomes to conceal weapons and contraband. Traffic in this area also imposes a security problem and should be kept to a minimum. As a rule only those youth specifically authorized by staff shall be allowed in the linen closet and when the room is not in use, the door shall remain locked. Enforcement of this rule will help in maintaining the linen closet as an area free from the concealment of contraband and weapons.

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**Janitorial Room** D. This area imposes several security risks for staff and youth due to the nature of items stored there. The brooms, mops, buckets, squeegees, etc. all represent ready-made weapons. To maintain security in this area staff shall supervise the use of the materials obtained from the utility room and ensure that all items which are checked out by a youth are promptly returned after use. Like the linen closet, traffic in this area should be kept to a minimum and when the room is not in use the door shall remain locked. At night, all mops shall be secured in the utility room. Cleaning liquids/solvents utilized shall be stored and secured in the janitorial room.

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## 7.8.6 Unit Shakedowns

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Purpose

As part of the overall unit security plan, unannounced unit shakedowns shall be conducted at least one (1) time per week on a random basis. However, staff are authorized and encouraged to conduct unit shakedowns as often as deemed necessary or whenever they have reasonable cause to suspect the existence of contraband.

---

Search all areas the youth have access to

A. A unit shakedown consists of a search in mass of all youth in the unit individually, rooms as well as all areas youth have access to for the purpose of discovering unauthorized contraband. This procedure entails the search of all clothing items a youth is in possession of at the time the shake down procedure is initiated. When conducting the shakedown search, staff shall wear gloves and visually and physically inspect each clothing item belonging to a youth. Staff shall also have the youth run their fingers through their hair and behind their ears.

---

Have the youth in an area clear of the search area

B. It is advisable and prudent to have the youth in an open space such as the day room away from walls, windows, chairs, tables, and other like items when executing this search process. Whenever possible, a minimum of one (1) staff member shall be assigned to simply watch the youth and the search procedure to prevent the attempted “ditching” of contraband.

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C. The Institution Supervisor may temporarily shut down the water to the unit so youth cannot flush contraband down the toilets. As soon as the shakedown is over, water shall be restored.

---



**7.8.7****Room Inspections and Searches**

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## Purpose

A critical security measure for the control of contraband and weapons in a unit is to conduct physical searches of all youth rooms. To be effective this security practice shall be unannounced and performed a minimum of one time per shift when you are awake. cursory searches and visual checks shall be conducted at the start and before the end of each shift.

---

Physically  
Strip room

A. Room inspections consist of physically stripping a youth's bedding and visually inspecting the mattress, bunk frame, personals box, floor, windows, mirror, night lights, and personal contents in each sleeping room

---

Search all  
items in  
the room

B. When -searching a youth's room, staff shall physically search each item of bedding, including the sheets, blankets, pillow cases, pillow, and bed. When checking a youth's bed, visually inspect the items for rips and tears which present places to hide weapons, pencils, and other such contraband.

---

Bedding  
Not to be  
Placed  
on the  
Floor

C. After searching the bedding, it shall be returned to the top of the mattress of the appropriate bed. The mattress and bedding shall not be pulled from a bed and placed on the floor or mixed with a roommates bedding.

---

Search All  
Personal Items

D. When conducting a search of a youth's room, a comprehensive inspection of a youth's personal items shall be done. All clothing items left in the room, as well as books, papers, and letters shall be physically inspected for contraband., Letters, school folders or other personals shall be returned to the place where they were prior to the search. While conducting this search, staff are to use restraint and SHALL NOT throw these items on the floor, destroy any personal items, or mix one youth's personal items with another.

---

## Wear Gloves

E. Whenever staff conducts a search of a youth, their bunk, or personal items, the wearing of gloves is mandatory.

---

F. The following is a quick reference guide as to the areas which shall be searched during a room inspection.

Room  
Light

1. Search the area between the fixture and the ceiling and behind the cover shield if it is loose.

## Wall Plates

2. All wall plates: Look for loose screws to indicate if a wall plate might have been removed.

## Doors

3. Search above doors in metal grooves, inside lock receptacle.

Walls  
Books/  
Materials

4. Search cracks and open spaces in mortar joints.

5. Books, letters, school papers, etc. shall be examined.

## 7.8.7

### Room Inspections and Searches *(continued)*

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- |                     |   |
|---------------------|---|
| Personals           | 6. Personal items.  |
| Toilets/<br>Sinks   | 7. Check pipe closet where pipes go through the wall, access plates in metal toilet sides, under rims of toilet and sink bowls. |
| Linens              | 8. Shake out blankets, pillowcases and all linen items.   |
| Pillow/<br>Mattress | 9. Check for holes in seams, holes in foam rubber mattresses, look for torn fabric ribbing on plastic mattresses.               |
- 

Have youth  
Out of  
Room

- G. When conducting a room search, the searcher shall have the youth out of the room and in an area where he/she cannot observe the search, supervised by another staff member if possible.

If the youth has not already been searched he/she shall be searched before leaving the room. Care must be taken to key back the door lock to a disengaged position to prevent staff from being locked in the room.

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## 7.8.8

### Nighttime Security Practices

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Introduction

Certain precautions must be taken to ensure effective security and the safety of the youth and staff at night. These precautions include but are not limited to the following safety measures:

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Night  
Lights  
Have bad  
lights fixed

- A. Staff shall check night lights that are out to ensure they have not been covered.
- Submit maintenance requests for burned out lights and any other security related equipment.
- 

SW and high  
Risk youth

- B. In every feasible instance security risk and suicide risk youth are not to be allowed in rooms with inoperative night lights.
- 

Listen for  
Unusual  
Noises

- C. Be alert to any unusual noises and sounds; they may indicate a security problem. Don't engage in any activity during the youth's sleeping hours which may compromise this awareness including listening to TV/radio at a volume that make it impossible to hear down the hallway.
- 

Don't Move

- D. Staff shall NOT move any equipment (TV, radio, VCR, etc.) from one location to another for any reason unless authorized by the Institution Supervisor for work related reasons.
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## 7.8.8 Nighttime Security Practices *(continued)*

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Notify IS and  
Control if Any  
Problems

- E. Always notify the other Officers in the POD and Central Control, whenever you suspect a problem, prior to checking on the problem.
- 

Intruders

- F. Be alert to the possibility of intruders on the grounds who might attempt to aid a youth's escape or provide youth with implements to escape. If you suspect an intruder on the grounds:

1. DO NOT, UNDER ANY CIRCUMSTANCES, GO OUTSIDE TO CHECK FOR OR CONFRONT THE INTRUDER.
  2. Immediately notify the Institution Supervisor of the situation.
- 

Perimeter  
Searches

- G. The Duty Institution Supervisor, or designee, shall perform outside Juvenile Detention Facility perimeter checks at least once per each shift.
- 

Learn Unit  
Areas

- H. Learn the areas in the unit you are working which can enhance security awareness.
- 

Youths  
Out of  
Rooms

- I. Due to the fact that all the rooms at the Juvenile Detention Facility are wet rooms, it should be an emergency or exceptional circumstance before a youth is allowed out of his room. When youths must come out of their room at night:

1. Turn on the lights to ensure adequate visual supervision.
  2. Always notify your co-worker or Control to ensure visual or monitoring backup. If you are the co-worker, ensure that you visually aid staff while the youth is out in the unit.
  3. All youth shall only be dressed in gray shorts/t-shirt or sweatshirts/ sweat pants, not their daytime program clothes.
  4. Watch the youth continuously while out of the room and while he/she goes into the room. The youth must close the door when he or she initially comes out of his/her room. After he/she enters the room and closes the door, ensure that he/she has not tampered with the door by firmly pulling the handle.
  5. Never allow more than one youth out of their room at a time.
  6. Youth shall only be allowed out of their room for emergency reasons after 10:00 pm, (ie. need for emergency procedures, medical attention, injury, etc.). Other reason requires Institution Supervisor approval.
-

## 7.8.9 Security of Dangerous Items

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Introduction There are many unit items used on a routine basis which require special staff supervision to reduce a potential for the items to be abused or used as a weapon. Many of these items are associated with recreational periods or unit cleaning programs. Constant staff supervision is required when dispensing these items to youth, during use of the item and after use, to ensure proper usage and return. When these items are not in use, they shall be locked in a safe and secure place where the youth's access is limited or prohibited. The following is a guide for the distribution and use of items considered to be dangerous.

---

Bleach/  
and  
Approved  
Cleaning Fluids A. Bleach is not to be used in the living units at the Juvenile Detention Facility. Authorized cleaning fluids are provided and available in each unit janitorial room and are to be used in the general clean-up of the unit. Authorized chemicals will never be mixed and shall always be separated when stored. The chemicals are poisons and could result in illness or even death if swallowed.

---

Scissors B. Occasionally, scissors are provided to youth for arts and crafts projects. The Probation Correction Officer is responsible for counting and inspecting the scissors before issuing them to youth. Once the project is completed, the Probation Correction Officer is responsible for collecting the scissors issued and returning them to the craft storage area. At no time should scissors be kept in the unit, at the podium or on a staff member. The Institution Supervisor shall be advised of any damaged or lost scissors immediately.

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Aluminum C. Glass containers and/or Aluminum cans shall never be placed or left in living units. Any staff drinking containers must have a lid and kept outside the unit.

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## 7.8.10 Call Button

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Introduction Each room is equipped with a call button. This is a way of having youth communicate with staff while they are in their room.

Toilet Each room is self-equipped with toilet facilities. A youth is to return to his/her room when requesting to use a restroom. The youth shall be allowed to use the restroom as soon as possible after his/her request is made unless a safety and security issue exists that takes precedence. In such cases the youth shall be told that it will be necessary to wait.

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## 7.8.11 Room Checks, Cell Checks, and Classroom Checks

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- |              |   |
|--------------|---|
| Introduction | <p>A. Direct visual observation of youth, where staff must personally see the youth's movement(s) and/or skin, is the responsibility of all unit staff and shall be performed at a minimum of every 15 minutes, at random or varied intervals during hours when youth are asleep, or when youth are confined to their room. In units with split programs, a staff member shall be in the unit providing ongoing direct visual observation of youths throughout the shift. These checks must be documented on the Unit Head Count Log with the actual time the check is completed.</p>   |
| Title 15     | <p>B. In accordance with <u>Title 15, sections 1321 and 1328</u>, there is at least one staff member present on each unit whenever there are youth(s) in the unit. Supervision is not replaced but may be supplemented by an audio/visual electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies.</p>   |
| Purpose      | <p>C. See <u>Manual Section 8.14</u> for requirements of visual safety checks for youth on Suicide Watch and Close Watch status.</p> <p>D. Although room checks serve many objectives, a primary purpose is to act as a security measure. Through the performance of room checks, staff presence in the unit is enhanced, and this is crucial to maintaining unit security and control. Frequent circulation through the unit by staff allows for effective surveillance of youth activity, which tends to reduce rule violations and deceptive practices/maneuvers by youth.</p> <p>E. When making unit room checks always:</p> <ol style="list-style-type: none"><li>1. Pull on all doors to make sure they are locked.</li><li>2. Visually check the locked areas for signs of tampering, jamming the locking mechanism, etc.</li><li>3. Make sure you see the occupant of the room (not a mock-up). Be certain that you are not observing a "lump" in the bed. <u>For this reason it is necessary that you "see the skin" of every youth.</u></li><li>4. Visually check the area for signs of damage which might indicate a security problem, (i.e., a broken faucet might indicate that the youth is planning an assault and/or escape).</li><li>5. Vary the times you make Room Checks within the required minimum times to avoid being predictable. In a unit running a split program, staff shall make continuous Room Checks but shall vary the direction.</li><li>6. Vary the direction you take when making Room Checks is possible, (i.e., which room you start with).</li><li>7. It is appropriate, especially on the late night shift, for staff to hold their keys while making a Room Check so as not to alert the youth that one is in progress.</li></ol> |

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## 7.8.11 Room Checks, Cell Checks, and Classroom Checks *(continued)*

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- F. The Guard 1 Pipe System shall be utilized to complete all cell visual safety checks. Documentation and record keeping of all completed checks shall occur as per Policy Section 3.4.1 (c).
- 

Guard 1  
Process

- G. As each Room Check is completed, the Guard 1 system shall be utilized to document all face-to-face visual checks on the youth housed therein a minimum of every 15 minutes, at random or varied intervals, to ensure the safety/security of the youth and facility. Documentation for each check, which includes the officer's name conducting the check and which cell the youth is located in, is completed digitally when the staff conducting the check uses the Guard 1 Pipe location FOB buttons that correspond to each room.

Identification  
Button (FOB)

1. Upon the start of a new shift, the oncoming officer shall meet with the off-going officer and receive a verbal briefing. The oncoming officer shall physically obtain the Guard 1 Pipe from the other officer, Podium Officer, or Duty Institution Supervisor.
2. Immediately following the physical transfer of the Guard 1 Pipe, the oncoming officer shall place the pipe over the Individual Identification Button (FOB) issue to the each officer, syncing into the Guard 1 System. Syncing into Guard 1 through the FOB will allow the system to record the visual safety checks conducted by each individual officer, providing documentation that the checks and observations are conducted within required time frames as per Title 15 requirements.
3. When relinquishing possession of the Guard 1 Pipe to another officer or the Duty Institution Supervisor, the off-going officer shall witness the subsequent sync to the new officer or Duty Institution Supervisor's FOB.
4. Once synced into the system, the officer shall secure the pipe on their person in either a carrying case or safe pocket. The Guard 1 Pipe shall remain assigned to and in the possession of the officer it is synced to until such a time as it is collected by the Duty Institution Supervisor or transferred to another officer through the FOB process explained above.
5. When conducting a visual safety check, the officer will move to a position where they are able to visually observe the status of the youth. The officer must take sufficient time on each check to ensure the safety and security of each youth and to observe some body part and a portion of skin. The officer must observe the youth breathing and make sure the youth is not engaged in any dangerous activity before completing the check.
6. For each cell that houses a youth, the officer shall record a check as follows:
  - a. Place the mouth of the pipe over the steel button mounted on each cell door, until it beeps and flashes indicating a good read;
  - b. Place the mouth of the pipe over the applicable FOB mounted to the wall next to the cell where the youth is located and make contact until the pipe beeps and flashes, indicating a good read.

### 7.8.11

### **Room Checks, Cell Checks, and Classroom Checks** *(continued)*

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7. At the beginning and end of each shift, for each cell that is vacant, the officer shall conduct the same process as a visual safety check, except the observation button selected and read by the pipe will indicate a vacant cell.
  8. At the end of the shift, before placing the pipe on the Podium or turning it over to oncoming staff, the officer shall place the pipe on the downloader located at the Podium in the POD. All stored information will be downloaded to the Guard 1 System and subsequent documentation will be stored digitally
  9. The Guard 1 Pipe shall remain in the assigned Pod and in the possession of the officer assigned to the Unit. The officer shall leave the Guard 1 Pipe at the lead podium, while taking their required breaks.
  10. The Duty I.S. shall contact each unit after each shift change to ensure the Guard 1 Pipe is in the unit and accounted for.
  11. When the Guard 1 Pipes are not in use, the Duty Institution Supervisor shall ensure the pipe is stored in the protective pouch, and both items are secured in the equipment storage area.
  12. The pipe will only be placed on the downloader to transfer data to the database, not to store it.
  13. A designated Institution Supervisor shall be responsible for monitoring and reviewing the Rounds Tracker System, which stores the data collected by the Guard 1 Pipe.
  14. Prior to accessing the Rounds Tracker Database, the designated supervisor shall first ensure that each pipe in use in the facility has been recently synced with the Direct Downloader, so that the recent visual safety checks have been digitally added to the database and it is current for review.
  15. The designated supervisor(s) shall run Rounds Tracker reports on a routine basis to ensure visual safety checks are completed by staff as per policy and to monitor facility compliance.
  16. The officer assigned to school supervision duty shall conduct visual safety checks within a 15-minute period and record them with the Guard 1 System. To conduct school visual safety checks:
    - a. Once school begins, the officer shall make a visual safety check of each classroom where youth are located within a 15 minute time period. At each classroom door, there is a mounted steel button. The officer shall place the pipe over the mounted steel button next to each cell until it beeps and flashes, thus indicating a good read.
    - b. The officer shall place the pipe over the button next to each classroom that indicates “Vacant” or “Occupied” according to classroom activity, making contact until the pipe beeps and flashes, indicating a good read.
    - c. Empty classroom buttons shall only be read at the beginning of each school period, and the officer shall select the vacant button.
-

## 7.8.12 Opening and Closing of Room Doors

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Procedure  
Opening a  
Cell Door

Prior to opening a youth's door, check through the door window to determine the location of the youth. Youth should be instructed to sit down on the bed before staff opens the door. Keep the side of staff's foot against the door and most of staff's body in front of it to ensure that when staff opens the door, the youth in the room will not be able to push the door open and exit the room.

---

Upset  
Youth

A. If the youth is upset or angry, talk to them prior to opening the door. Insist they sit on the bed and stay seated while staff is talking to them. Any time staff suspects staff's verbal contact with the youth may result in physical contact, notify a co-worker and the Institution Supervisor for assistance (see [Manual Section 7.13.3](#) for Physical Contact Procedures).

---

Always  
Notify a  
Coworker

B. As a general rule, staff shall not enter a youth's cell when it is occupied except in a life threatening emergency. If circumstances dictate that staff needs to enter a youth's cell, never do so without notifying a co-worker, who is to immediately notify the Institution Supervisor. If there is a problem, staff should always get assistance prior to entering the room. Make certain staff has as much information as possible about the situation in the room prior to entry. Through the-Caseload Explorer Unit Log, daily observations, communication with other staff, and personal knowledge, staff should know if the youth in the room has behavior problems or is likely to be a physical threat.

---

Do Not Let  
Door Close

C. When staff opens the door to enter the room, always make certain the door does not close. All doors automatically lock. This is extremely important, for the safety of all staff. When staff leaves a youth's room, remember to pull on the door to ensure it is secured.

---

Right  
Youth  
in the Cell

D. When closing doors, it is important that staff pay close attention to several security issues:

Check  
Locking  
Mechanism

1. Be sure that the youth(s) assigned to a room is the only youth(s) actually in that room. Check the youth's(s) name on the Room Assignment Board if uncertain about the youth's identity. Never allow more youth in a room than are assigned to that room.

Closing  
door

2. Once a youth is in the room, check the locking mechanism to ensure the lock has not been tampered with to interfere with the security of the door.

3. Be sure that the youth is not standing near the door and that fingers, head, or feet will not be hit by the closing door. Staff should close the door by placing their foot on the lower part of the door in such a position the youth cannot push it open.

Pull Door

4. Once closed, pull on the door handle to verify the door is closed and secured.

5. Doors are to be closed at all times, except for youth movement. The only exception is during a fire exercise and cleaning.

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## 7.8.13 Supervision Security Practices

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Introduction	Every group movement and activity must be pre-planned so as to ensure the safety and security of the youth and staff. The following are general guidelines which staff should adhere to as supervision security measures:
Know Where Coworkers Are	A. Always know the whereabouts of co-workers. Visual contact with other staff is essential. Staff should always make certain that they are positioned so they can visually observe other co-workers and the youth.
Make Sure Coworkers Know Where You Are	B. If staff is going to be out of sight of other co-workers (e.g., restroom, utility room, etc.) for a short period of time, always make sure they know where you are. Never leave the unit if you are the only staff assigned to that unit, and there are youth present.
Proper Position	C. Always anticipate the group's movement and always place yourself in a position to properly supervise the group and maintain contact with your co-worker.
Large moves must be Orderly and Controlled	D. Always keep large movements with youth orderly and controlled. When moving a large group of youth, have each youth exit/enter his or her room one at a time. The youth on the upper deck shall exit/enter their room, come down the stairs, and be seated prior to the youths on the lower deck being released from their room.  <u>At the end of unit recreation youths shall move one-at-a-time to their room.</u> Keep each youth in their chair until all lower deck youths have entered their room one-at-a-time. Then start with the upper deck youths moving them one-at-a-time to each of their rooms.
Maintain Order	E. Staff shall always maintain order and control during a group activity. A security breach is easily concealed from staff when things are disorderly. Have youth not involved in an activity sit down in an area where they are clearly in view while also providing you maximum supervision of the remaining group. The necessary degree of order at any given time can best be determined by asking, "Do I know what everyone under my supervision is doing right now?" or, "If an emergency were to occur right now, would I be able to maintain control of the group?" If the answer to either of these questions is "NO," then more order and control must be established.
Between Youth and Exit	F. Prior to opening a Pod exit door to an area outside, staff shall verify that youth are not nearby. Staff shall always stand between a youth and the exit door when it is being opened. Always be alert and watch when youth enter or leave the Pod.

**7.8.13**

**Supervision Security Practices** *(continued)*

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No Youth  
on the  
Podium

- G. The Pod Podium is a security area and must be treated as such. Youth shall never be permitted to congregate around the podium, reach over, or go behind the podium. This precaution prevents the removal of dangerous implements. Youth may not enter the red zone surrounding the podium without explicit permission from the Officer. Also, youth shall never be permitted near the panel board, as a youth could press the panel buttons to release a co-conspirator in an escape attempt
- 

Never leave  
without it being  
covered

- H. Staff shall never allow themselves to be maneuvered or drawn away from the Pod Podium without another staff providing coverage. This area contains most of the communication devices for help and assistance.
- 

Stay in  
assigned units  
during shift

- I. For security reasons, unit staff are required to remain in their assigned unit at all times unless given permission to leave by the Institution Supervisor.
- 

Be Alert

- J. The best security sensors in this institution are the eyes and ears of staff. In order to keep these sensors alert and ensure a quick and adequate response to problems occurring, staff shall remain alert and ready to respond at all times. Televisions and radios, when permitted for youth, shall not be played at a volume which impairs the hearing of the Unit Officer.
-

## 7.8.14 Escorting Youth

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Introduction	Some of the activities associated with a unit's daily program require staff to escort youth past adjoining units. When this occurs, the following security measures shall be invoked by staff:
Headcount	A. Prior to starting any group movement, the officer shall conduct a count of all youth.
Escorting Groups	<p>B. When a unit program activity requires movement of youth past adjoining units, staff are to notify adjoining units so that proper security measures may be taken. Do not begin the group movement until clearance is received from the adjoining units or the Officer at the Podium.</p> <p>C. Prior to beginning the group movement, assemble all involved youth into a single-file line, with one (1) staff member at each end of the line, if possible. This positioning allows visual observation of the group and each other.</p> <p>If there is only one officer moving the group of youth, he shall position himself at the distance of at least three (3) feet from the line, looking up and down the line as it moves. The officer shall position himself in a manner that a door cannot be shut during movement, preventing him from observing or responding to a youth or group of youth.</p>
Keep Order and No Talking	D. Supervision of the group movement involves keeping the group orderly and controlled. Do not permit horseplay or communication within the group or between the group and youth in/from other units. Youth will place both hands on the small of their back, with fingers interlocked. When traveling by other units, do so quietly and orderly. Upon reaching the intended destination, conduct a count of the group to ensure everyone is present and accounted for.
Individual Escorts	E. When escorting an individual, never allow the youth to walk behind you, especially if they are a recognized security risk or they are emotionally upset. Proper procedure dictates that staff assumes a position approximately one-half step behind the youth. When escorting a youth, always exercise caution and be prepared for the unexpected.

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## 7.8.15 Room Assignments

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Staff can avoid many problems in the unit by making sensible and security conscious recommendations to the Unit or Duty Institution Supervisor for room assignments for youth when they are in a two-man room (Pod 5). When assigning youths to individual rooms:

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- A. Do not assign youths from rival gangs to the same room.
  - B. Do not place volatile youth in upstairs rooms where it will be difficult for staff to respond to emergencies.
- 

## 7.8.16 Podium and Pod Safety Procedures

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In each of the Juvenile Detention Facility Pods, there is a Podium staffed by an Officer every shift. The Podium officer is responsible for coordinating movement in and out of the units, as well as Pod security and safety by adhering to strict protocols for youth movement and communication.

- |                 |  |
|-----------------|--|
| Redzone         | A. The Podium area is surrounded by a red marking, indicating it is off limits to ALL youth. At no time shall a youth be allowed inside the “red zone”. Any time a youth enters the red zone, staff shall treat it as a threat to the safety and security of the Pod. All Podium cleaning must be completed by staff.  |
| <hr/>           |  |
| Control Panel   | B. The Podium control panel has buttons and indicator lights for every room in the Pod, organized by the layout of the Pod. The Podium Officer can remotely open doors, when asked to do so by the Unit Officer or other staff. At no time shall the Podium Officer open all of the cells in a unit at one time, unless it is an emergency and he/she is instructed to do so as a group release by the Institution Supervisor for evacuation purposes.   |
| <hr/>           |  |
| Unsecured Doors | C. Doors that are not secured will show on the panel as a red light. At the beginning of each shift, the Podium Officer shall ensure there are no red lights showing on the panel. In the event there is a door not secured, showing a red light on the panel, the Podium Officer shall contact the unit officer and ask him/her to check the door. If the door is secured and the red light appears to be a malfunction, it shall be reported to the Institution Supervisor immediately. If the door in question appears to have been tampered with or the youth has prevented the door from closing, it shall be reported to the Institution Supervisor immediately for disciplinary purposes. The Institution Supervisor is responsible for notifying maintenance personnel of any malfunctions needing immediate repair and moving youth to another room. The Podium Officer shall monitor the panel for red lights continuously throughout the day. |
| <hr/>           |  |

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## 7.8.16 Podium and Pod Safety Procedures (*continued*)

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- D. At any given time, there shall only be one unit door open at a time. This includes classroom and the recreation yard entry doors.
- 
- E. The Podium Officer is responsible for completing and updating two forms, the Podium Cell Report and the Running Count Log. Both of these forms are vital to the safety and security of the Pod.
1. The Podium Cell Assignment Report shall be printed at the beginning of each shift and placed on the podium. The Podium Officer is responsible for updating it throughout the shift. Before the end of the shift, any handwritten documentation on the form shall be transferred to do the database stored in the group drive.
  2. The Running Count Log contains the count of every unit and the times and reasons for any unit population changes. The Podium Officer is required to update the Running Count Log any time a youth enters or exits the Pod.
- 
- F. The Podium Officer is responsible for completing the Podium Note, documenting any and all passdown information. The Podium Note shall be updated throughout the shift as incidents occur and youth's statuses change.
- 
- G. The Podium Officer is responsible for communicating with the Institution Supervisor to ensure all staff receive their breaks.
- 
- H. The Podium Officer shall coordinate the individual units' schedules, so that units are not overlapping in common areas such as the recreation yard, a classroom, or the visiting room.
- 
- I. The Podium Officer shall notify the Institution Supervisor via telephone, if a Unit Officer requests a Consequence Log.
- 
- J. The Podium Officer shall monitor the units and function as a "backup Officer" to Unit staff. To ensure the Podium Officer is constantly monitoring the units and Officer interaction with youth, he/she shall not engage in distracting behaviors. This includes but is not limited to personal telephone calls, reading materials, or unauthorized computer activity.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Group-Supervision Section: 7.9 Authority: Title 15; Article 6, Section 1371- 1373</b>
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## **7.9.0 Group Supervision**

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### **Introduction**

It is the policy of the Juvenile Detention Facility to provide for the safety and security of its youth, staff, and the public through the proper supervision of youth. When you are not in their rooms, they shall be directly supervised. Continual supervision provides opportunity for staff to intervene in attempts to damage property, escape, assault others or commit suicide.

---

- A. When supervising recreation or exercise, 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. All equipment shall be accounted for before youth return to their housing unit. The supervising staff may terminate the exercise or recreation period and escort back to the housing unit, any youth who continues to act in an aggressive or disorderly manner after being ordered to stop by the staff.

Whenever an exercise or recreation period is involuntarily terminated, the staff will document the incident and the rationale for terminating the exercise period.

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**7.9*****Group Supervision (continued)***

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## Introduction

- B. When preparing for group movements or activities, which take place outside the living unit, staff are required to consult with the Podium Officer to provide the transition needs and obtain supervision assistance.
- 

- A. When preparing for group activities or movements which take place outside the unit, staff are required to execute the following procedures prior to exiting the unit. These procedures include:

## Exit Unit

1	Acquiring radio coverage;
2	Establishing unit coverage;
3	Assembling the youth;
4	Securing youth inside the unit;
5	Securing the unit;
6	Obtaining the youth count and relaying the count to the Officer at the Podium;

---

Unit  
Coverage

- B. Under no circumstances shall youth remain in the unit without staff coverage and supervision. As such, some youth will remain in the unit and staff coverage must be provided to supervise those youth. If additional staffing is needed or if, due to a staff shortage, a staff member is not available to cover the unit, back up staff shall be deployed by the Duty Institution Supervisor.
- 

Assembling  
Youth

- C. Prior to departing for an activity, the unit Probation Correctional Officer shall prepare a list of youth who are remaining in the living unit. Upon completion of this list those youth who will be departing the unit shall be assembled in an orderly and controlled fashion in the unit day room. The count obtained for youth moving out of the unit, and those remaining in the unit shall be given to the staff member providing unit coverage and supervision, as well as the Officer at the Podium.
-

## 7.9

### *Group Supervision (continued)*

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Secure  
Youth  
Left  
in the unit

- D. Those youth who will be remaining in the unit during an activity shall be counted and secured in their rooms prior to the group exiting the unit. As an additional security measure, each youth shall place their shoes outside their room door. Prior to the group exiting the unit a staff member shall check each individual room to verify that all youth designated to remain in the unit are in their assigned room and there are no discrepancies. Upon completion of this verification, the staff member shall give the count to the staff member providing unit coverage.
- 

Securing the  
Unit

- E. Prior to departing, staff must secure the unit. To secure the unit all youth doors must be closed and securely locked. When securing doors never assign this task to a youth. Proper security measures mandate that a designated unit staff member personally close and inspect all doors to ensure that the locking mechanisms have not been jammed or tampered with.
- 

Youth  
Count

- F. Prior to departing for an activity, the Unit Probation Correction Officer shall also check Caseload Explorer to learn which youth are on restriction, either physical or behavioral. Youth with medical restrictions may accompany the group to most activities, with the permission of the Institution Supervisor; however, they may not participate in any prohibited activities.
- 

- G. All youth officially designated for participation in the activity or movement shall be accounted for. Staff shall set the count by assembling the youth into a double line at a designated area in the unit day room. One (1) staff member shall be designated to count the youth and upon completion, announce the count to the Unit Probation Correctional Officer. Upon obtaining the count it should be compared with the count of youth secured in their rooms. When added together, these two figures should equal the unit's total population. If the count does not equal the total unit count, all youth must be recounted until the discrepancy is resolved.
- 

- H. In addition to proper placement, staff attention shall be focused, at all times, on the group's behavior. During any activity or movement, never allow a youth to divert your attention away from the group with casual conversation. Always be alert for suspicious activity within the group and never allow horseplay.
- 

- I. There is no conversation or talking allowed during group movement. Make sure the group movement is always tightly aligned and controlled, and never allow the group to become spread out to the degree that observation of the group as a whole or visual contact with other staff becomes impaired.
- 

- J. Whenever staff are outside with a group, the possibility for an escape attempt increases. However, through staff awareness, proper positioning, and group control, the likelihood of a successful escape is greatly diminished.
-



## 7.9.1 Procedure for Exiting a Unit

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After completing the above-referenced procedures, the following security measures shall be used for the actual exiting of the unit.

---

Group  
Control

- A. At all times, staff must establish reasonable control over the group's behavior. This is most effectively accomplished by communicating to the group the behavioral expectations associated with the upcoming movement. Clear and concise directions regarding behavior must be given to the group prior to ***beginning an activity or*** leaving the unit. When starting the procedures for departing the unit, never allow youth to engage in horseplay or talking, and always be alert for suspicious behavior or movement amongst the youth.

When moving beyond the confines of the Pod, group line movement will stop at each door within the facility, which allows the Unit Officers to reposition for full visual coverage of the line movement.

---

Staff  
Positioning

- B. Proper staff positioning is essential in executing a controlled and secure movement. When exiting the unit to conduct an activity within the confines of the Pod, one (1) Officer shall remain in the unit as the youth exit. A second Officer shall remain in the destination area, ready to receive the youth. The Unit Officer shall instruct one (1) youth to hold the door open for the unit and one (1) at the destination. The youth shall be instructed to move quickly from the unit to the destination, where the second Officer is waiting. The Unit Officer shall follow the last youth out of the unit, securing the door as he/she leaves the unit.
- 

- C. Once outside, the group shall be halted and a head count conducted to ensure everyone is accounted for. Additionally, the staff shall make a radio contact with the Podium Officer or Central Control and inform them of the group's location/destination and headcount.
- 

- D. Adjustments in the outdoor security and supervision of youth often occurs when youth are requested to return to the interior of the facility for various reasons or when an injury occurs. When a youth is called back to the POD from the POD recreation yard, staff are required to radio the youth back while visually following the youth's movements. The Officer will then radio in the new head count to the Officer at the Podium.
-

## 7.9.2 Supervision outside the Juvenile Detention Facility

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- A. In most instances, large group movements to the sports field outdoors will require a minimum of two (2) staff, unless otherwise approved by the Institution Supervisor. The procedure for movement is as follows:
1. The first Officer shall remain near the front of the line, giving instruction to the line leader and ensuring that the path is clear.
  2. The second officer shall remain beside the last youth in line, where he/she can observe his/her co-workers and the entire group.
  3. In the event there is a third officer, he/she shall assume a position at the end of the group and follow the group to ensure they exit without problems.
  4. Upon exiting the door, this officer, whether he/she remains in the unit or goes outside with the group, shall be responsible for ensuring that the facility exit door is properly locked by pushing and pulling on the door.
- 
- B. Whenever staff are outside with a group, the possibility for an escape attempt increases. However, through staff awareness, proper positioning, and group control, the likelihood of a successful escape is greatly diminished. If an escape attempt or crisis occurs during a movement, staff's primary responsibility is with the group.
- 
- C. When outdoor activities or group movements involve a small number of youth, the number of staff providing security and supervision may be reduced with approval from the Institution Supervisor.
- 
- D. During any outside activity, proper staff positioning is essential in establishing security and control.
1. As a general rule, all staff providing supervision of an outdoor activity shall align themselves in a manner which places them between the group and the most likely avenues of escape. When considering specific alignment configurations, one (1) staff member shall assume a position between the group and the outer perimeter. The remaining officers shall assume positions which afford close supervision of the youth but also allows for visual awareness and observation of the potential avenues of escape and other staff.
  2. When determining positioning, staff must take into consideration the nature of the group activity. Games and activities, which are performed in an enclosed area, (e.g., volleyball, basketball) will dictate a closer spacing of staff.
  3. Supervision requirements will also affect staff positioning. Activities which bring large groups of youth close together require the staff members to position themselves close to the hub of activity and to be involved in direct supervision of the activity.
  4. Staff participation in youth recreational activities is prohibited. The group's security supervision is the primary objective. Under no circumstances shall staff engage in an activity at the expense of maintaining proper security and supervision.

Staff  
Supervision  
Placement  
Outside

Supervising  
Activities

Staff  
Involvement  
Activities

---

## 7.9.2 Supervision outside the Juvenile Detention Facility (continued)

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Take the Group  
In If It Is  
Necessary

E. If a youth is needed inside the facility, an escort will remove the youth from the group. Under no circumstances shall staff provide escort service of a youth at the expense of maintaining security and supervision of the larger group. In situations where an injury occurs to a youth and staff assistance is needed to move the youth back to the interior of the facility, the Institution Supervisor shall be notified immediately, and additional staff from the facility must be summoned via radio.

---

F. In cases where additional staff assistance has been summoned but is not forthcoming, staff shall assemble the group and return to the unit with the injured youth. Under no circumstances shall staff provide any type of escort service for a youth, which would leave the group under the supervision of a lone staff member.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Miscellaneous Security Practices Section: 7.9 Authority: W &amp; I 210, 885 Title 15; Article 3 Section 1326</b></p>
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## 7.10.1 Staff Identification Practices

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### Policy

It is the policy and practice for all employees and visitors in Juvenile Detention Facility to have proper identification which authorizes their presence in the institution.

A. Authorized identification includes wearing the following articles:

1	A picture identification card issued by the Probation Department with accurate information;
2	A visitor's badge for parents, tour groups, or other authorized visitors.

Persons not in compliance with the above identification practices shall be immediately brought to the attention of the Juvenile Detention Facility Institution Supervisor.

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B. To ensure only authorized staff enter the facility, except in emergency situations, the East and West exits shall only be accessible to on duty Juvenile Detention Facility staff, not support staff or staff on site for training. Staff not on duty shall use the front entrance through reception.

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C. Each time a person intends to enter the Juvenile Detention Facility and presses the call button on the wall, a signal is transmitted to Central Control. To ensure only authorized staff enter the facility, the Detention Services Officer shall adhere to the following procedure before allowing anyone access:

1. Visually verify the identity of the person at the door through the camera/monitoring system. If it is an authorized person(s), allow them into the reception area. Authorized persons are those that work on site or Probation Department staff.
  2. If it is a visitor, the Detention Services Officer must obtain the name of the visitor and reason for entry, ie a parent arriving for visitation or a release. If it is an unusual situation, the Detention Services Officer shall contact the Institution Supervisor and deny access.
-

## **7.10.2 Video Monitoring and Recording**

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It is the policy of the Tulare County Juvenile Detention Facility to utilize video surveillance equipment to monitor and record designated areas in the facility as a tool to enhance the safety and security of the facility and its occupants.

### **PROCEDURES**

#### **GENERAL INFORMATION**

A. The Juvenile Detention Facility Video Surveillance system is comprised of fixed, zoom, and pan-tilt-zoom cameras. In addition, live video footage is recorded to an external storage device. The system continuously records and saves data, which can be remotely accessed by supervisors. The system of cameras installed at the Juvenile Detention Facility serves in two primary capacities.

1. **SECURITY DOOR OPERATIONS:** Cameras are installed at security doors within the Juvenile Detention facility perimeter to assist Central Control with personnel identification when requesting to pass through those doors.
2. **SURVEILLANCE:** Cameras are installed in designated areas within the facility where residents may be located during regular operations (such as recreation, school, meals, visitation, housing units, transitioning between locations, BIR, and Medical). These cameras allow Central Control to monitor and manage activities throughout the facility and provide a measured response to any emergencies which may arise during the duty shift.

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B. Generally, the use of video surveillance and/or digital recording within the Juvenile Detention Facility serves to:

1. Maintain a safe and secure environment for youth, staff, volunteers, parents, teachers, and other visitors while on the premises of the Juvenile Detention Facility.
2. Prevent intrusions into or escapes from the facility.
3. Detect and prevent injury to staff or youth.
4. Identify training needs.
5. Assist in the review and revision of safety and security procedures. Identify security breaches.
6. Unusual incidents to be documented and/or recorded shall include any and all emergency situations/responses.
7. Provide evidentiary records of disruptive activity in the living units, damage to property, and any other criminal conduct observed.
8. Assist in the administrative review of critical incidents.

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## **7.10.2 Video Monitoring and Recording** *(continued)*

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C. Video monitoring and viewing:

1. Real time video monitoring may be conducted by supervisors on monitors in offices.
  2. Institution Supervisors' review of video footage shall be conducted to investigate complaints and specific incidents, to identify training videos, and to review the activities of officers who are in a probationary period or who have a pattern of abuse allegations.
  3. Recorded, archived media may only be reviewed by the Chief Probation Officer, Asst. Chief Probation Officer, Facility Division Manager or Supervising Probation Officers assigned to the Juvenile Detention Facility or their designee.
  4. Recorded, archived media may only be exported by the Chief Probation Officer, Asst. Chief Probation Officer, Facility Division Manager or Supervising Probation Officers assigned to the Juvenile Detention Facility or their designee.
  5. Video exports may be completed for a variety of reasons including to assess potential problems impacting the security of the facility, to review activity during reported incidents, to analyze programming, for training assistance and to provide information during investigations. These may be shared at the discretion of the Chief Probation Officer, Facility Division Manager or their designee.
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### 7.10.3 Issuance and Security of Institutional Keys

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Intro The safekeeping of institutional work keys is an important staff responsibility which has significant implications for the security of the institution and the safety of staff. Consequently, the following policies, procedures, and practices shall be adopted by all staff to maintain key security and accountability.

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#### A. General Provisions

1. At all times, Juvenile Detention Facility staff shall be responsible for the safekeeping of the keys issued for the performance of their work tasks.
  2. Keys not in use shall be maintained in the Security Equipment room in a locked key box, which shall be accessible only to the Juvenile Detention Facility Institution Supervisors and/or assigned key distributors.
  3. Keys issued to staff shall, at all times, remain inside the perimeters of the institution, and they shall not be removed or taken from institutional grounds for any reason or for any period of time. Violations of this order may result in a reprimand, suspension, or dismissal. If keys are inadvertently removed from the institution, as soon as staff becomes aware of the situation, staff must contact the Institution Supervisor at the earliest possible time to arrange for the return of the keys. The only exceptions to this policy shall be in the following emergency situations:
    - a) A lifesaving situation, or;
    - b) When in the immediate pursuit of an escapee.
  4. Keys issued to a staff member shall remain in their possession and control at all times. Keys shall be attached to a staff member's belt in a secure fashion. Keys shall not be detached from their key ring and left on countertops, in staff bathrooms, or inside the living unit. Keys will not be attached to the antenna of a radio.
  5. Institutional keys shall not be voluntarily surrendered to any person except to a staff member assigned to receive/distribute work keys or to an Institution Supervisor.
  6. Under no circumstances shall a youth be given or allowed to use staff keys. Staff members permitting youth access to their keys shall be subject to departmental discipline and/or termination of employment.
  7. Staff members who lose their keys shall be held accountable for the replacement cost and may be subject to reprimand, suspension, or dismissal.
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### 7.10.3 Issuance and Security of Institutional Keys (*continued*)

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Key  
Inventory

- B. A key inventory shall be completed at the beginning and end of each Juvenile Detention Facility work shift by an Institution Supervisor or their designee responsible for issuing and storing Juvenile Detention Facility keys. All departing staff members shall personally deposit their work keys with the staff member designated to conduct the key inventory. Keys shall not be placed on counter tops, chairs or other accessible areas by departing staff.
- 

Permanently  
Issued Keys

- C. One set of Duty Institution Supervisor keys are to be handed off from shift to shift.
- The above key sets are not included in the shift key inventory and will change as staff locations change. School key sets are checked in and out daily and accounted for by the school Principal.
- 

- D. Each Institution Supervisor is issued a set of keys that consists of:

- 1 Office Key
- 1 Grievance Box Key
- 1 Alarm Box Key
- 1 Unit Key

These keys are not handed off and each Institution Supervisor is accountable for their assigned set.

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- E. To maintain control of the keys it is necessary that everyone being issued keys is required to sign for the equipment that they are issued at the start of a shift, including keys.

Key  
Control

Transport keys shall be kept in the Security Equipment room in a separate key box. Transport shall sign out keys on the Transport Key log.

Kitchen/Laundry staff will be required to sign out kitchen keys. When not in use, the keys will be kept in the Kitchen Manager's Office in a locked box. Kitchen/Laundry staff along with the Kitchen Manager must sign the Kitchen/Laundry Keys Sign-Out form. When the keys are returned, the Kitchen/Laundry staff and the Kitchen Manager will once again sign the form indicating the keys were returned.

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**7.10.3 Issuance and Security of Institutional Keys (*continued*)**

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Keys  
Missing

- F. Upon completion of the key inventory, in the event keys are found missing or unaccounted for, the last known handler shall be immediately contacted. If the keys remain unaccounted for after contact the last known handler, the key security officer shall immediately notify the Institution Supervisor. The Institution Supervisor shall then require the person or persons involved to submit an Incident Report. The Institution Supervisor shall also notify the Probation Division Manager of the key loss. The Probation Division Manager shall in turn notify the Probation Division Director at the earliest opportunity of the key loss.
- 

Lost

- G. Whenever a staff member knows or discovers that institutional keys are missing, the following action must be taken:

1	Provide immediate notification to the <del>Unit</del> Institution Supervisor;
2	Secure and/or search all areas where the keys may have been lost;
3	Prepare a written Incident Report, documenting the loss of the keys and the steps taken to recover the keys.

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Broken or  
Damaged  
Set

- H. When keys are broken or damaged, the entire key set shall be returned to the Institution Supervisor who will provide a replacement key or set of keys. A notation shall be made in an Institution Supervisor Note in Caseload Explorer and the key inventory log that a key set has been returned for repair.

Approval of an Institution Supervisor is required prior to a key being repaired. Maintenance shall keep a key log containing the following:

1	Date a key is issued;
2	Type of key issued;
3	Name of person key is issued to;
4	Location of and date of any lock change;
5	Name of the Institution Supervisor authorizing a key to be made.

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## 7.10.4 Late Night Shift: Security and Supervision Responsibilities

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The primary responsibility for late night staff is the security and welfare of the youth and the institution. In this regard, the late night shift shall assume responsibility for performing the following tasks and duties.

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A. **Living Units: Shift Change Procedures:** Relieving the evening shift involves a variety of considerations and tasks in order to effect the smooth transfer of responsibilities.

1. **Punctuality:** You shall be in your Pod on time; the PM shift staff cannot leave until they have been relieved by you.
2. **Head Count:** The body count (i.e., skin count) should equal the same number as reflected in the Board Count, in Caseload Explorer and on the Unit Information Log. When making the initial body count pull each room door to make sure it is secure.
3. **Caseload Explorer Unit Note:** The Unit Note is to be read thoroughly and, when necessary, discussed with the off-going staff. Detailed and pertinent information can be obtained which will supplement the Unit Note comments.
4. **Daily Shift Report:** The shift report at the Podium is to be read thoroughly and when necessary discussed with the off going staff. Detailed and pertinent information can be obtained which will supplement the shift report comments.
5. **Pod Security Check:** In addition to the practices outlined in Manual Section 7.8.9 the following security checks shall be accomplished after relieving the PM staff and assuming responsibility for the units:

1	Check the shower areas, for items which could be used as weapons
2	Check and see that the night lights are on in all of the rooms
3	Check all youth room doors and exterior doors
4	Check school room doors that they are closed and locked

B. Alertness is essential for the late night shift, particularly during the critical period prior to midnight. Sleeping on the job is never tolerated, and staff who do so are subject to disciplinary action or termination of employment. Staff are not to engage in personal activities and distractions, such as:

Living Units  
Security/  
Supervision

1	Personal phone calls unless there is an emergency;
2	Physical exercise such as push-ups, sit-ups, etc.;
3	Watching television.

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## 7.10.4 Late Night Shift: Security and Supervision Responsibilities *(continued)*

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C. In addition to the above, the following practices shall be adhered to by all late night staff in order to afford the institution the best possible security during late nights.

Critical  
Periods

1. The critical period prior to midnight is when most problems such as suicide attempts or sexual assaults are likely to occur. To achieve maximum alertness during this period, staff are not permitted to watch television. Room checks shall be made a minimum of every fifteen (15) minutes, and they should be sufficiently varied so as not to establish a set routine or pattern.

Positioning

2. Situate or station yourself so you can observe and be observed by your co-workers. All staff should be visible from the Pod desk.

3. There shall be an Officer at the POD Podium at all times on night shift.

Room Checks

4. The length of time between Room Checks should be varied with the time the Room Check is completed and recorded in the Room Check log. When checking each room, particular attention should be paid to any unusual room activities or restlessness on the part of the youth. Note any window or wall damage and remove any articles obstructing the windows or the night lights. Check the presence of each youth by a head count and observe their breathing pattern. Please refer to [Section 7.8.11](#) for a complete discussion of Room Check procedures.

5. Room Checks are to be made a minimum of every 15 minutes, at random or varied intervals during hours when youth are asleep or when youth are confined to their room, but randomly. If staff note strange or unusual behavior they should increase the number of Room Checks as appropriate.

Suspicious  
Behavior

6. Any suspicious behavior is to be thoroughly investigated and documented in Caseload Explorer and/or in an Incident Report as the situation warrants. If contraband is suspected the Institution Supervisor shall be contacted and a Room Search conducted.

7. Do not open any door without appropriate coverage from a co-worker (See Manual Section 7.9.2.(c) for proper procedure). Staff must have visual contact with another staff and youth are to be let out of their room one at a time. If the room contains more than one youth the door shall be closed after allowing one youth out. Staff are to escort youth to and from a room at all times.

Emergency  
Procedures

8. Emergency procedures are addressed in detail in the Emergency Manual. Night staff are required to be thoroughly familiar with these procedures. If questions arise regarding emergency procedures they shall be directed to the late night Institution Supervisor.

## 7.10.4 Late Night Shift: Security and Supervision Responsibilities *(continued)*

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- D. Late Night staff shall be responsible for performing the following duties during the early morning hours of the shift.

Late Night  
Staff  
Responsibilities

1	Pass out appropriate clothing, ensuring all youth sizes are accurate
2	Prepare the next shift paper work and purge old paperwork.
3	Conduct area searches of common areas (i.e., bookcases, storage room, etc)
4	Enter Caseload Explorer required documentation for Late Night shift, including but not limited to: Observations, Alarm Pen Check, Visual Check, Search Log, Unit Notes, and Inspection Logs.
5	Scan outgoing mail for contraband.
6	Restock the podium and Pod supplies.
7	Make copies of forms as needed. Clean copies of forms can be obtained from the Group Drive.

- E. Staff shall not engage in personal activities that detract from their ability to perform late night functions (e.g., they shall not watch TV, do push-ups or sit-ups, talk on the phone except for business reasons, etc.). The facility computers are for work purposes only, and staff shall not use it to access internet sites or to play games at night.

Float  
Duties

- F. The Late Night Float Officer shall be responsible for:

1. Ensuring the cleanliness of the facility.
2. Stocking all restrooms and dorms with needed supplies.
3. Distributing mail as directed.
4. Completing all Officer breaks.

In the event there is no Late Night Float Officer on duty, the Institution Supervisor or designee shall be responsible for the listed duties.

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Safety Procedures</b> <b>Section: 7.11</b> <b>Authority:</b> <b>W &amp; I 210, 871.5, 885</b> <b>Title 15; Article 12, Section 1510</b>
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## 7.11.1 Regulation and Control of Firearms/Deadly Weapons

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**Intro** The presence of firearms, ammunition, explosives, and other deadly weapons within the confines of the Juvenile Detention Facility imposes many concerns for the safety and security of both staff and youth and is prohibited by law in Section 871.5 of the California Welfare and Institutions Code. Consequently, it is imperative that staff make every effort to regulate and control the presence of deadly weapons within the facility. To provide the control necessary to regulate the presence of firearms and other weapons, the following policy and procedures have been developed.

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**Safety/  
Security  
Policy** A. The regulation and control of firearms and other deadly weapons is a paramount concern for all Juvenile Detention Facility staff and a major aspect of institutional safety and security. It is the policy of Juvenile Detention Facility that firearms, ammunition, explosives, tear gas, and other deadly weapons be prohibited within the confines of the institution. Weapons, ammunition, or explosives are not to be brought onto the premises of Juvenile Detention Facility by staff, youth, parents, visitors, or peace officers.

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**Enforcement  
Responsibility** B. It is the responsibility of all staff to ensure the enforcement of this policy and to immediately report any breaches of this security policy to the Juvenile Detention Facility Probation Division Manager via the Institution Supervisor.

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**Notice of  
Prohibition** C. A formal written notice informing all persons of the weapon prohibition shall be posted at all entrances to the institution.

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**Peace  
Officers** D. Control and Regulation procedures

1. Peace officers or others who may be expected to carry a handgun during the execution of their professional duties shall be required to lock all weapons in a compartment of their patrol car or in the firearm's control box, located inside the Sally Port Booking area.

The only exception to this procedure shall be when a peace officer has been summoned to the institution to investigate a disturbance, break-in, prowler, riot, or other emergency and there's been given permission to enter the facility armed by the Institution Manager or their designee. Acting in this capacity, Peace Officers may carry weapons during the performance of their professional duties. However, under no other circumstances are peace officers authorized to bring weapons into the institution due to the potential risk/danger for a weapon to fall into the possession of a youth.

## 7.11.1 Regulation and Control of Firearms/Deadly Weapons (*continued*)

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Probation  
Staff

2. Juvenile Detention Facility staff are not permitted to bring weapons of any kind onto institutional grounds. Additionally, only Probation Department staff who are authorized by the Chief Probation Officer to carry weapons are authorized to use the gun locker.

Parents and  
Other  
Visitors

3. Parents or other visitors are prohibited from entering the premises if they are in possession of a weapon. If a parent or other visitor is discovered to be in possession of a handgun or other deadly weapon while on the premises, the Tulare County Sheriff's Office shall be immediately contacted to provide assistance.

Explosives  
and Bombs

- E. If an explosive and/or a bomb is discovered on the premises of the Juvenile Detention Facility, the Tulare County Sheriff's Office shall be immediately contacted to provide assistance. Under NO circumstances shall staff attempt to move or dispose of any type of explosive prior to the arrival of professionally trained personnel.

Documentation

- F. Whenever a weapon, ammunition, or explosive device has been brought onto institutional grounds or the internal premises of Juvenile Detention Facility, an Incident Report shall be completed by the discovering staff member and forwarded to the Institution Supervisor. In situations where police officers, in the performance of their duties bring a weapon into the facility, an Incident Report shall reflect the officer was armed.

Criminal  
Penalties

- G. Pursuant to California Penal Code Section 4574, any person who knowingly brings a weapon onto institutional grounds shall be guilty of a felony and punishable by imprisonment in the state prison for two, three, or four years.

In addition to the criminal penalties prescribed by law, any staff member found violating the Juvenile Detention Facility weapon prohibition shall be subject to departmental disciplinary action and/or termination of employment.

## 7.11.2 Precautionary Measures for Communicable Diseases

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**Intro** Youth with communicable diseases (e.g., measles, hepatitis, tuberculosis, AIDS, etc.) impose significant health, safety, and security problems for both staff and other youth.

**Minimum Standards** Article 8 of the Minimum Standards for Juvenile Halls and Camps sets forth the provisions which must be followed to safeguard Staff and youth.

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### A. Medical Evaluation Requirements:

**Initial Screening** 1. At the time of admission, each youth shall have an assessment for state of consciousness, injuries, drug abuse, signs of illness, and psychiatric disorder requiring further evaluation and/or referral. If there is any question of severe or emergency medical disorder the nurse or physician or Institution Supervisor in their absence shall evaluate the youth.

**Health Assessment** 2. At the first reasonable opportunity after induction, (within 96 hours) each youth shall have a medical examination. A licensed physician shall be responsible for such examination, which shall be properly recorded. The medical examination may be modified, as determined by a physician, for youth admitted with an adequate examination done within a period of time such that no substantial change would be expected. The physical examinations shall be conducted in a private setting and should include, but not necessarily be limited to:

**Medical History** a) Obtaining a medical history of present and past illness and treatment, including names and location of hospital or doctor, any health problems that are known or suspected, review of systems, status of immunizations, history of exposure to STD's (Sexually transmitted diseases), other contagious or infectious disease, , and need for contraceptive information and counseling; a search for symptoms of neurological disease, drug abuse, severe hyperactivity, physical or sexual abuse, psychiatric disorders including severe depression, self-destructive behavior and suicidal tendencies.

**Exam Includes** b) Medical examination including: Temperature, blood pressure, pulse rate, height and weight, With the consent of the patient, a physical exam to include head, ears, eyes, throat, skin, lungs, heart, abdomen, genitalia, extremities, scalp, and basic neurologic assessment. Special circumstances would include, but not be limited to: injuries, physical or sexual abuse and symptoms of vermin infestation.

**Lab screen** c) Dental examination to identify need for emergency dental care.

d) A search for signs of communicable disease, including but not limited to screening for tuberculosis, and STD's in sexually active youth, with their consent.

e) Laboratory screening should include urine examination and hemoglobin / hematocrit. Screening should also be available for pregnancy and for hepatitis, when indicated.

**7.11.2****Precautionary Measures for Communicable Diseases (*continued*)**

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Immunizations	f) Immunizations shall be verified and within two weeks of the health appraisal/medical examination a program shall be started to bring the youth's immunizations up-to-date in accordance with current public health guidelines.
Prompt Medical Attention	3. Provisions shall be made that any youth requesting medical attention shall be promptly given such attention in accordance with provisions of this subchapter and the Juvenile Court law.
Medical Separation	B. If a youth is determined by the Juvenile Detention Facility Medical Clinic staff to be suffering from a communicable disease, the medical staff shall make the decision as to whether medical separation of the youth is necessary. If separation is required, arrangements shall be made to house the youth in the Juvenile Detention Facility medical unit. All efforts shall be made to "utilize the least restrictive environment" policy for youth with a communicable disease, in so far as the health and safety of staff and other youth are not jeopardized or compromised ( <u>Manual Section 8.10.4</u> ).
Safety Procedures	C. When a youth has been diagnosed as having a communicable disease, it shall be the responsibility of the medical clinic to develop, implement, and disseminate health and safety practices/precautions to be used when caring for the youth(s). All safety precautions shall be disseminated by the medical clinic to all staff and youth who may possibly come in contact with the diseased youth.
Posted	D. Safety precautions shall also be posted on the youth's door, to alert staff of the special procedures/care required in interacting with the youth. In situations where the youth need not be separated from others, the medical staff shall be required to explicitly state in the youth Medical Restriction form given to the Institution Supervisor, exactly what safety precautions are necessary.
Notice to Staff	E. Each Institution Supervisor shall be responsible for ensuring dissemination of this information to all staff working in the unit. The Institution Supervisor or designee shall complete a Caseload Explorer Medical Exam Log, documenting the medical condition and length of time it will cause a program restriction on the youth.
Security Conflicts	F. In situations where a conflict develops between the precautionary medical requirements and standard facility security practices, the matter shall be referred to the Institution Supervisor for resolution.
Detention Incompatibility	G. In situations where detention is incompatible with the medical needs of the youth, the Institution Supervisor shall notify the Division Manager and Supervising Probation Officer, when necessary, and provide a full accounting of the problem, for resolution. If the issue cannot be resolved, the problem shall then be decided by the juvenile court.



## 7.11.2

**Precautionary Measures for Communicable Diseases (*continued*)**

Staff  
Responsibility

- H. It is the responsibility of all Juvenile Detention Facility staff to follow the safety precautions prescribed by the medical clinic. Any conflicts or problems which staff may encounter due to the youth's disease, or due to the safety precautions required for contact with the youth, shall be referred to the staff member's immediate supervisor.

Safety  
Equipment

- I. Consistent with existing policy, each unit shall maintain an adequate supply of disposable gloves. Each POD Podium and County vehicle shall also be provided with a first aid kit including a CPR mask and disposable gloves. Each Probation Correction Officer's duty belt is equipped with a CPR mask.

Masks	Resuscitation masks shall be readily available to staff and should be used during resuscitation of any individual who has stopped breathing. Such masks are included in the CPR kit each Officer is issued.
Gloves	Disposable gloves should be routinely worn when any contact is anticipated with blood or other body fluids or when contacting clothing or materials which may have been contaminated with blood or other body fluids.
Disinfectant	Disinfectant liquid or a Blood Spill Kit should be used on any surface contaminated by blood or other body fluids.
Blood Spill Kits	Each POD shall have Blood Spill Kits, and it is the staff's responsibility to clean up blood spills. Youth <u>MAY NOT</u> clean up blood spills.
Transport	Disposable gloves should be worn to transport and/or store any clothing, towels, or cleaning materials which have been contaminated by blood or other body fluids.
Med-Iso Bags	Disposable "Med-Iso" bags shall be readily available for the storage and transfer of clothing and bedding articles which may be contaminated or soiled. (For specific procedures for handling soiled/contaminated articles, see <u>Manual Section 8.10.6</u> ).
Bio-Hazard Kit	Each POD and several common areas have a mounted Bio-Hazard Clean-Up Kit. Each kit is inspected bimonthly and restocked as needed.

Cleaning  
Sterilization  
Procedure

- J. Cleaning of contaminated rooms, sanitary facilities, and work areas is to be accomplished by using a liquid disinfectant as recommended by medical staff or spray provided by the Juvenile Detention Facility.

When it is necessary to clean up feces, instruct the youth responsible to clean up the area.

Exposure to  
Communicable  
Diseases

- K. In cases where a youth or staff member(s) have been exposed to a serious communicable disease, it is the responsibility and duty of the Health Officer or their designee or Juvenile Detention Facility Probation Division Manager to inform all affected staff and youth of their possible exposure. Information regarding medical testing and immunization procedures shall also be disseminated. Parents of a youth(s) shall be informed of any serious communicable disease exposure by the Probation Department as determined by the Probation Division Manager in consultation with the Health Officer.

## 7.11.2 Precautionary Measures for Communicable Diseases (*continued*)

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### Documentation

- L. All youth related or youth and staff related incidents of noted body fluid exchange or contact, that has a potential for transmitting blood borne pathogens such as HIV, shall be documented in an Incident Report as soon as possible and titled as such. The Institution Supervisor who receives the report will immediately forward a copy of the report to the clinic. All required testing and reporting procedures pursuant to Penal Code Section 7554 will be completed by clinic staff according to their policy.
1. Per Penal Code Section 7510, the law enforcement employee may request an HIV test of a person who is the subject of the report if a report is submitted within two (2) days of the incident.
  2. All laws pertaining to procedures requiring HIV testing under PC Section 7510-7555 shall be followed.
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## 7.11.3 Control and Disposal of Toxic and Hazardous Materials

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### Intro

Many materials used in the Juvenile Detention Facility are potentially dangerous if improperly used, stored, or disposed of. To prevent accidents involving toxic/hazardous materials, staff must become knowledgeable about these materials. Additionally, staff are prohibited from bringing in any cleaning materials unless written permission is received from the Institution Supervisor.

### Control, Disposal, and Staff Responsibility

The control and disposal of toxic/hazardous materials is the responsibility of ALL Juvenile Detention Facility personnel, and, therefore, this section focuses on the safety procedures involved in the use, storage, and disposal of these products.

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### Identification Of Hazardous Materials

- A. There are over 70,000 chemicals in commercial use and 2,000 new chemical compounds produced each year. Many of these products are dangerous to life forms in the environment. Hazardous materials may be categorized as follows:

Flash Point	The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or within the vessel used).
Flammable Liquid	A substance with a flash point below 100°F; classified by flash point as a Class I liquid (see attached chart).
Combustible Liquid	A substance with a flash point at above 100°F; classified by flash point as a Class II or Class III liquid (see attached chart).
Toxic Material	A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract; the toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption (see attached chart).
Caustic Material	A substance capable of destroying or eating away by chemical reaction (see attached chart).

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### 7.11.3 Control and Disposal of Toxic and Hazardous Materials (*continued*)

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It is possible that a substance may possess more than one of the above properties; therefore, the safety requirements for all applicable properties should be considered.

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#### B. Use, Storage, and Disposal Guidelines

Cleaning  
Agents

1. All institutional staff are required to ensure proper use, storage, and disposal of all hazardous materials utilized or contained in units and work areas.
2. When performing health and sanitation tasks, staff are required to supervise youth if they are using cleaning solvents and equipment. Instruction on product use shall also be provided by staff to the youth. Cleaning agents shall never be intermixed or used other than as directed on the label.
3. Whenever a toxic/hazardous substance is utilized, staff shall ensure the following safety measures are enforced:

Storage

- a) All substances which are harmful or poisonous if swallowed shall be stored in a locked storeroom or cabinet. These substances shall be issued only in the amount necessary for immediate use, and the container shall be immediately put away and locked up after use. The use of these substances by youth must be closely supervised by staff at all times.
- b) All tags and labels must contain:
  - 1) The name and substance in the container (commonly known names are preferred);
  - 2) If the substance has been compounded, diluted, or otherwise altered, the final character of the substance must be shown;
  - 3) If the product is poisonous, especially if swallowed, it must be indicated. Emergency safety measures must also be noted;
  - 4) All substances shall remain in their properly labeled container.

Separate  
Containers

- c) All food products must be stored separately from toxic or hazardous materials;
- d) All empty containers shall be discarded properly or returned to the supply closet when empty. Empty containers are NOT to be refilled with other substances.

Flammable  
and  
Combustible  
Liquids

4. Any liquid or aerosol that is required to be labeled "flammable" or "combustible" under the Federal Hazardous Substances Labeling Act must be stored and used according to label recommendations and in a way that does not endanger life and/or property.

Proper  
Supervision

5. Storage rooms and cabinets must be properly secured and supervised by an authorized staff member any time they are in use. Doors and cabinets shall be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of fire or other emergency.

### 7.11.3 Control and Disposal of Toxic and Hazardous Materials (*continued*)

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Proper Containers	<ol style="list-style-type: none"><li>6. All portable containers for flammable and combustible liquids, other than the original shipping containers, must be approved safety cans, listed or labeled by a nationally recognized testing laboratory. Containers should bear legible labels identifying the contents.</li><li>7. All excess liquids should remain in their original container in the storage room or cabinet.</li></ol>
Poisonous Substance	<ol style="list-style-type: none"><li>8. Poisonous substances or chemicals are those that pose a very high (Class I) caustic hazard due to their toxicity. Examples: methyl alcohol; sulfuric acid; muriatic acid; caustic soda; tannic acid; and bleach.</li></ol>
Bleach Use and Storage	<ol style="list-style-type: none"><li>9. The use of any product containing methyl alcohol or bleach must be directly supervised by staff. Bleach for water sterilization may be handled only by staff. Under no circumstance shall staff permit a youth direct access of bleach containers.</li></ol>
Methyl Alcohol	<ol style="list-style-type: none"><li>10. Methyl alcohol is a flammable poisonous liquid commonly used in industrial applications (shellac thinner, paint solvent, duplicating fluid, solvents for leather cements and dyes, flushing fluid for hydraulic brake systems). <u>Drinking methyl alcohol can cause death or permanent blindness. Immediate medical attention is imperative whenever methyl alcohol poisoning is suspected.</u></li></ol>
	<ol style="list-style-type: none"><li>11. Other Toxic Substances:</li></ol>
Glues	<ol style="list-style-type: none"><li>a) All types of glue may contain hazardous chemicals and should receive close attention at every stage of handling. Nontoxic products should be used when possible. Toxic glues must be stored under lock and used under close supervision.</li></ol>
Alcohol	<ol style="list-style-type: none"><li>b) <u>Ethyl alcohol, isopropyl alcohol, and other antiseptic products</u> should be stored and used only in the medical department. The use of such chemical must be closely supervised. Whenever possible, such chemicals should be diluted and issued only in small quantities so as to prevent any injurious or lethal accumulation.</li></ol>
Pesticides	<ol style="list-style-type: none"><li>c) <u>Pesticides</u> contain many types of poisons. The GSA Maintenance Department is responsible for purchasing, storing, and dispensing any pesticide. All pesticides should be stored under lock. <u>NOTE:</u> Only chemicals approved by the County Department of Agriculture shall be used. DDT and 1080 (sodium fluoroacetate) are among those chemicals absolutely prohibited. All pesticide spraying will be conducted by the County Department of Agriculture and/or a properly licensed private pesticide company.</li></ol>

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### 7.11.3 Control and Disposal of Toxic and Hazardous Materials (*continued*)

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Emergency Agency Phone Number	<p>C. In the event of a hazardous material emergency, the following agencies, as appropriate, shall be contacted:</p> <ul style="list-style-type: none"><li>• Sheriff/Police/Fire Department - Dial 9 then <b>911</b></li><li>• Hazardous Materials Management -</li><li>• In the event of an accidental poisoning, staff shall immediately contact the following agency:</li><li>• <b>Poison Control Center - 1-800-876-4766</b></li><li>• For optimum safety, the above-referenced emergency numbers shall be posted in each Juvenile Detention Facility Unit, and all work areas for quick accessibility.</li></ul>
Work Areas	
MSDS Sheets	<p>D. In each janitorial closet, there shall be MSDS safety forms containing critical information as to the types of cleaning fluids contained therein.</p>

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### 7.11.4 Scan Alarm Pen Testing Procedures

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Intro	<p>Scan alarm pens represent part of the Juvenile Detention Facility's overall system of safety and security procedures.</p> <p>When properly activated, these systems serve to alert others of the personal danger which a Juvenile Detention Facility staff member is encountering. Thus, an endangered staff member can expect a prompt response and assistance with their predicament. For more information, see <u>EM Section 7.3</u>.</p> <p>This section describes the operation of these systems and illustrates the associated testing procedures.</p>
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## 7.11.4 Scan Alarm Pen Testing Procedures *(continued)*

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Panic Alarm	A. The scan alarm system includes permanently affixed sensors strategically located throughout the Institution. Common locations for these sensors are in hallways, vestibules, classrooms, and in each Pod over the Control Desk, and in each unit.
Activation	<ol style="list-style-type: none"> <li>1. To activate the scan alarm pen, staff are instructed to pull back on the spring load lever and release, allowing the lever to snap back into place while pointing the scan pen toward the nearest sensor. When pulled, the system is activated, and a signal is sent to Central Control. This sets off an alarm and provides personnel with the exact location of the activated alarm. Control personnel will then initiate the response procedures as outlined in <u>EM Section 7.4</u>.</li> </ol>
Testing	<ol style="list-style-type: none"> <li>2. The scan alarm pen system shall be tested by the Safety Institution Supervisor or their designee, on the first Monday of each month between midnight and six a.m. The test procedure shall be conducted in the following manner: <ol style="list-style-type: none"> <li>a. Notify Control staff of the test and that they are to reset the panic alarm system.</li> <li>b. Activate the alarm and check with Control. If the alarm panel registers, have Control reset the alarm and move on to the next sensor location. Follow this procedure until all sensors have been tested.</li> <li>c. Report any failures to the Institution Supervisor for appropriate action and immediate repair.</li> <li>d. In the event the system malfunctions, the Institution Supervisor shall notify staff and take immediate steps to correct the problem. A maintenance request shall be submitted.</li> </ol> </li> </ol>
CLE Documentation	<ol style="list-style-type: none"> <li>e. Staff completing the alarm pen tests shall complete a Testing/Inspection Log in Caseload Explorer, document the area tested and the results of the test.</li> </ol>
Emergency Repair Service	<ol style="list-style-type: none"> <li>3. When the alarm system is not operating properly, the Duty Institution Supervisor shall immediately contact maintenance personnel to arrange for a technician to come to Juvenile Detention Facility for repairs.</li> </ol>

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## 7.11.5 Facility Sanitation and Safety

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### Title 15

State law and Title 15 Article 12 Section 1510, of the California Administrative Code; Minimum Standards for Juvenile Detention Facilities, require all facilities detaining youth to meet acceptable levels and standards for sanitation and safety. As a result of this mandate, a significant portion of this institution's daily operations are focused on facility sanitation and safety.

In this section, the policies, procedures, and staff responsibilities associated with establishing and maintaining a safe and sanitary facility are set forth.

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### General Provisions

- A. Facility sanitation and safety is the responsibility of all Juvenile Detention Facility staff. At all times, the Juvenile Detention Facility shall maintain an acceptable level of cleanliness, repair, and safety. The facility shall be inspected for health and safety deficiencies, at least one (1) time per week by the Juvenile Detention Facility Probation Division Director, Probation Division Manager, or their designee. The institution is required to be free of structural hazards, vermin infestation, unsanitary conditions, and other safety hazards at all times.
- 

### B. Staff Duties and Responsibilities

### SPO

1. The Probation Division Manager and Supervising Probation Officer shall incur the following duties and responsibilities for the maintenance of facility sanitation and safety:
  - a. Conduct regular (once per week) building sanitation and safety inspections to ensure:

1	General housekeeping is satisfactory;
2	The facility is free of structural/safety hazards;
3	The facility is free of rodent/vermin infestation;
4	That previously noted deficiencies have been corrected.

### Maintenance

- b. When needed, request capital improvements and/or maintenance to correct facility sanitation and safety deficiencies.

### Corrections

- c. Ensure that all deficiencies are noted during an inspection and subsequently corrected.

### Assigned areas

- d. Ensure that all institutional areas and work sites are assigned to an Institution Supervisor to continuously inspect and improve health, sanitation, and safety procedures.

### Duties

- e. Develop and designate the duties and responsibilities for Institution Supervisors regarding the correction of sanitation and safety deficiencies.

### Keep Records

- f. Maintain records of institutional inspections and the actions taken to correct the deficiencies.

**7.11.5 Facility Sanitation and Safety (*continued*)**

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Institution  
Supervisors

2. All Institution Supervisors shall incur the following responsibilities and duties for ensuring the sanitation and safety of their assigned areas:

Daily  
Inspection

- a. Conduct daily sanitation and safety inspections for all assigned areas. During "rounds," the Institution Supervisor shall visually check the rooms. If rooms are found unacceptable, the problems shall be rectified immediately and, if necessary, documentation of the incident should be made via memo to the Officer on duty. The Unit Institution Supervisor shall review the Room Check Log (Section 7.6.5. F) to ensure Room Checks have been made.

Correct  
Hazards

- b. Identify and correct hazardous conditions, areas of poor housekeeping, and/or work habits which are unsafe or unsanitary.

Cleaning  
Request

- c. Assure that requests for maintenance and repairs are submitted as necessary for all assigned work areas.

Maintenance

- d. Ensure that all unit staff receive proper training and instruction regarding sanitation and safety procedures and that work habits do not violate state and/or institutional standards of safety and sanitation.

Control of  
Cleaning  
Equipment  
And chemicals

- e. Ensure that procedures for the handling, storage, and control of cleaning equipment, solvents, compounds, and chemicals are understood by unit staff. Such procedures shall include:

1	Appropriate use of materials and equipment;
2	Security and control of hazardous materials;
3	Storage of cleaning equipment and materials;
4	Allowable and prohibited participation of youth for housekeeping and cleaning chores;
5	Emergency procedures for accidental exposure or poisoning from hazardous materials.

Unit staff

3. The following responsibilities and duties shall be adopted by all unit staff with respect to facility sanitation and safety:

Maintain  
Cleanliness

- a. Maintain the cleanliness and safety of work areas at all times.

Correct  
Deficiencies

- b. Identify and take corrective action for all noted deficiencies by requesting maintenance and repairs when need.

Proper Health  
Practices

- c. Perform and/or supervise the performance of all daily health and safety practices. The Institution Supervisor shall ensure that line staff addresses all dirty or trashy rooms when encountered during Room Checks or unit movements. To ensure this procedure, the Institution Supervisor is required to make a minimum of one (1) personal Room Check per shift and record it in the Room Check Log. (Manual Section 7.6.5)
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**7.11.5 Facility Sanitation and Safety (*continued*)**

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Supervise  
Work Activities

- d. Structure and supervise all work activities related to sanitation and safety which are performed by youth, especially when cleaning products or equipment are used.

Prevention

- e. Prevent youth from having unsupervised access to cleaning compounds and chemicals which are potentially hazardous or poisonous if misused or ingested.

Supervise

- f. Do not allow youth unsupervised access to storage areas where cleaning products and equipment are stored.
- 

Unit  
Sanitation  
and House  
Keeping

- C. Each individual unit is required to perform daily housekeeping activities to maintain acceptable sanitation and safety standards. This section focuses on the housekeeping chores associated with the specific areas of a unit and the particular items which shall be inspected daily for unsanitary and unsafe conditions.

Unit  
Inspection  
Form

- 1. The Unit Inspection Form shall be posted in each unit. As areas of the unit are during the week they shall be checked off the inspection list. The Unit Institution Supervisor shall periodically inspect the list to ensure sanitation activities are routinely performed. (See Appendix page A-11)
    - a. When inspecting the youth's room, ensure all fixtures are in good working condition and that there are no missing parts. Drains, showers, and sinks should operate efficiently. Plumbing leaks shall be reported immediately and repaired as soon as possible. Trash cans are to be emptied daily. Floors, shower mats, wall tiles and windows are required to be cleaned and kept free of residue, dirt, grime and mold and floor drains should be cleaned daily.
    - b. Daily inspection of the units, upper and lower decks shall consist of ensuring the decks are swept free of debris, mopped and if necessary waxed. All doors and windows shall be checked for grime and dirt build-up.
    - c. The fire extinguisher shall be checked for operability and proper fire retardant supply.
    - d. The linen and utility rooms shall be kept neat, orderly, clean and free of unauthorized items.
    - e. Beds shall be neatly made at all times with a full issue of bedding in place. The floors shall be swept and free of dust and litter. Room walls shall be evaluated for washing and/or painting needs. Room door windows shall be checks for stability. Youth may sit or lie on their beds during "in room" time. The bed must be made whenever the youth exits the room. In addition, the floor must be neat and clean. All trash shall be removed from the room. Food not eaten during meals in the room and dishes shall be removed after each meal. No youth will be permitted to exit a room which is not neat and clean with a well made bed. All unit staff are responsible for addressing dirty or trashy rooms during room checks or group movements.
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**7.11.5 Facility Sanitation and Safety (continued)**

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Kitchen	f. This area shall be inspected daily by the Food and Laundry Manager to ensure cleanliness and order. The countertops shall be kept clean and free of unauthorized items. Cabinets are to be organized neatly and kept free of dust and/or dirt. All food items and supplies shall be neatly stacked and stored/sealed in plastic containers.
Sterilizing Procedures	Serving utensils and/or plates are to be properly washed and organized in the drawers/shelves.
Refrigerator	g. The refrigerator in the staff lounge shall be clean at all times and free of all unauthorized items such as glass containers and aluminum cans. Inspect all areas for evidence of rodent/vermin infestation.
Day Room	h. The day room shall be subject to daily housekeeping. Every morning and after meals the floor shall be swept and mopped. When the tables and chairs are not in use they shall be neatly stacked. The Pod Control Desk should be periodically checked for unauthorized/dangerous items (i.e., scissors, excess pens and pencils, etc.) properly organized.
Staff Bathroom	i. The staff bathroom should be cleaned daily and the plumbing fixtures checked to ensure they are not leaking and that parts are not missing.
Book Rack	j. At the conclusion of each shift (or whenever needed) the book rack should be organized. All books and magazines should be removed at least once per week and the rack dusted.
Outside and Quad areas	k. The Pods and Units shall be inspected continuously for litter, dangerous objects and overall cleanliness. The unit's trash area shall be checked daily to ensure that garbage bags are intact and litter is not strewn about. The trash cans should be washed out and cleaned at least one (1) time per week.
Perimeter Check Fence	l. The Duty Institution Supervisor or his designee shall inspect the perimeter to ensure there are no dangerous and/or unauthorized items, (i.e., concrete chunks, tools, loose wires, etc.) on the grounds.

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Weekly Inspection	<b>D. Facility Inspections</b> -A facility/building sanitation and safety inspection shall be conducted <u>weekly</u> by the Supervising Probation Officer or his/her designee. This inspection is designed to assist the individual units in maintaining sanitary and safety standards.
Corrections	Following the inspection of each unit, the Supervising Probation Officer or his/her designee will present the Unit Institution Supervisor with a list of areas to be cleaned or repaired prior to the next scheduled inspection. Unit Institution Supervisors are expected to have their respective units correct the deficiencies as noted on the following Building Inspection Form.

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## **7.11.6 Facility and Emergency Equipment**

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- A. The Juvenile Detention Facility has a large amount of safety and emergency equipment. Safety and emergency equipment includes, but is not limited to:
- Flash Lights
  - First Aid Kits
  - Bio-Hazard Kits
  - Alarm Pens
  - Radios
  - Safety Shields
  - Safety Scissors
  - Keys
  - Handcuffs
  - Leg Shackles
  - Duty Belts
  - Oleoresin Capsicum (OC Pepper Spray)
  - Search Mirrors
  - Cellular Telephones
  - Metal Detector Wands
  - Holsters and cases to carry and protect the above listed items
- 
- B. It is the duty of the Safety Institution Supervisor, under the supervision of the Division Manager or designee, to:
1. Obtain safety and emergency equipment as it is needed;
  2. Maintain existing equipment in a clean and acceptable condition that is fully functional;
  3. Store and issue equipment as needed for staff to complete their daily duties and respond to emergency situations;
  4. Dispose of broken and damaged equipment in an acceptable manner;
  5. Keep a log of all disposed and functional equipment for inventory purposes; and,
  6. Ensure that each work station within the facility has the proper safety equipment;
  7. Clean and oil handcuffs at least bimonthly.
- 
- C. On a monthly basis, all safety and emergency equipment shall be tested and cleaned for proper operation and function. Documentation of this inspection shall be completed by the Safety Institution Supervisor and placed in the monthly Safety and Security Report.
- 
- D. The Supervising Probation Officer shall designate one Institution Supervisor to oversee the facility safety and emergency equipment; however, it is the responsibility of all Institution Supervisors to ensure that the equipment is not misused, lost, intentionally damaged, or removed from the facility premises without permission.
-

## 7.11.6 Facility and Emergency Equipment (*continued*)

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- E. OC pepper spray canisters shall be shaken once a shift and tested bi-monthly to ensure that the active ingredient is properly mixed and the spray nozzle is clear. Any damaged, which includes dented and leaking, canisters shall be removed from the facility supply and emptied in an outside area. The empty canister shall then be disposed of in the facility dumpster.
- 
- F. It shall be the duty of the Institution Supervisor to verify that all facility restraint equipment is in proper working order prior to issuing it to staff.
- 
- G. First Aid and Bio-Hazard kits shall be tested bimonthly by the Institution Supervisor in charge of safety or his/her designee. All inspections shall be documented on the appropriate forms and in Caseload Explorer as a Testing/Inspection Log.
- 
- H. All radio equipment shall be tested on a weekly basis to ensure that it is functional. Any damaged radios or batteries shall be removed from supply and placed in a secure location until such a time that they can be transported for repair. It is the responsibility of the safety Institution Supervisor to test radios and arrange for repair as needed.
- 
- I. The Juvenile Detention Facility Division Manager or designee, shall provide for an annual review per Section 1326 of Title 15. The review and evaluation shall include internal and external security including, but not limited to, key control, equipment, and staff training. A copy of the review shall be filed in the safety binder.
- 
- J. At the beginning of each shift, staff reporting for duty shall be issued a Duty Equipment Belt at the SST Office. The belt shall contain:
1. Handcuffs and Holster
  2. OC Pepper Spray and Holster
  3. Flashlight and Holster
  4. Handcuff Key and Cell Key
  5. Alarm Pen
  6. CPR Mask
  7. Radio Holster
- Staff are to inspect the issued equipment and report any issue to the Institution Supervisor. The equipment shall be returned to the SST Office at the end of the Officer's shift.
- 
- K. Staff are prohibited from bring any type of safety equipment into the Juvenile Detention Facility, including but not limited to the above listed items.
-

<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Contraband Control</b> <b>Section: 7.12</b> <b>Authority: W &amp; I 871.5, 1102 P.C.</b> <b>Title 15; Article 5, Section 1360</b> <b>Title 15; Article 7, Section 1390</b>
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## 7.12.1 General Policy

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### Control of Contraband

Contraband is defined as any object, writing, or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within the facility, would interfere with the orderly day-to-day operation of the facility, or violates facility rules. Contraband control is a necessary safety precaution, designed to prevent injury to youth, staff and/or visitors. Staff must be constantly aware of the possibility that youth may manufacture, smuggle, or hide various types of contraband in the Juvenile Detention Facility. Constant monitoring by staff for contraband will help prevent the occurrence of fights, assaults, theft, and unlawful sexual activity. The control and confiscation of contraband will further prevent medical problems that could occur as a result of an overdose of hoarded medication, which could cause injury, illness, or (attempted) suicide.

By maintaining stringent control of contraband, the potential for staff and departmental liability, as well as legal and law enforcement problems, can be drastically reduced, if not eliminated.

---

## 7.12.2 Identifying Various Forms of Contraband

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### Check for Contraband When Making Room Checks or Searches

When conducting room checks, youth searches, and/or room/unit inspections, staff should be cognizant of the following items which may constitute administrative/institutional contraband or illegal contraband requiring police notification and possible District Attorney prosecution. (For distinction of classification, (see Manual Sections 7.12.6).

#### A. Weapons

- Guns
  - Knives
  - Nunchakus
  - Clubs
  - Sling Shots
  - Garrotes
  - Saps
  - Blackjacks
  - Shanks (plastic, wooden, metal)
  - Carving Tools
  - Eating Utensils
  - Nails
  - Glass Objects
  - False Fingernails
  - Nooses
  - Soap Bar (in a sock or pillow case)
-

## 7.12.2 Identifying Various Forms of Contraband (*continued*)

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### B. Illicit Substances/Items

Drugs	Illegal and fraudulent prescription
Alcohol	(manufactured and homemade-“pruno”)
Cigarettes	
Drug paraphernalia	(straws, pipes)
Matches/Lighters	
Unauthorized pens, pencils, markers	Can be made from a lead, string, and papers
Storage/hoarding of nurse/clinic dispensed medications	Hidden from staff at medication distribution or taken from another youth who hid the items
Pornography	Downloaded from the internet, taken from magazines, passed from visitors or sent through the mail
Jewelry	
Hair items	Grease, ointment, bobby pins, barrettes
Extra Gear/clothing	Items not issued by the facility
Extra books/magazines	
Cell Phones	
MP# Players and iPods	

---

### C. Gambling Devices

- Money
  - Stamps/ stamped envelopes
  - Dice
  - Playing cards
  - Food
  - Clothing
- 

### D. Tattoo Kits

- Pins
  - Ink
  - Marking pens
  - Paper clips/staples
  - Toothpaste
  - Pencil leads
- 

### E. Gang-Related Items

- Pictures/posters
  - Writing/slogans
  - Incoming and outgoing mail
-

### 7.12.3 Means of Acquisition

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The above-referenced items of contraband may be acquired by youth through various and ingenuous ways. The following list exemplifies ways in which contraband can be obtained, brought, or smuggled into the Juvenile Detention Facility.

---

A. People

- Visitors
  - Staff
  - Parents
  - Other youth
  - Attorneys
  - Volunteers
- 

B. Body Parts and/or Cavities

- Stomach, rectum, vagina
  - Mouth
  - Hair (braids, extensions)
  - Behind ears
  - Under armpits
  - In hands, under feet
- 

C. Clothing

- Hems/seams
  - Pockets
  - Underwear
  - Socks/shoes
- 

D. Mail/Packages

---

E. Out of Building Excursion

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F. Theft of Facility Items

- Hoarding of supplies, medications
  - Laundry room
  - Kitchen
  - Medical clinic
  - School
  - Office supplies
- 

G. Self-Manufactured

---

## **7.12.4 Ways Contraband Is Passed in Juvenile Detention Facility**

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Group activities, routine movement, and/or procedures present tremendous opportunities for youth to obtain, pass, or circulate contraband. The following list illustrates how and when contraband may be disseminated:

- During free time
  - During meals
  - School periods
  - Standing in line
  - Visiting
  - Through letters/packages
  - At the medical clinic
  - In the kitchen
  - Passing through other units
  - At church services
  - By leaving item in a neutral area for pick-up
  - During recreation
- 

## **7.12.5 Common Hiding Places**

---

When conducting youth searches, cell, or dorm inspections, staff should pay close attention to areas where youth may hide or attempt to hide contraband. The following are common hiding areas which staff should scrutinize closely for contraband.

---

### **A. Clothing**

- |               |                |
|---------------|----------------|
| 1. Bras       | 2. Pockets     |
| 3. Hems/seams | 4. Socks/shoes |
| 5. Underwear  | 6. Hats        |
- 

### **B. Body Parts**

- |         |                    |
|---------|--------------------|
| • Mouth | 1. Breasts         |
| • Hair  | 2. Bottoms of feet |
| • Ears  | 1. Genitals        |
-



## 7.12.5 Common Hiding Places

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### C. Books/Magazines/Newspapers/Cards

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### D. Rooms

- Vents
  - Bedding
  - Mattress
  - Window sill
  - Mirror
  - Bunk frame
  - Toilet
  - Sink
  - Light
- 

### E. Facility / Grounds Area

- Recreational areas
  - Neutral area
  - Buried in ground
  - Outside window ledges
  - Sink/Shower
  - Under dining room tables / chairs
  - Food carts
  - Utility room
  - Water Jug and Cart
  - Hallways
  - Door ledges
  -
- 

## 7.12.6 Classification of Contraband

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### Types of Contraband

There are two (2) types of contraband which may exist within an institution. Facility contraband consists of items which violate administrative/institutional rules but would be legal outside the institution. Illegal contraband consists of items which are illegal, whether possessed inside or outside of an institution.

The type and classification of contraband will mandate the appropriate sanction as well as the depth and formality of the reporting procedure.

The following classification guidelines shall be utilized by staff to determine whether contraband is viewed as an administrative/institutional rule violation or whether it is an illegal item, requiring specific chain of custody procedures and law enforcement notification.

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## 7.12.6 Classification of Contraband *(continued)*

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### A. Administrative/Institutional Contraband (Soft)

#### Facility Contraband

- possession of money
- possession of cigarettes
- possession of matches/lighters
- making or possessing alcohol (pruno)
- non-regulation/personal clothing
- possession/unauthorized use of cleaning products/solvents
- unauthorized pencils, pens, markers, white-out, tape
- extra gear (clothing, bedding, towels, combs, etc.)
- toiletry items in room (Vaseline, lotion, hair oil)
- unauthorized hair items (pins, extensions, bands, etc.)
- more pictures/magazines/books per person than allowed by dorm rules
- unauthorized posters, magazine cut-outs, pictures, internet printed materials
- gang slogans, symbols, writing, pictures
- storage/hoarding of nurse/clinic dispensed medication
- carving tools (staples, bra hooks, zippers, false fingernails, etc.)
- possession of unauthorized eating utensils
- possession of glass objects
- gambling devices (stamps, money, dice, playing cards, etc.)
- tattooing devices (pins, ink, markers, etc.)
- possession of items belonging to staff or another youth

#### 1. Sanctions for Administrative/Institutional Contraband

#### Sanctions

Depending upon the severity, repetitiousness, or number of items, any of the following sanctions may be imposed at the discretion of the Probation Correction Officer with approval from the Institution Supervisor for possession of the above-referenced contraband:

a	Issuance of a roster or consequence
b	Loss of special work assignments
c	Loss or suspension of privileges
d	Room confinement
e	Reclassification and removal to another unit
f	Program enhancement
g	Program suspension
h	Program failure and/or new charges

---

## 7.12.6 Classification of Contraband *(continued)*

---

Illegal  
Contraband

### B. Illegal Contraband

#### 1. Possession of Weapons

- shanks (metal, plastic, wood)
- knives
- saps, blackjacks
- sling shots
- billy clubs
- garrotes
- nunchaku sticks

#### 2. Possession of Controlled Substance

- illegal drugs
  - unauthorized, fraudulent prescriptions
  - homemade alcohol
  - drug paraphernalia
- 

## 7.12.7 Procedure for Handling Illegal Contraband

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- A. Chain of Evidence: When Juvenile Detention Facility staff discovers an item believed to be illegal contraband, the following table lists the steps to be followed to establish a proper “Chain of Custody.”

Step	Action
1	Notify the Institution Supervisor immediately. Do not touch the contraband if you have not already done so. Once the Institution Supervisor arrives, place the contraband in a sealed envelope or baggy, seal the bag, and write the youth’s name, and Caseload Explorer ID number over the seal, along with the date and time found and the initials of the Probation Correction Officer who found the item.
2	Turn the contraband over to the Institution Supervisor as soon as it is secured. Do not let it sit on the podium or any other area. No other staff member is to handle the contraband.
3	Complete an Incident Report in Caseload Explorer and a Disciplinary Referral.
4	The Institution Supervisor shall attach a printed copy of the Probation Correction Officer’s Incident Report to the envelope the contraband is in.
5	Keep the Chain of Custody as short as possible, do not let any other staff handle the contraband.
6	The Institution Supervisor shall turn the contraband over to the responding law enforcement agency or secure it in the evidence safe.
7	The Institution Supervisor shall add a supplemental report to the Probation Correction Officer’s Incident Report regarding the actions taken and his/her observations with respect to the evidence.
8	The Juvenile Detention Facility Division Manager and Supervising Probation Officer shall be notified as soon as the contraband is secured.

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## 7.12.7 Procedure for Handling Illegal Contraband

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Contraband  
On new  
Intakes  
Is given  
To the  
Officer  
Bringing  
The youth  
In

- B. If the illegal contraband is discovered during routine entry and booking procedures, the contraband should be given directly to the arresting Police Officer, if they are still available. If the arresting Police Officer is still at the Juvenile Detention Facility giving the contraband directly to them will negate having to complete the Chain of Custody procedures as outlined above. If the Arresting Officer is not available, and the contraband is of a significant nature and prosecution is desired, the Institution Supervisor or Intake Officer shall, after properly securing the contraband, contact the Law Enforcement Agency that booked in the youth for the purposes of preparing a report and taking possession of the contraband.
- 

Contraband  
Log

- C. A contraband log for all illegal contraband shall be kept on a clipboard in the evidence safe. The Institution Supervisor will document in the log when the contraband evidence is placed in the evidence locker or turned over to a specific law enforcement agency for disposal.

Purpose

The purpose of the contraband log is to ensure that all illegal contraband found in the Juvenile Detention Facility is properly handled and disposed. The staff member who discovers the contraband or the Institution Supervisor shall document the date the contraband was found, the type of contraband, where it was found, by whom, and the final disposition of the evidence.

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## 7.12.8 Sanctions for Illegal Contraband

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### A. Arrest on New Charges

1. Prosecution Procedures: Prosecution of a youth for the possession of illegal contraband while in the Juvenile Detention Facility is to be initiated when the suspect can be identified. However, staff must exercise extreme caution to preserve the legality of the case as well as the rights of the suspected youth.

When illegal contraband is discovered and the identity of the suspect is certain enough that prosecution is a possibility, the following procedures shall be used:

## 7.12.8 Sanctions for Illegal Contraband (*continued*)

Step	Action
1	Seize the contraband following the chain of evidence procedures as outlined in <b><u>Manual Section 7.11.7.</u></b>
2	Advise the suspected youth of their Miranda Rights prior to any questioning regarding the illegal contraband.
3	An Incident Report shall be written by the staff that discovers the contraband or evidence. The Incident Report shall indicate where, when, and under what circumstance the contraband or evidence was discovered.
4	The Institution Supervisor or Intake Officer shall contact law enforcement and the Supervising Probation Officer and request an officer to come to the Juvenile Detention Facility to take a report and possession of the contraband as outlined by the procedures in <b><u>Manual Section 7.12.7.</u></b>
5	Physical evidence shall be removed from the evidence locker by the police officer taking the report. All evidence must be secured and labeled in accordance with the chain of custody procedures unless it was discovered during the initial search of the youth during entry and booking in the presence of the police officer who brought the youth to the Juvenile Detention Facility.
6	Law enforcement agency shall present the entire case to the District Attorney who will determine whether charges should be filed.

## 7.12.9 Destruction of Contraband Evidence

Purpose If the source of the contraband or the identity of the responsible suspect cannot be determined, then the following procedures shall be followed by staff in disposing of the contraband.

A. Secure the contraband pursuant to **Manual Section 7.12.7.**

Several  
Items in  
Locker

B. In the months of January and July, the Supervisor in charge of safety and security shall prepare an itemized list. Illegal items shall be turned over to the Tulare County Sheriff's Office for disposal. All attempts will be made to turn over contraband to local Sheriff's Office or dispose of per their instructions.

C. Under no circumstance is contraband to be removed from the contraband locker after being seized except for court, destruction, training purposes, or release to police agencies.

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Use of Physical Force</b></p> <p><b>Section: 7.12</b></p> <p><b>Authority:</b></p> <p><b>W &amp; I 210, 885</b></p> <p><b>Title 15; Article 5, Section 1357</b></p>
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## 7.13.1 Use of Force Law

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Authorized  
by State  
and Federal  
laws

State and federal law empowers peace officers with the right to use physical force when deemed reasonable and necessary to ensure the safety and security of youth, staff, and the facility. When emergencies arise and the use of physical force is contemplated, staff are required to know exactly what type of force is allowed, when it is appropriate, and how to apply it properly. In this section, the policy and procedures surrounding the use of physical force will be addressed. Juvenile Detention Facility staff have a duty and responsibility to safely maintain control of the institution and its components.

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Definition  
of "Use of  
Force"

- A. Use of force means an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others. Physical force is the use of OC, the use of defensive tactics including the initiation of a control hold, the use of restraints, or any bodily contact between a staff member and a youth when that contact is initiated for the purpose of accomplishing one of the objectives of Manual Section 7.13.3.
- 

Limited Use

- B. Use of force, in excess of that which is necessary, or use of force after the necessity for control has been attained, is not lawful or protected. Staff are required to take an eight (8) hour class titled Weaponless Defense class during new officer orientation. Use of undue force, or force after the situation has been controlled, constitutes an unlawful act of assault or battery and is not authorized or protected under Tulare County Probation Department Policy or California law.
- 

Protected by  
Law

- C. Juvenile Detention Facility staff will be protected by the law to the extent they operate within it. When staff exceeds the protection of the law, they are vulnerable to criminal charges and/or departmental disciplinary action. When such instances occur, the Tulare County Sheriff and the District Attorney's Office will be notified through the internal chain of command to investigate the situation with the full cooperation of the Probation Department.
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### 7.13.1 Use of Force Law *(continued)*

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Not to be  
Used as  
Punishment

- D. Under no circumstances shall physical force be used as a form of punishment, discipline, retaliation, or treatment. Nor shall physical force be engaged in with the intent to injure a youth, except in instances where a life is threatened or in jeopardy.

Offensive physical force will be condoned only in a life threatening situation and as a final resort for the protection of self, staff, and/or other youth.

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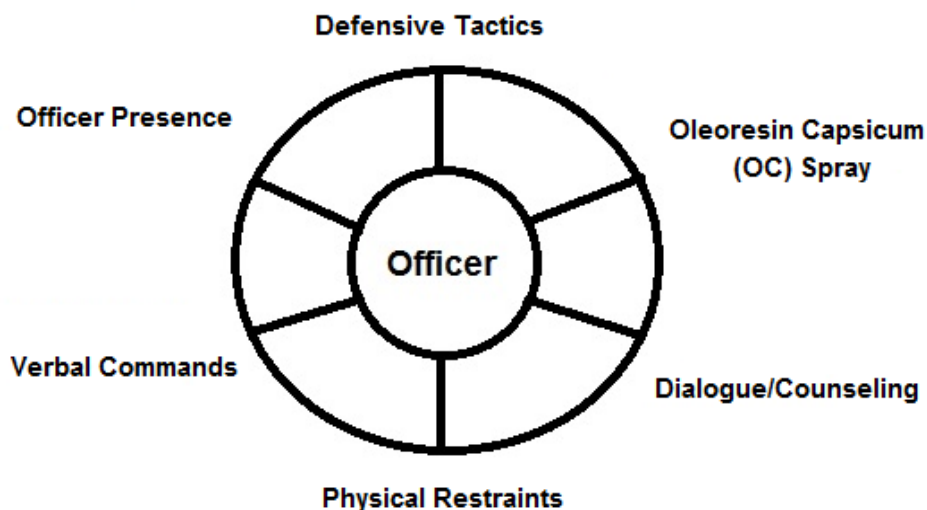
Notify Duty  
Supervisor

- E. Whenever possible, initiation of physical/chemical contact with a youth should be done as a last resort and in the immediate presence of another staff member and, if the situation allows, an Institution Supervisor. The Institution Supervisor shall be notified and his/her presence requested whenever physical contact with a youth has occurred.
- 

### 7.13.2 Use of Force Options for Physical Restraint and Control

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- A. Strategies for physical restraint and control involve partial or total control or immobilization of a youth through the use of defensive force control instruments. Defensive force control instruments include, but are not limited to, the following "Force Wheel:"



## 7.13.2 Use of Force Options for Physical Restraint and Control *(continued)*

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These force options are immediately available to staff depending on whatever force is reasonable and necessary to effectively restrain and control a youth for physical safety and security. Staff will escalate or de-escalate the use of force as the youth's resistance or behavior changes.

It may be appropriate to use more of the same option before moving to a different type of force. For example, more staff presence, meaning an addition officer or the Institution Supervisor is called to the scene, before going to a higher level of force.

Officer Presence	<ul style="list-style-type: none"><li>Officer presence and conduct, as outlined in this manual section, is essential to the prevention of situations requiring physical intervention. Rapport, cooperation, and respect are necessary qualities that must be effectively and consistently maintained.</li></ul>
Dialogue/ Counseling/ De-escalator	<ul style="list-style-type: none"><li>Dialogue/counseling refers to the staff's ability to gain control of the situation through the use of verbalized statements. In most control situations, dialogue properly used on a daily basis is the only option necessary. Dialogue, including counseling efforts, may also be the single most successful option available. Staff should work to de-escalate situations through the use of verbal counseling, when possible.</li></ul>
Verbal Commands	<ul style="list-style-type: none"><li>During volatile circumstances, dialogue/counseling may not be sufficient to control the situation. Staff should give clear, direct orders to youth, while employing command presence. Verbal commands include, "Stop," "Cover," or "Go to Your Room," etc.</li></ul>
OC Spray	<ul style="list-style-type: none"><li>Use of OC is permitted Section 12403 of the California Penal Code. Juvenile Detention Facility staff may utilize OC as set forth in <u>Manual Section 7.13.6</u>.</li></ul>

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### 7.13.3 Physical Force Policy

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A. Within the Juvenile Detention Facility, the use of physical force is that which is deemed reasonable and necessary, as defined in Title 15 Section 1302 to ensure the safety and security of youth, staff visitors, and the facility. If the situation permits, prior to engaging in physical force, staff shall exhaust less physical alternatives to gain compliance or control and contact the Duty Institution Supervisor, such as with an extraction. The use of physical and/or chemical force is limited to the following situations:

1. Self-defense;
2. Defense of staff;
3. Defense or protection of youth;
4. Protection of County property;
5. Prevention of escape;
6. Prevention of riots/unit disturbances;
7. Movement of a youth who fails to cooperate with a staff request to leave the scene of an incident or accompany staff to a designated area (e.g., their room, etc.) when such compliance is necessary for maintenance of group control or individual safety.

---

Use of  
Force Is  
Reasonable

B. Every reasonable or practical effort must be made to avoid hurting or injuring the youth.

---

C. When physical force is justified, such force is limited to the reasonable degree necessary to gain youth control or compliance. It is the policy of the Juvenile Detention Facility that staff shall take affirmative action to intervene and immediately stop any use of excessive force by another staff. Staff observing intentional abuse of this policy by other staff members are required to notify the Institution Supervisor and report the observed violation. Failure to do so may result in disciplinary action.

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Medical  
Check

D. After securing the youth following physical force, medical staff shall be contacted, and the youth shall receive a prompt medical evaluation and/or treatment for any injuries sustained. Staff shall refer the youth to mental health following any use of force incident.

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Staff Will  
Receiving  
Ongoing  
Training

E. It is also the policy of the Juvenile Detention Facility that all staff members receive ongoing training in self-defense tactics and control holds. When using physical force only those defensive tactics and control holds specifically approved by the Probation Department are authorized.

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## 7.13.4 Reporting, Debriefing, and Notification Procedures Following Physical Force

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Incident  
Reports Shall  
Be Completed  
on All  
Physical  
Force Incidents

In all instances involving physical contact between staff and youth, an Incident Report documenting the incident pursuant to Manual Section 3.3.2 is to be completed in Caseload Explorer.. This report shall include an accurate description of the incident, amount and type of force used, a description of any injuries to youth and/or staff, any medical treatment or first aid given and/or requested, and a list of all participants and witnesses. The incident report shall be completed prior to the end of the shift.

Essential to  
Have Complete  
Filed Reports

Staff and/or youth may be injured during a properly performed physical confrontation, and allegations of impropriety or excessive force may be made. Complete, accurate, and prompt reports are the best safeguard from false accusations regarding the use and application of force by staff.

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- A. A disciplinary referral shall be completed to ensure due process is provided for any incident resulting in discipline.
- 

Admin  
Review

- B. All physical force incidents shall be administratively reviewed regarding the appropriateness of the physical force and the need for further staff training. In the event it is determined the use of force was unreasonable, the Division Manager or designee shall refer the incident to the Deputy Chief Probation Officer for further investigation.
- 

Debriefing

- C. At the direction of the Division Manager or designee, a designated Institution Supervisor shall review video of the incident and prepare a formalized debriefing for involved staff. The Institution Supervisor shall meet one-on-one with all involved staff and/or youth and provide training as well as mitigating the effects of trauma that may have been experienced by staff and/or the youth involved.
- 

Notification

- D. Following a Use of Force Incident, the Duty Institution Supervisor or designee is responsible for notifying:
1. Medical Staff
  2. Mental Health Staff
  3. The Parents or Legal Guardians of the Youth
  4. The Division Manager or Supervising Probation Officer via Email or phone call.
-

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### **7.13.5 Limitations regarding Use of Force on Pregnant Youth**

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Pregnant  
Youth

A female youth known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body subject to the security needs described in California Penal Code 3407 and Welfare and Institutions Code 220(b) and this policy.

PC 3407  
W&I 220(b)

Pregnant youth temporarily taken to a hospital outside the facility for the purposes of childbirth shall be transported in the least restrictive way possible consistent with legitimate security needs of each youth.

All restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery, determines that the removal of restraints is medically necessary.

Upon confirmation of the youth's pregnancy, she shall be advised, orally and in writing, of the stands and policies governing pregnant inmates, including, but not limited to the provisions of this chapter, the relevant regulations, and facility policies regarding pregnant youth.

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### **7.13.6 Use of Oleoresin Capsicum (OC) Spray in the Juvenile Detention Facility**

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Authority  
And use

OC Pepper Spray shall be used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.

The regulations set forth in this section, and the use of OC herein authorized, comprise the limitations established by The California Department of Justice (DOJ) and the Chief Probation Officer. Any employee who exceeds these limitations or fails to comply with these regulations shall be subject to disciplinary action, unless the employee can adequately justify that the action taken was legal, safe, and necessary. The burden of such justification shall be on the employee.

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A. OC is a non-lethal, non-impact defensive capability that is a component of the Use of Force Options. Use of OC must be consistent with PC 835 (a).

---

B. Possession of department-issued OC is restricted to designated on-duty staff only. Designated staff are those individuals who have successfully completed a training course in the use of OC spray. The department authorizes the use of OC spray only in the course of on-duty activities and operations. The department-issued OC equipment is not authorized to be taken out of the facility, unless on duty.

---

C. The Juvenile Detention Facility shall issue canisters containing Oleoresin Capsicum to authorized personnel. Only Juvenile Detention Facility owned and issued Oleoresin Capsicum is authorized for on-the-job use and shall:

1. Be the property of the Tulare County Probation Department.
2. Be authorized for on-the-job use ONLY.
3. Not be loaned or given for use by other staff.
4. Be secured upon the person the OC spray was issued to.

NOTE: Use or discharge of OC spray not in accordance with this policy is unauthorized. Violation of the OC policy may result in disciplinary action, up to and including termination.

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## **7.13.6 Use of Oleoresin Capsicum (OC) Spray in the Facility (continued)**

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### **Training**

- D. OC Spray training shall be provided to all staff during the first 80 hours of training and continued regular training shall be conducted with all authorized staff on a yearly basis. Annual OC Spray training shall address:
1. Known medical and behavioral health conditions that are OC Spray resistant;
  2. Known medical and/or behavior health conditions that would cause death or serious injury if sprayed with OC Spray;
  3. Types of OC Spray used and methods of application in the Juvenile Detention Facility;
  4. Signs or symptoms that should result in immediate referral to medical or behavioral health;
  5. Instruction on the Constitutional Limitations of Use of Force as per the 4<sup>th</sup> Amendment and the 14<sup>th</sup> Amendment;
  6. Physical training force options that may require the use of perishable skills;
  7. Documenting OC Spray incidents in Caseload Explorer;
  8. OC Spray video review and simulations.
- 

### **7.13.6.1 Characteristics of Oleoresin Capsicum**

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Oleoresin Capsicum spray is a highly concentrated form of pepper or similar synthetic substance that affects the mucous membranes of humans and animals and is considered "Tear Gas," as defined by Penal Code Section 12401. OC, when applied to the face, typically causes swelling of the mucous membranes, involuntary closing of the eyes, gagging, coughing, shortness of breath, and an intense feeling of burning on the exposed skin areas. Most persons encountering OC involuntarily bend at the waist or drop to their knees, regardless of their emotional or intoxicated state. The major advantage of OC is that it is consistently effective when used against combative persons with reduced sensitivity to pain. The symptoms are temporary and may last up to 45 minutes, if left untreated. Decontamination is simpler and more effective than with other chemical agents.

Oleoresin Capsicum (OC pepper spray), is the only tearing agent authorized for use by the Tulare County Probation Department. It is authorized for use pursuant to Section 22825 of the California Penal Code.

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### **7.13.6.2 General Precautions in the Use of OC Spray**

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The following precautions shall be strictly adhered to with regard to the application of OC:

1. OC Spray shall not be used in the immediate vicinity of infants since their respiratory systems are extremely sensitive (this pertains to special visits).
  2. Care shall be given before using OC Spray in windy conditions, for example, outdoor recreation.
  3. OC Spray applicators shall be shaken once a shift and tested bi-monthly to ensure that the active ingredient is properly mixed and the spray nozzle is clear (late night Institution Supervisors will be responsible on a bi-monthly basis for testing the dispensers).
  4. Care shall be taken as to the type of applicator and its mode of carry to preclude accidental discharge.
  5. OC Spray containers used in the Juvenile Detention Facility are non-flammable/non-toxic applicators; however, it should be noted that some OC Spray applicators are of a flammable nature and should not be used where exposure to open flame or spark may cause ignition. Contents are noted on the side of the OC Spray dispenser.
  6. At the beginning of each shift, officers shall check the OC Spray canister by shaking it in an up and down motion to ensure they have an adequate supply of OC Spray (the dispenser should be no less than half full).
  7. To prevent possible leaks and damage to the OC Spray canister, officers should never throw it, even if they believe it is empty.
  8. OC Spray canisters are constructed from aluminum materials, and as such, they are easily damaged when squeezed and/or smashed.
  9. Any OC Spray canisters that are dented or expired, shall be replaced by the Institution Supervisor and disposed of properly.
-

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### 7.13.6.3      **Application of Oleoresin Capsicum (OC) Spray in the Facility**

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Purpose                      OC Spray may be used within the scope of Peace Officer authority to ensure the safety and security of youth, staff, and the facility. An explanation of OC Spray use will be included in the orientation for each youth coming into the Juvenile Detention Facility.

Verbal Command                      OC Spray shall be used only after making a reasonable effort to verbally persuade voluntary compliance from the youth by issuing the “Cover” command, and after giving a clear warning that OC will be used if such voluntary compliance is not made, unless the safety and security of staff, youth, and the institution is threatened “Cover OC” command.

“Cover, Cover, OC”                      As noted, the only exception to using OC Spray before a verbal warning is given is when the behavior exhibited is of such a nature that even momentary delay would result in further injury to a person. Then, OC Spray may be applied without warning.

---

Authorized Use                      A. OC Spray shall be used as an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others. It shall be used under the following circumstances:

1. When confronted with a physically violent, combative youth, or group of youth.
2. When less restrictive steps in the Use of Force Wheel have failed or when the circumstances would cause a reasonable person to believe that other steps in the Use of Force Wheel would pose an immediate threat of or may result in bodily harm to the staff or to others.

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Yell OC Prior to Use to Warn Staff                      B. Caution should be used when spraying OC Spray on resisting youth, who are engaged physically with other youth complying with the “Cover” command or who are not isolated from bystanders.

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C. When youth are engaged with staff, caution should be used prior to OC Spray use. This may be facilitated by giving a verbal notification, "OC," and its acknowledgment by involved personnel prior to application. Staff in the immediate vicinity of the youth should step away.

---

### 7.13.6.3

### Application of Oleoresin Capsicum (OC) Spray in the Facility

---

Not to be  
Used For  
Punishment

- C. OC Spray shall not be used for punishment, retaliation, treatment, or disciplinary purposes. Staff are to ensure that no greater amount of OC Spray is used than is necessary to gain control of the situation and subdue the youth.
- 

Use In  
Room  
Extractions

- D. In the instance of cell extractions, where the youth(s) are aggressive toward a roommate, damaging county property, or have barricaded their cell, if the door is open, staff shall close the room door and summon the Institution Supervisor. For Cell Extractions, if the situation is critical in nature and will endanger the life of the youth then the officer(s) will act prior to the Institution Supervisor arriving.

Upon the Institution Supervisor's arrival, the unit staff shall brief them on the situation. The Institution Supervisor shall attempt to verbally gain compliance from the youth and de-escalate the situation before using OC Spray, if there is time. In some cases, mental health staff shall be summoned to counsel the youth before any type of force is used. If the Institution Supervisor determines that force is appropriate, the unit staff shall give the youth(s) a verbal warning that continued refusal to comply with staff instructions shall result in the application of O.C. Spray. If the youth does not comply with the staff's instructions, the I.S. shall assess the situation and decide if the youth's resistance presents a danger to the youth or staff or if Tulare County property is being actively damaged. If this is the case, the I.S. shall give the authorization for the use of O.C. Spray as outlined in Section B.

After the application of O.C. Spray is complete, if the youth continues to be aggressive or non-compliant, the Institution Supervisor must determine if staff shall enter the room to restrain the youth. Care should be taken during this period of time to continuously observe the youth and to attempt to communicate with him/her to gain an agreement to comply with directions.

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### 7.13.6.3

### **Application of Oleoresin Capsicum (OC) Spray in the Facility** *(continued)*

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Use of  
Gas Mask

- E. In the instance that O.C. Spray is used in a cell extraction the Gas Mask shall be used only by staff designated by the Institution Supervisor to participate in the cell extraction.

The protocol in use of the Gas Mask is as follows:

1. Check the mask for:
  - Broken or damaged straps
  - Cracks or tears along the face sealing area
  - A tight fitting filter, by turning it clock-wise
2. Put on the Gas Mask.
  - Place the head harness over the top of the head
  - Pull the mask against your lower face
  - Pull the head straps tightly until a seal is formed between your skin and the mask
3. Listing the mask to make sure it is sealed
  - Place your hand over the canisters and breathe in. If no air comes in from the sides of the mask you have a seal and you can proceed
4. Decontaminating the Mask-The Duty Institution Supervisor shall decontaminate all masks that are worn by staff during a cell extraction as per the following protocol:
  - Wipe the inside of the mask with an alcohol wipe from the inside out
  - Wipe the outside of the mask with a disinfectant spray
  - Check the mask for rips or tears in the straps and mask

Staff  
Responsible  
For Safety  
And  
Decontamination

- F. Juvenile Detention Facility staff are responsible for the safety and decontamination of the youth once OC Spray has been applied. Officers must take all reasonable precautions to ensure that the youth is not injured while incapacitated by the OC Spray.
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### 7.13.6.3 Application of Oleoresin Capsicum (OC) Spray in the Juvenile Detention Facility *(continued)*

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H. The following table sets forth the steps to take when using OC spray.

Step	Action
1	Fight or incident occurs.
2	Staff involved shall give the Cover Command.
3	The alarm pen shall be activated by staff to notify control of the situation. Staff shall call "Officer needs assistance" or "10-10" and the location of the incident, over the radio. The Institution Supervisor and staff not supervising youth, shall respond to the incident.
4	Draw canister from holster and loudly state, "Cover OC."
5	A. Combatants or disruptive youth stop, OC spray is not used; <b>Or:</b> B. Combatants or disruptive youth does not go into the cover position.
6	Staff sprays combatants or disruptive youth.
7	Control and handcuff youth, once backup staff has arrived to monitor the rest of the group. Never use physical force or apply handcuffs before backup staff has arrived.
8	Keep the group in the cover position until additional staff arrive.
9	Remove the youth who have been OC sprayed to their rooms.

---

G. Once the unit has been secured and there is no further threat of violence, the Institution Supervisor shall meet with all involved staff either as a group or individually as the situation permits.

1. The Institution Supervisor shall provide a debriefing of the incident and use of force to all involved staff and/or youth for the purposes of training, as well as mitigating the effects of trauma that may have been experienced by staff and/or youth involved.
  2. The Institution Supervisor shall designate which staff are writing a report and which type of report(s) are to be written.
  3. The Institution Supervisor shall document the debriefing in the Caseload Explorer Incident Review.
- 

H. Juvenile Detention Facility staff are responsible for the safety and decontamination of the youth once O.C. Spray has been applied. Officers must take all reasonable precautions to ensure that the youth is not injured while incapacitated by the O.C. Spray.

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### 7.13.6.3 Application of Oleoresin Capsicum (OC) Spray in the Facility *(continued)*

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- I. Staff shall begin the decontamination process for those youth exposed to O.C. Spray immediately after all youth are secured in their rooms. Youth that are not combative shall be provided a shower and clean clothing for decontamination purposes. Youth that are combative shall be provided a Sudecon Wipe or wet towel and clean clothing if it is not dangerous to open the cell door. Once the youth is no longer combative he/she shall be provided a shower as per Section 7.13.6.5.4, even if a wet towel was previously given.
- 
- J. Only the Institution Supervisor may elect to disciplinary remove one or more youth to a different cell or unit.
- 
- K. Whenever possible, staff shall avoid deploying O.C. Spray against youth who have the following medical histories or profiles:

1	New bookings (Prior to Medical Exam)
2	Those who have any documented medical history of respiratory problems
3	Those who have any documented medical history of heart disease or related problems.
4	Those who are taking any psychotropic, stimulant medication
5	Those admitted who are under the influence of stimulant narcotics (cocaine, methamphetamine, PCP)
6	Those with a documented medical history of seizures
7	Those who are medically obese

---

- L. All youths, who are recognized as having the aforementioned characteristics by medical staff, shall be identified upon induction and tagged medical alert on the medical chart. The youth shall be listed as OC sensitive in Caseload Explorer.

All reasonable efforts should be made to avoid spraying these youth with O.C. spray. However, because staff and non-aggressive youth safety is out primary responsibility there may be occasions due to the threat of and/or violent circumstances where O.C. Spray may have to be used on medical alert youth to prevent serious injury.

When this occurs, Medical staff shall be called to the scene immediately.

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### 7.13.6.4 Authorization to Carry O.C. Spray in the Facility

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Authorized  
Personnel

The Division Manager shall designate those persons authorized to use O.C. Spray within the scope of their staff employment at the Juvenile Detention Facility. The staff must:

1. Be extra-help or full-time, regular employees in the following classifications:
    - Probation Division Manager
    - Supervising Probation Officer
    - Institution Supervisor
    - Probation Correctional Officer I/II/III
    - Deputy Probation Officers
  2. Have received a POST/STC Training Certificate for Use of Chemical Agents and supplemental training on the use of Oleoresin Capsicum.
  3. Have proof of certification on file in the STC and Personnel File.
- 

### 7.13.6.5 Decontamination for Oleoresin Capsicum (OC) Spray

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Remove to  
Safe Area  
For  
decontamination

In all cases where OC Spray is deployed, once the youth has been controlled and restrained, the youth shall be immediately removed to a safe area where the decontamination process may begin. If the youth is being compliant, restraints shall be removed during the decontamination process. Medical staff shall assess all youth affected by OC Spray.

When no medical staff are onsite, youth will be seen by medical staff at the Facility or be taken to a medical facility to be cleared (e.g., KDDH).

---

A. The following methods shall be used to decontaminate individuals affected by OC Spray:

Staff  
Assistance

1. Staff shall assist each youth affected by OC during the decontamination process. Tell the youth to calm down and relax.

Options For  
decontamination

2. Staff shall move the affected youth to the shower area, unit cell, or eye wash station. An outdoor hose may be used if the incident occurs on the recreation field.

Contact  
Lens

3. When decontamination begins, if the affected individual is wearing contact lenses, they should be removed. Medical staff present at the scene of the incident may advise or assist in the removal of the contact(s).

Decontamination  
Via the Shower

4. In the event that the affected individual is decontaminated in the showers, staff shall assist each youth during this process. The youth shall remain clothed, in socks or shower shoes, and a cool stream of water should run over his face and head. Special care shall be given during this process, as the shower area is a confined area, and it may be slippery.
-

### 7.13.6.5

### Decontamination for Oleoresin Capsicum (OC) Spray *(continued)*

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Flushing  
Cool Water  
Over the Face

5. The youth's eyes and face shall be flushed by placing the affected person in the shower or leaning them over the sink or eye wash station and applying cold water to cleanse the area (1-2 minutes). Alternate between affected persons, if necessary.

Medical  
Staff

6. On occasion, a youth may refuse to willingly participate in the decontamination process. In order to avoid possible injury, the following procedure shall be followed in relation to youth who refuse to decontaminate:

Monitoring  
The affected  
Youth

- If the youth refuses decontamination, he/she shall be counseled regarding the need for decontamination.
- If the youth continues to refuse to comply, staff shall provide the youth with a Sudecon Wipe.
- In the event no neutralizer is available, cool water shall be sprayed onto the youth's face and eyes, using a clearly labeled spray bottle. This bottle shall be set aside specifically for this purpose and shall not be a bottle that has been used for any other purpose.
- To ensure the safety of a non-compliant youth during decontamination, restraints shall not be removed until the youth has been decontaminated and is being cooperative.
- Youth who have been exposed to chemical agents shall not be left unattended until they are fully decontaminated or are no longer suffering the effects of the chemical agent.

Not to be  
left alone

7. Following a Use of Force Incident, the Duty Institution Supervisor or designee is responsible for notifying:
  - Medical Staff
  - Mental Health Staff
  - The Parents or Legal Guardians of the Youth
  - The Division Manager or Supervising Probation Officer via Email.
8. Medical staff shall monitor vital signs of affected persons. Medical staff shall monitor which, if any, affected youth need to be moved to medical. When no medical staff are available, youth shall be taken to an outside medical agency for clearance.
9. Five minute Room Checks shall be completed by Juvenile Detention Facility staff for one (1) hour from the end of decontamination. Juvenile Detention Facility staff are to see that the youth is sitting up and that she/he responds to verbal direction. Do not allow the youth to lie down as this may cause further respiratory problems.

The room checks shall be documented on an OC Log Form, which shall include the following:

- a) The name of the staff conducting the checks shall be legibly written.
- b) The decontamination time shall be documented.
- c) The medical clearance time shall be documented.

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### **7.13.6.5 Decontamination for Oleoresin Capsicum (OC) Spray** *(continued)*

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10. Details of all decontamination efforts are to be included in the Incident Report written to document the incident. Staff are to document the decontamination times on the O.C. Pepper Spray Log. The following documentation must be completed in Caseload Explorer:

- a) Details of all decontamination efforts are to be included in the Incident Report written to document the incident.
- b) A Pepper Spray Log is to be completed, documenting the time and source of decontamination.

11. Do NOT use oils, lotions, creams or salves following exposure to Oleoresin Capsicum. These will trap the irritants and enhance and prolong the effects.

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B. After youth and the unit are secured, staff will notify Institution Supervisor (responding to the emergency) if they have received an over-spray or are sensitive to the O.C. Spray.

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C. The Institution Supervisor will make a determination regarding the condition of the affected staff and take the appropriate amount of action as outlined below:

- 1. If the reaction is minor the Unit/Institution Supervisor will determine if it is necessary to have the staff allowed time out of the unit or if a temporary replacement is necessary.
  - 2. If a staff has suffered a severe reaction to the O.C. Spray and/or received a direct spray the following protocol will be utilized:
    - a. Staff will be replaced to undergo the decontamination process if necessary. A shower is available in the staff locker room of the Juvenile Detention Facility.
    - b. Referral to a department approved provider will be made if necessary by the Institution Supervisor. Workers Compensation paperwork needs to be completed/given to the employee.
-

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### 7.13.6.6 Documentation for Use of Oleoresin Capsicum (OC) Spray

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The use of OC Spray shall be reported in writing ~~as on~~ an Incident Report *in Caseload Explorer*, pursuant to Manual Section 3.3.2. The report shall be completed prior to the end of the shift during which the use occurred.

A. The report shall include:

1. The reasons for which it was used;
  2. Efforts to de-escalate the situation prior to use of OC Pepper Spray;
  3. All youth involved;
  4. All staff involved;
  5. The date, time and location of use;
  6. Decontamination procedures applied; and,
  7. Identification of any injuries sustained as a result of such use.
- 

B. All staff involved in the incident shall prepare an Incident Report in Caseload Explorer detailing the reason for and the use of OC Spray prior to shift completion. Include all counseling that was done prior to the incident if applicable. All staff involved who are not the primary Officer shall complete a supplemental report to the main Incident Report.

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C. Submit a Disciplinary Report Referral to the Institution Supervisor prior to shift completion.

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D. The Institution Supervisor and Administration shall review the reports in Caseload Explorer to ensure that the use of OC was in accordance with this policy.

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E. A Pepper Spray Log is to be completed in Caseload Explorer, documenting the time, reason for use, and which youth were exposed.

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### **7.13.6.7 Control and Storage of OC**

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OC Control  
Measures

A. Canisters of O.C. Spray shall be controlled and accounted for as follows:

1. The Institution Supervisor assigned to SST shall assign each Officer qualified to carry O.C. Spray within the facility a canister unique to that staff.
    - a. The canisters are assigned a number which does not repeat, that corresponding to the Duty Belt it is issued with.
    - b. The staff member will sign out for the OC Spray at the start of the shift and the Institution Supervisor will note that it is returned at the end of the shift.
  2. All O.C. Spray canisters not in use, shall be stored in the locked SST room.
  3. At the beginning of each staff's shift he/she shall acquire the O.C. Spray canister from the Duty Institution Supervisor at the SST room. Each staff issued an OC canister at the commencement of the shift, shall be responsible for shaking the can and determining whether the can is at least half full.
  4. Staff are responsible for securing the canister to their person the entire shift.
  5. If during the course of the staff's shift O.C. Pepper Spray is deployed, the canister shall be given to the Duty Institution Supervisor for replacement as needed.
  6. At the conclusion of the staff's shift the O.C. Spray canister shall be returned to the SST room and placed back into the secure storage area.
  7. The Institution Supervisor shall ensure that all OC canisters are accounted for after every shift worked.
  8. OC Spray canisters that have not been put into circulation, are stored in locked cabinets in the SST room.
  9. Empty canisters of OC spray shall be turned in to the Institution Supervisor. The Institution Supervisor shall ensure the canister is depleted completely and dispose of the can in the dumpster outside of the facility.
  10. Under no circumstances shall anyone attempt to take an OC canister out of the building when they are off duty. Under no circumstances shall anyone bring personal OC canisters into the building.
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### **7.13.6.7 Control and Storage of OC**

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- B. A designated Institution Supervisor shall be responsible for testing and replacing all active canisters of O.C. Pepper Spray as follows:
1. The designated Institution Supervisor shall collect the O.C. Spray canisters from all staff that worked shifts 1 and 2 of the same day as well as shift 3 of the previous day.
  2. The designated Institution Supervisor shall inspect each canister for damage. If the canister feels light, the Institution Supervisor shall weigh it.
  3. O.C. Spray canisters that weigh less than 1.46 oz., have less than ¼ can of O.C. Pepper Spray, and must be replaced.
    - a. All canisters that are taken out of circulation shall be documented on the O.C. Pepper Spray Log.
    - b. All said O.C. canisters shall be inventoried by the Institution Supervisor assigned to SST.
    - c. Any canister with an O.C. Pepper Spray weight less than 1.46 oz., but not depleted, shall be given to the Training Institution Supervisor to be used in the training of new staff.
    - d. Depleted O.C. canisters shall be disposed of in a secured location and documented in the SST inventory.
  4. O.C. canisters which are excessively dented and/or damaged or the dent is near the top of the canister shall be removed from circulation and processed in the same manner as a depleted canister.
- 
- C. Under no circumstances shall anyone attempt to take an O.C. Spray canister out of the building when they are off duty. Under no circumstances shall anyone bring personal O.C. Spray canisters into the building.
- 
- D. The Institution Supervisor assigned to SST shall keep a current database of all O.C. Spray canisters and disposal, which can be provided to Administration upon request.
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### **7.13.7 Departmentally Approved Defense Techniques**

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All Juvenile Detention Facility (JDF) staff are required to receive and complete a training program for departmentally approved defense tactics. This course provides staff with the basic defense tactics and control holds approved for use in this institution. All staff shall receive ongoing training in this area on an annual basis.

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### **7.13.8 Potential Injury Resulting from Holds**

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Whenever staff utilizes a defense tactic or control hold on a youth, the potential for injury exists. After establishing control of a youth, have the medical clinic evaluate the youth for the following injuries:

- Wrist sprains;
  - Broken bones;
  - Concussions;
  - Cuts and abrasions;
  - Contusions;
  - Joint dislocations.
- 

### **7.13.9 Choke Holds**

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Under no circumstances shall choke holds be utilized to restrain youth in the Juvenile Detention Facility. The use of the carotid or air choke hold are extremely dangerous and can result in death and are, therefore, absolutely unauthorized and strictly forbidden.

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## 7.13.11 Use of the Institutional Shield

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### Justification

A. The protective shield is a piece of equipment designed to protect staff who must physically control hostile, non-compliant youth. The protective shield will only be used in situations where one or more of the following occurs:

1. Continuous counseling attempts have failed.
2. A supervisor or administrator is present and/or has approved the use of the protective shield to contain a situation.
3. When a youth is in danger of harming himself/herself or others or is causing serious damage to County property.
4. In a situation which presents immediate danger of injury to staff or youth.
  - a. The protective shield is a clear, hard plastic concave piece of equipment with two handles. The handles allow staff to control the shield while maintaining visual contact with the youth. The concave shape will conform to the shape of a body and will safely restrain a youth to a wall, bed, or floor without injury. The concave shape can also deflect blows from an armed youth.
  - b. The protective shield will temporarily restrict and contain a youth's movements so that he/she can be safely placed in a department-approved control hold, pursuant to training received, as required by Manual Section 7.13.7 Departmentally Approved Defense Techniques, and subsequently placed in mechanical restraints as needed and as defined in Manual Section 7.14.1 Use of Mechanical Restraints.
  - c. Only properly trained staff will be authorized to use the protective shields. Staff will be complete in yearly training in the Use of the Institutional Shield and Weaponless Defense.
  - d. There are four (4) protective shields strategically located throughout the institution in the following locations:
    1. Storage Room Pod 1
    2. I.S. Office Pod 1
    3. Storage Room Pod 5
    4. I.S. Office Pod 5
  - e. Staff will not use the protective shield to coerce, harass, belittle, or abuse any person or youth.
  - f. The protective shield shall not be used in any form of horseplay.
  - g. The protective shield is not to be used in incidents involving pregnant youth.

### Storage Location

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### 7.13.11 Use of the Institutional Shield (*continued*)

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#### B. Procedure

##### 1. Unit Staff:

- a. Situations occur where youth(s) act out in a hostile and aggressive manner. During these episodes, staff are to utilize their training and attempt to calm and contain the situation. If it appears the youth's behavior is sufficiently serious to require an immediate response, staff will contact the Duty Institution Supervisor. The Institution Supervisor will evaluate the situation and instruct to staff retrieve the shield if it appears necessary.
- b. Once the protective shield has been approved for use, unit staff (that have received training in using the protective shield) will proceed as instructed by the Institution Supervisor.
- c. Once the acting-out youth has been confronted, it may become necessary to remove that youth from his/her current location to a more controlled secure housing unit. After Juvenile Detention Facility administration or the Institution Supervisor approved the shield's use, staff will deploy the protective shield, ensuring sufficiently trained staff is available to accomplish the task as safely as possible.
- d. Each time the protective shield is called for and/or used, an Incident report will be completed in Caseload Explorer.
- e. Each time the protective shield is used, the youth shall be referred for immediate medical evaluation.
- f. The Institution Supervisor will notify administration of the use of the Institutional Protective Shield as soon as possible.

Trained Staff  
Only

Incident  
Report  
Required

Notify Admin

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#### C. The protective shields will not be used in the following situations or areas due to safety issues without specific approval from Administration.

1. On the roof
2. In the kitchen
3. In the medical exam room(s)
4. In the Dental Exam room

No Use  
Without  
Admin  
Approval

<b>Tulare County Probation Department  YOUTH FACILITY  Policies and Procedures</b>	<b>Subject: Use of Physical Restraints Section: 7.14 Authority: W &amp; I 210, 885 Title 15; Article 5, Section 1358</b>
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## 7.14.1 General

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**Intro** Physical restraints refer to the institutionally approved equipment, which is utilized to partially or totally restrain a youth. Physical restraints may be used only for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. The circumstances leading to the application of restraints must be documented in the incident report that is required.

Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory. Physical restraints should only be utilized when it appears less restrictive alternatives would be ineffective in controlling the disorderly behavior. Restraint equipment authorized for use in this institution consists of handcuffs, ankle cuffs, and waist restraints.

---

Use of  
Restraints  
Restricted

- A. Physical restraints may be used only for those youth who present an immediate danger to themselves or others, who exhibits behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.

In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. The use of restraint devices that attach a youth to a wall, floor, or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation within the facility. Movement within the facility shall be governed by Title 15, Section 1358.5 and Policy Section 7.14.6.

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### 7.14.1 General (*continued*)

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- B. The use of restraints is restricted and may be applied only under the following conditions, with the prior approval of the Institution Supervisor as the designee of the Division Manager:
1. When a youth is transported either on or off the institutional grounds as per the restraint determination levels.
  2. As a temporary emergency procedure, designed to prevent injury to a youth or other persons.
  3. As a temporary emergency procedure, designed to prevent significant destruction of Institutional property.
  4. When a youth is removed from an area for aggressive behavior and placed into a cell.
- 

Contact  
Supervisor

- C. Use of mechanical restraints will not be undertaken without staff first obtaining approval of the Institution Supervisor, unless the circumstances of the situation are critical and that an immediate response is mandated to prevent injury to the youth or others. When applying restraints, the presence of at least two (2) staff members is required. Staff shall never initiate placing a youth in restraints without the presence of a staff member to act as a witness, unless the situation is critical and an immediate response is mandated to prevent injury to the youth or others. Furthermore, Juvenile Detention Facility staff must be departmentally trained prior to applying any type of restraint equipment.
- 

Only Force  
Required

- D. Application of restraints shall be accompanied with only the force necessary to gain compliance and control of the youth. The restraints shall be removed upon determining that the youth has regained self-composure and no longer imposes a threat to the safety of themselves, other youth, or staff.
- 
- E. Youth shall be placed in restraints only with the approval of the Institution Supervisor as the designee of the Division Manager.
-

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## 7.14.2 Application of Mechanical (~~Hard~~) Restraints Policy

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Intro	<p>Mechanical restraint equipment is a safe method of controlling a youth if used appropriately and properly. When the equipment is applied, it shall not be done in a manner which inflicts physical pain, undue physical discomfort, or restricts the circulation of blood or breathing patterns of the youth. Extreme care is to be exercised when applying restraints to injured youth or youth who have disabilities. Whenever a youth is under the control of restraint equipment, his/her well-being and safety must be protected. While in restraint devices, all youth shall be housed alone in their room, or in a specified housing area for restrained youth, such as the Safety Cell or the Medical Unit, which makes provisions to protect the youth from abuse.</p>
Supervisor Review	<p>A. The Institution Supervisor shall review and document (in Caseload Explorer) continued retention in restraints a minimum of every hour.</p>
Medical Approval Assessment	<p>B. If ongoing restraint is required, a medical opinion on retention shall be secured as soon as possible, but no later than two hours from the time of placement. The youth shall be medically cleared for continued retention at least every three (3) hours thereafter. A mental health consultation shall be secured as soon as possible, but in no case longer than four (4) hours from the time of placement to assess the need for mental health treatment.</p>

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## 7.14.2

### Application of Mechanical (Hard) Restraints Policy

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Direct  
Visual  
Observation

C. Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed and to ensure the safety and well-being of the youth. Such observation shall be documented. While in restraint devices, all youth shall be clothed. In no case shall restraints be used as punishment or discipline or as a substitute for treatment. Additionally, the affixing of hands and feet together behind the back (hogtying) is prohibited. Observations of the youth's behavior and any staff interventions are to be documented at least every 15 minutes, with the actual time recorded on a cell check log.

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D. The provisions of this section do not apply to the use of handcuffs, shackles, or other restraint devices when used to restrain youth for movement or transportation reasons.

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Medical  
Evaluation

E. The application of restraint equipment will always be followed with a prompt medical evaluation of the youth by a qualified representative of the medical clinic, other than for routine transportation trips.

Monitoring  
Required

Whenever mechanical restraints are applied to the wrist or ankles of a youth, they must be checked periodically to ensure that circulation of the blood and the associated body parts have not been restricted. In the event an Officer finds symptoms indicating injury, a medical emergency or loss of blood flow to the extremities, the nurse shall be contacted immediately and respond to the location of the youth. Staff shall familiarize themselves with the location of the Electronic Defibrillator in the main hall of the Juvenile Detention Facility, in the event cardiopulmonary resuscitation equipment is needed. Handcuffs and leg shackles shall always be double locked. Additionally, staff shall have youth, who are placed in cuff restraints, checked by the medical staff for injuries as soon as practical in the event a youth makes a complaint about the restraints. Any medical recommendations for adjustment made by the nurse shall be complied with by staff unless precluded by safety/security concerns as determined by the Institution Supervisor.

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Equipment  
In Working  
Order

F. It shall be the duty of the Institution Supervisor to verify that all Juvenile Detention Facility restraint equipment is in proper working order.

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G. Any Tulare County Probation Department employee, who observes a violation of any of the above referenced institutional policies, shall immediately report the violation to the Juvenile Detention Facility Division Manager or their designee, via the chain of command.

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JDF  
cuffs with  
2 staff/unit

H. Whenever possible, the actual application of cuff restraints must occur under the direct supervision of the Institution Supervisor or as set forth in Manual Section 7.13.7 E.

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## 7.14.2

### **Application of Mechanical (Hard) Restraints Policy** *(continued)*

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Purpose	I. The procedure for applying cuff restraints varies with the nature of the situation.
	<ol style="list-style-type: none"> <li>1. Factors influencing the application of restraints and the equipment used may include: <ol style="list-style-type: none"> <li>a. The youth's location (i.e., room versus an open space);</li> <li>b. The youth's responsiveness to staff instructions;</li> <li>c. The youth current level of aggression;</li> <li>d. The youth's potential for violence;</li> <li>e. The youth's past record of assault behavior;</li> <li>f. The youth's security risk status and potential for escape;</li> </ol> </li> </ol>
Application	<ol style="list-style-type: none"> <li>2. Whenever possible, staff shall evaluate these factors in formulating their plan of action for placing a youth in cuff restraints. If removing a youth from a room, prior to entering <del>the room</del>, have the restraints unlocked and ready for application. Have a cuff key ready for use.</li> </ol>
Instruct Youth	<ol style="list-style-type: none"> <li>3. Provide the youth with specific and clear instructions as to what you want them to do. Instruct the youth to either lie down on the floor with his/her arms behind his/her back, go into the "Cover" position, or kneel facing the wall with his/her arms held behind in the small of the back.</li> </ol>
Application of Cuff Restraints	<ol style="list-style-type: none"> <li>4. If the youth complies with the verbal instructions, staff may approach the youth and apply the cuff restraints. When applying cuff restraints, the cuffing officer shall gain firm control of one (1) hand and apply the cuff with the keyholes facing away from the youth, to the youth's wrist. While maintaining control of the youth's cuffed hand, staff shall place their second hand behind the youth's back into a cuffing position and apply the second cuff. When properly secured, check the cuffs for tightness or looseness and adjust the cuffs accordingly. Using the cuff key, double lock the cuffs (insert the key prong into the safety opening of the cuff and press down. This will engage the double locking device).</li> </ol>
Second Officer	<ol style="list-style-type: none"> <li>5. During this procedure, the second officer present in the room shall assume a position which affords both control of the youth's movements and quick response to resistance. When placing handcuffs on a youth, it is imperative that staff always maintain control of the first cuffed hand. Loss of control and allowing free movement of this hand can result in significant injury to staff.</li> </ol>
Putting Restraints on Combative Youth	<ol style="list-style-type: none"> <li>6. When applying cuffs to a physically combative or resistive youth in their room, the initial staff objective shall be to place the youth in a prone position. In such cases, the assistance of a third staff member in bringing the youth into a controlled position may be required. When facing a combative youth, only the force necessary to control the youth is authorized.</li> </ol>
	J. Restraint cuffs are typically removed after completing transfer of the youth to their intended destination. In any case, cuff restraints are to be removed immediately upon determining that the youth has regained self-control. When removing cuff restraints, staff is reminded to always maintain control of the cuffs and the body appendages, so as to avert the possibility of serious injury. A removed cuff should always be firmly grasped by the staff member until both cuffs have been completely removed.

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### 7.14.3 Restraint Prohibitions

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When applying mechanical restraints, the procedure shall conform to the following prohibitions:

- A. In no case shall restraints be used as punishment or discipline, or as a substitute for treatment.
  - B. The use of restraint devices that attach a youth to a wall, floor or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited.
  - C. Mechanical restraints shall not be placed around the neck of a youth, nor shall restraint equipment be applied in any way which inflicts physical pain or restricts blood circulation or breathing.
  - D. Mechanical restraints (except for seat belts) shall not be used to secure a youth to any part of a transporting vehicle.
  - E. Mechanical restraints cannot be used to discipline or punish a youth, nor can they be used as a threat to gain behavior compliance.
  - F. Authorization for a youth to be placed in restraints shall only be provided by the Juvenile Detention Facility Institution Supervisor. In the event the youth is pregnant, she is to be restrained in the least restrictive way possible consistent with the legitimate security needs of each youth. Should the youth be determined to be in labor, she shall not be shackled by the wrist, ankles or both during labor, including during transportation to a hospital during delivery and while in recovery after giving birth, subject to the security needs deemed necessary for the safety and security of the youth, staff, and the public. The pregnant youth shall be advised orally or in writing of the standards and policies governing pregnant inmates. (PEN 3407 and PEN 6030).
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#### **7.14.4 Reports and Documentation**

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An Incident Report is required for all incidents other than routine transportation trips, or routine movements for a youth on Safety Restriction Status, involving the use of restraint equipment, and all reports shall include the following details:

1. The name of the youth involved;
2. Exact times for application and removal so that a length of time spent in restraints can be determined.
3. Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed and to ensure the safety and wellbeing of the youth. Observations of the youth's behavior and any staff interventions shall be documented at least every 15 minutes with actual time of the documentation recorded.
4. The names of all staff present during the application of the restraint measure and their specific roles in the restraint action;
5. The reason(s) for utilizing the restraints;
6. The type of restraint(s) utilized;
7. The name of the authorizing Institution Supervisor;
8. The physical, mental, and emotional state and condition of the youth, while in restraints, noting any injuries or complaints;
9. The observations of medical staff;
10. The Juvenile Detention Facility Division Manager (or designee) shall review all reports written when a restraint occurs;
11. Medical staff shall be summoned for assessment and document that assessment in the clinic file, the reporting officer shall document this in the Incident Report. In the case that no medical personnel are available, a sick call slip shall be submitted for the youth to be seen at the next sick call;
12. The Incident Report shall include if the youth was combative or compliant with the cuffing process.

Additionally, a Caseload Explorer Restraint Log and Restraint Activity Log shall be completed if it is necessary to keep a youth in restraints for more than removal to a room or other destination.

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## 7.14.5 Principles Governing All Restraint Procedures

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Enough Staff

- A. Sufficient staff must be on hand to lessen the chance of harm to the youth or to staff. When restraining a female youth, if possible, a female staff member should be present and assist fully in the procedure.
- 

Tell the Youth

- B. Explain to the youth what you are doing and why, regardless of whether you think they will understand.
- 

Check Circulation

- C. Always be sure that the youth's circulation is not restricted. You should be able to fit one (1) finger between the youth's skin and the restraint tie and observe any objective signs such as hands turning blue. Any suspected or observed objective signs require notification of medical personnel.
- 

Check Skin

- D. If the youth's skin becomes irritated, notify the Institution Supervisor and medical staff. Medical staff will inspect the affected area and provide the Institution Supervisor with the medical recommendation.
- 

- E. Always remember, a restrained youth is totally dependent upon staff for all his/her needs.
- 

- F. Ensure that medical evaluations are performed after the removal of restraints and at regular intervals as determined by the Institution Supervisor and medical staff, when on site, while in restraints.
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- G. All youth placed in restraints shall not be deprived of any of the rights afforded to other youth in the institution, except those made impractical by nature of the restraint.
- 

- H. All youth in restraint devices shall be housed alone, in a cell, or in a specified housing area for restrained youth, with provisions to protect the youth from potential abuse.
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- I. The following are signs and symptoms (S/S) of restraint complication. The restraint would need to be removed, reapplied, and reassessed for signs and symptoms of complication:

- Change of color of extremity below restraint, e.g., blue, pale, gray
- Difficulty breathing or shortness of breath
- Complaint of numbness, pain, or tingling of extremity below restraint
- Lack of, or inability, to move extremity below restraint
- Abrasion to skin at site of restraint or bleeding

Any occurrence of the above objective signs requires notification of medical personnel.

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## 7.14.5

### Principles Governing All Restraint Procedures *(continued)*

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Youth  
Personal  
Needs  
1358

- J. During the time a youth is in restraints, the youth's personal needs are the responsibility of Juvenile Detention Facility staff. It shall be documented every time water or food is offered, as well as whether they accept it or not. Also, staff will offer and allow then document the exercising of extremities. Water shall be offered to the youth every thirty (30) minutes or more often, if the youth requests it. If the youth is in restraints during meal time, an attempt shall be made to offer him/her their meal. If the youth accepts the meal, staff shall carefully examine the continued necessity of the restraints and report the information to the Institution Supervisor. If the youth declines the meal or if his/her behavior remains so out of control that a meal cannot safely be served, place the meal aside and offer it again upon the youth's release from restraints.
- 

Restroom  
Use

- K. If the youth requests to use the restroom facility, carefully reevaluate the need for continued use of restraints. Unless the youth is continuing to demonstrate behavior that makes removal from restraints unsafe, they shall be allowed to use the restroom. In the event the youth is removed from restraints, or needs to be removed from restraints to use the restroom, the Institution Supervisor shall be contacted prior to doing so.

As a general rule, treat the youth with as much dignity as possible while still maintaining safety and security measures. Restraints shall always be removed as soon as it is safe to do so.

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## 7.14.6 Restraint Determination

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As per Title 15 Section 1358, mechanical restraints for movement within the facility shall be used only upon an individual assessment completed on each youth by the Institution Supervisor. The assessment includes consideration of safety and security of the facility, less restrictive alternatives, consideration of a youth's known medical or mental health conditions, and consideration of trauma the youth has experienced or would experience by the use of restraints and that the mechanical restraints are necessary to prevent physical harm to the juvenile or another person or due to a substantial risk of flight.

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A. The level of restraint for movement within the Juvenile Detention Facility is based upon:

1. 707(b) W&I Offense
  2. Facility incidents of:
    - a. Assault on Staff
    - b. Assault on Youth
    - c. Gang Involvement
    - d. Attempted or Completed Escape
    - e. Possession of a Weapon in Custody
  3. Pending Transfer or Transferred to Adult Jurisdiction
  4. Physical or Developmental Disability
  5. Mental Health Concerns
  6. Previous Suicide Watch Incidents
- 

B. If a determination is made that mechanical restraints are necessary, the least restrictive form of restraint shall be used consistent with the legitimate security needs of each juvenile. To this end, every youth housed at the Juvenile Detention Facility, shall be evaluated for the necessary level of restraints during the initial classification process at Intake. The Institution Supervisor shall document the level of restraint by completing a Restraint Determination Log in Caseload Explorer. The restraint levels are:

1. Full Restraints (Handcuffs and Shackles)
  2. Handcuffs Only
  3. No Restraints
- 

C. The Unit's Institution Supervisor is required to review each youth's restraint level at least once a month, or more frequently due to critical incidents or acquired information.

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## 7.14.6 Restraint Determination (*continued*)

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D. It may be necessary to place a youth, with no restraint requirement, in handcuffs following a critical incident. An Officer may place a youth in handcuffs to protect the youth, other youth and staff, for the purpose of moving him/her to a cell safely or preventing him/her from self-harm. In these instances, the Institution Supervisor shall be immediately contacted and review the incident and:

2. Determine if the level of restraints used was appropriate for the situation;
3. Debrief the youth and staff regarding the incident;
4. Review the incident video footage;
5. Provide Administration with an Incident Report summarizing the incident and video review.

The Officer placing the youth into restraints shall document the circumstances leading to the application of restraints as part of their Incident Report in Caseload Explorer.

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E. Restraint devices shall not be used for purposes of discipline or retaliation.

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## 7.14.7 Use of the Safety Room

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Purpose

Placement of a youth in the safety room shall only be done after less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff. The safety room shall not be used for the purpose of punishment, coercion, convenience, or retaliation against the youth by staff. The safety room shall not be used to the extent that it compromises the mental and physical health of the youth. The Safety Room is used for the temporary controlling of a violent or out of control youth. This measure involves placing the youth in a stripped room with a safety floor and walls. The construction of this room allows the youth to engage in potentially destructive behavior while minimizing the threat of injury to the youth and others as well as limiting their ability to destroy county property.

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Who is  
Placed in  
Safety  
Room

A. Candidates for the Safety Room consist of youth in a high state of agitation who exhibit behavior which is a clear and present danger to the personal safety of the youth and/or others who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. Utilization of this room is a measure geared toward providing a place for a youth to “calm down” prior to being reintegrated back into their regular unit.

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## 7.14.7

### Use of the Safety Room *(continued)*

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	B. Under no circumstances are staff permitted to use this room as discipline for a youth. Youth placed in the Safety Room shall be afforded the same rights provided to other youth if their behavior makes it practicable, including but not limited to, attorney visits.
Authorized for use By IS	C. Authorization for use of the Safety Room is obtained from the Juvenile Detention Facility Institution Supervisor. Placement in the Safety Room shall occur under the direct supervision of the authorizing Institution Supervisor.
Use is Under Direct Supervision	D. Placement in the Safety Room shall be done under the direct supervision of a Juvenile Detention Facility Supervisor. When placing a youth in this room a thorough search of the youth must be performed to prevent the introduction of contraband into the room. If a youth's actions require the stripping of all personal clothing for the purpose of providing safety for the youth a safety gown shall be issued to the youth.
Typical Placement	E. Youth placed in the Safety Room will typically be in handcuffs. Upon entry, the youth will be ordered to his/her knees facing the wall without moving until staff have left and the door is closed.
Direct Visual Supervision	F. Monitoring of youth in the Safety Room shall be direct visual supervision. Direct visual supervision is defined as a staff member is constantly in the presence of the youth. When sufficient self-control has been recovered removal of the youth from the Safety Room shall occur at the earliest possible time. However, removal of a youth from the Safety Room requires prior notification of the Institution Supervisor.
Document	G. Documentation of all youth placed in the Safety Room is required by staff assigned to supervise the youth. Staff shall record the name of the youth, their unit assignment, the time of entry, the time of release and the times of all staff and medical observational checks. Additional documentation, every 15 minutes, with actual time recorded of pertinent information which may include the youth's behavior, attempts to use less restrictive means of control, injuries sustained while in the Safety Room, observations of the youth during confinement and decisions to continue and end placement.
Medical Check	H. Medical Staff shall be summoned immediately after the youth is placed in the Safety Room. The Medical Staff utilizing his/her professional judgment shall determine the need for continuous or intermittent medical monitoring.
Medical Monitoring Every 15-min Or at intervals Determined By site Medical staff	1. During the first hour of the youth's placement in the Safety Room, medical assessments shall be performed at intervals of no less than fifteen (15) minutes. The youth shall be provided a mental health opinion within 24 hours and cleared for continued retention every 24 hours by the Medical & Mental Health staff.



## 7.14.7

### Use of the Safety Room *(continued)*

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Medical  
Assessment  
Upon  
Removal

2. Upon removal of the youth from the Safety Room the youth shall also undergo a medical examination conducted by the nurse or other qualified member of the Health Services Department (i.e., psychiatrist, physician, nurse practitioner, etc.) At the earliest possible time. All medical assessments and examinations shall be documented in a record maintained by the Medical Clinic and on the Safety Cell Log.
- 

Youth's  
Personal  
Needs

- I. During the time a youth is in the Safety Room the youth's personal needs are the responsibility of the Juvenile Detention Facility staff. It shall be documented on the Safety Room Log every time water or food is offered as well as whether they accept it or not. Water shall be offered to the youth every thirty (30) minutes or more often if the youth requests it. If the youth is in the Safety Room during meal time an attempt shall be made to offer him/her their meal. If the youth accepts the meal, staff shall carefully examine the continued necessity of the Safety Room. If the youth declines the meal, or if his/her behavior remains so out of control that a meal cannot safely be served place the meal aside and offer it again upon the youth's release from the Safety Room.

Upon the youth's release from the Safety Room to general population, the Officer that conducted the direct visual supervision shall complete the Restraint Activity Log in Caseload Explorer, corresponding to each offered activity, documenting if it was accepted or not.

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Supervisor  
Reviews

- J. Placement of a youth in a Safety Room shall be reviewed by a Juvenile Detention Facility Institution Supervisor, or his/her designee, a minimum of once every hour until the youth is released. Approval from the Supervisor must be received in order to continue detention of a youth in the Safety Room following each one (1) hour interval. After each review is conducted, a record of the review shall be entered in the Safety Room log.

Additionally, the Institution Supervisor shall complete a Daily Separation Review Log and document the justification for continuing the youth's Safety Room Status. The Restraint Log must be completed once the youth is released from the Safety Cell.

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- K. A youth may be held up to four (4) hours in the safety room. After a period of four (4) hours, the Institution Supervisor shall complete a Daily Separation Review in Caseload Explorer and do one or more of the following:
    1. Return the youth to general population;
    2. Consult with mental health or medical staff regarding the youth's mental health status and ability to remain at the Juvenile Detention Facility;
    3. Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
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**7.14.7 Use of the Safety Room** *(continued)*

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- L. If it is determined the youth shall remain in the safety room after the Daily Separation Review, as per Title 15 Section 1354.5, documentation must include:
1. The reasons the youth was placed in the safety cell;
  2. The basis for the extension;
  3. The date and time the youth was first placed in the safety cell;
  4. An individualized plan with goals and objectives to be met in order to integrate the youth to general population;
  5. Documented authorization by the Division Manager or designee every four (4) hours thereafter.
- 

Reports

- M. An Incident Report is required for all incidents involving the Safety Room and shall include the details specified in the Juvenile Detention Facility Manual Section 7.13.3.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Use of Safety Wrap</b></p> <p><b>Section: 7.15</b></p> <p><b>Authority:</b></p> <p><b>Title 15: Article 5: Section 1358</b></p>
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## 7.15

### Safety Wrap

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The purpose of the Safety Wrap is to provide a safe and quick method of controlling and immobilizing a violent, combative, or overtly suicidal youth. The device is not an instrument of punishment and shall never be used for such purposes.

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- A. The Safety Wrap should be used for youth that continue to attempt self-harm or are a physical threat to staff, other youth or themselves.

The Safety Wrap may be used in the following situations:

- To immobilize a violent/combative resident
  - To limit violent/combative residents from causing injury to themselves or others
  - To prevent violent/combative residents from causing property damage by kicking
  - When conventional methods of restraint are not effective
  - In transportation of violent/combative residents
  - To prevent suicidal residents from harming themselves
  - To assist with room extraction from violent/combative residents
- 

- B. A youth shall be placed in the Safety Wrap only with the approval of the duty Juvenile Detention Facility Institution Supervisor, and only when less restrictive measures have been ineffective. Placement in the Safety Wrap shall occur under the direct supervision of the authorizing supervisor.
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- C. Monitoring of youths in the Safety Wrap shall be under continuous direct visual supervision. Direct visual supervision is defined as a staff member constantly in the presence of the youth. When sufficient self-control has been recovered, removal of the youth from the Safety Wrap shall occur at the earliest possible time. However, removal of the youth from the Safety Wrap requires prior authorization of the Institution Supervisor.

Youth, once properly restrained in the Safety Wrap, can be placed on their side or in a sitting position to increase their oxygen recovery rate, thus reducing the incidence of positional asphyxia often caused by residents being restrained in the prone position. If the restrained youth is placed in a sitting position, back support must be provided. **Failure to supply back support may adversely affect the recovery time of the youth.**

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## 7.15

### **Safety Wrap** *(continued)*

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D. Documentation of all youth placed in the Safety Wrap is required by the staff assigned to observe the youth. Staff shall record the following information on the Safety Cell/Wrap form:

1. Name of the youth
  2. CLE Pin Number
  3. Incident Report Number
  4. Placement Date and Time
  5. Removal Date and Time
  6. Medical Staff Notified (and which staff member notified them)
  7. Mental Health Staff Notified (and which staff member notified them)
- 

E. Medical staff will be notified immediately, as they must evaluate the youth as soon as possible. Medical staff must conduct hourly review and assessment, which is to be documented on the Safety Wrap Form, along with the initial assessment. The medical assessment is to determine whether the youth has a serious medical condition, which is manifested by his/her aggressive behavior.

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F. If at any time a youth becomes suddenly passive, loses consciousness, or begins to have problems holding their head up straight the nurse shall be called to the scene immediately to check the youth's condition.

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G. A mental health consultation shall be secured as soon as possible, but in no case longer than after four hours of placement in the Safety Wrap. The assessment must be documented on the Safety Wrap Form. The evaluation is to assess if the youth needs immediate and/or long term mental health treatment.

If a youth has been in the Safety Wrap for four (4) hours, the Division Manager or Supervising Probation Officer, the Institution Supervisor, and Medical/Mental Health staff will jointly decide if the youth shall remain in the Safety Wrap or be transported to the hospital in accordance with Section 5150 of the Welfare and Institutions Code. The decision will be documented on the Safety Wrap Form.

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H. The youth shall be released from the Safety Wrap as soon as the behavior has stabilized. Upon removal of the youth from the Safety Wrap the youth shall undergo a medical examination conducted by medical staff and documented on the Safety Cell/Wrap Form.

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I. The officer conducting direct visual supervision on the youth in the Safety Wrap shall also complete an observation of the youth's behavior every 15 minutes, including counseling provided, injuries and decisions to continue or end placement in the Safety Wrap. The information shall be documented on the back of the Safety Wrap Form.

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## 7.15

### **Safety Wrap** *(continued)*

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- J. During the time a youth is in the Safety Wrap the youth's personal needs are the responsibility of Probation staff. Water shall be given to the youth every thirty minutes, or more often if the youth requests it. If the youth is in the Safety wrap during a meal staff shall carefully examine the continued necessity of the Safety Wrap. If the youth declines the meal or if his/her behavior remains so out of control that a meal cannot safely be served place the meal aside and offer it again upon the youth's release from the Safety wrap.
- 
- K. Youth restrained in a Safety Wrap shall not be denied the opportunity to use the restroom if they express the need to do so. The Institution Supervisor will supervise the youth's removal from the Safety Wrap and into the Safety Room to use the restroom. Before the youth can be placed back into the Safety Wrap, the youth must be evaluated by the Institution Supervisor to determine if continued placement in the Safety Wrap is necessary and document the reason for continued placement or release.
- 
- L. Youths confined to the Safety Wrap shall also be given the opportunity to exercise their limbs once within the first two hours and at all other times as recommended by medical personnel, under direct supervision of the Institution Supervisor. Medical personnel will monitor and document this exercise. Probation staff will document the exercise on the Safety Cell/Wrap Log.
- 
- M. Placement of a youth in a Safety Wrap shall be reviewed by the Institution Supervisor a minimum of once every thirty minutes, until the youth is released from the Safety Wrap. Approval from the Institution Supervisor must be received in order to continue detention of a youth in the Safety Wrap. Following each review, the Institution Supervisor shall document the reason for continued use on the Safety Wrap Safety Form and complete a Daily Separation Review Log in Caseload Explorer.
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- N. An Incident Report is required for all incidents involving the Safety Wrap and shall include the details specified in the Juvenile Detention Facility Manual Section 7.13.3.
-

## 7.15.1 Application of the Safety Wrap

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Proper application of the Safety Wrap is critical to avoid injury to both staff and the youth being restrained. Although in handling violent/combative residents, the Safety Wrap can be applied by two (2) persons, three (3) or more persons will most likely be needed. Only qualified personnel who have received training in the use of the Safety Wrap should use this restraining device.

A. The Safety Wrap shall be applied as follows:

1. The youth shall be placed prone on the ground in handcuffs.
2. To prevent the youth from kicking, the ankles shall be crossed and held by one officer. A second officer shall apply the leg band, yellow side up, around the ankles and fasten it closed. This will control and limit the movement of the legs.
3. Once the leg band is applied, the officer shall lift the youth's legs upward and then straight back, using the handle of the leg band, to straighten and raise the legs off the ground. Quickly, another officer shall slide the leg restraint under the youth, placing the top of the restraint near the thighs and lining up the youth's knees, with the label on the restraint that says, "Knees here." Starting with the strap closest to the ankles, the Officer will secure the locking buckles and firmly tighten all 3 straps. This immediately limits the youth's ability to kick.
4. To apply the harness, the officer shall place it on the back of the youth, with the word "Back" facing up and then feed the buckle straps through the arms. The youth's head shall be placed through the two yellow straps. The officer shall place the chain of the handcuffs through the carabineer and secure it by twisting the lock until snug.
5. The officers shall roll the youth over onto his or her side and then to a seated position. The youth's head shall be controlled to prevent head butting or biting. The officer shall secure the locking harness buckles and pull the straps on the chest for a snug fit. Do not over tighten the harness.
6. The officer shall attach the tether lead to the carabineer at the bottom of the leg restraint and secure it by twisting the lock until snug. Lean the youth forward at the waist and tighten the tether lead strap, so the youth can sit up and have their upper body weight supported comfortably.

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B. Once a youth is properly placed into the Safety Wrap, he or she can be transported to another location, such as the Safety Room in BIR, or a transport vehicle for an emergency transport. Three officers are needed to move a youth that is confined in the Safety Wrap. Two officers shall support the youth's upper body weight, one on each side. The third officer shall carry the youth's legs, using the handle of the leg band.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Transportation of Youth</b></p> <p><b>Section: 7.16</b></p> <p><b>Authority: W &amp; I 210, 885</b></p> <p><b>Title 15; Article 3 Section 1326</b></p>
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## 7.16 Transportation of Youth

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The transportation of youth is an important staff responsibility with significant obligations for the safety of youth and staff. Consequently, the following policies and procedures shall be assumed by all staff when transporting youth and other staff.

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### 7.16.1 General Provisions

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Class C  
Driver's  
License

- A. Transportation officers shall have a valid Class C driver's license. Staff involved in transporting youth in marked or unmarked county vehicles shall at all times obey all traffic laws including those regulating use of cellular phones. Cellular phone use during transports is to be restricted to official business or emergency use only. Further, texting on cellular phones while driving is strictly forbidden per state law and county policy.
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- B. At least one female transportation officer shall be utilized to transport female youth, unless otherwise authorized in writing by the Juvenile Detention Facility Institution Supervisor.
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Seat Belt

- C. All persons riding in a County vehicle are required to wear a seatbelt. Transportation staff shall never leave a youth unsupervised during transportation or at the designated destination.
- 

Vehicle  
Inspection

- D. The facility Transportation Officer is responsible for the weekday inspection of the Juvenile Detention Facility transportation vehicles. All Juvenile Detention Facility vehicles will be inspected daily by the T.O. during the weekdays.
1. This will be accomplished by filling out and filing an inspection form with the Institution Supervisor. If the vehicle inspection is unremarkable the Transportation Officer, simply places the inspection form in the Institution Supervisor's in-box. If there are minor repair or maintenance issues the Transportation Officer will coordinate the repairs with the County Motor Pool. If the vehicle must be taken out of service due to safety problems the Transportation Officer will notify the Institution Supervisor and will arrange for repairs through the County Motor Pool.

## 7.16.1 General Provisions

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2. On weekends the same procedure as above will be followed with the following exception:
    - a. The inspection will only be conducted if the vehicle is to be used. In those instances the vehicle will be inspected by the staff who is using the vehicle. All staff who have been through the Transportation Officer training have been given training on the vehicle inspection procedure and;
    - b. In the event that the vehicle is not used on a weekend no inspection will be conducted.
- 

## 7.16.2 Prep for Transport

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- |  |   |
|--|---|
| Intro  | A. Ensure that proper authority to transport a youth is present. Staff shall determine the reason for transporting the youth (e.g., medical appointments, release to placement, return to home, etc.) and whether court orders/permission are required to transport the youth outside the institution. If court orders are required to effect removal of the youth from the institution, then appropriate transfer documentation shall be obtained prior to transporting the youth. If transporting to a medical appointment, obtain all required referral papers from the medical clinic. Additionally, staff shall always be in possession of their own County identification card. |
| Determine Reason And authority For transport |   |
| Search Vehicle For Contraband                | B. Prior to departure, the transporting officer shall conduct a search of the transportation vehicle to ensure it is free of contraband and /or weapons. The floors, ashtrays, and under the seats shall be searched for unauthorized items.  |
| Do Vehicle Safety Check                      | C. Complete the Juvenile Detention Facility Vehicle Safety Inspection Sheet. Ensure that the vehicle has sufficient fuel reserves, and the safety equipment is present and in proper working condition.   |
| Plan Route                                   | D. Prior to staff departure, map the route to the intended destination, particularly if it is an unfamiliar route. As necessary, plan stops for restroom usage, food, and fuel. Make pre-trip arrangements with the intended destination site for parking and security. Prepare an alternative route in case of detours or emergencies.   |
| Not to Comingle                              | E. Check all youth classifications to determine the security requirements. Identify the youth who should not be commingled during transportation, (i.e., crime partners, opposite sex youth, detainees who are escape risks, 707(b) youth, etc.).   |
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**7.16.2****Prep for Transport** *(continued)*

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Verify Id  
Of Youth

- F. Always verify the identity of the youth presented for transportation. The consequence of transporting the wrong youth includes violation of the Court Orders, breach of security measures, financial expenditures, and personal embarrassment. Appropriate identification practices include verifying the youth by:

1	Picture identification;
2	Date of birth;
3	Personal data (i.e., booking sheet information, etc.)
4	Unit or facility staff identification of the youth(s).

---

Search  
Youth  
for  
Contraband

- G. Conduct a pre-trip pat-down search of the youth(s) for possession of contraband. A thorough pat-down search is particularly important when transporting youth who are identified as security risks and who may attempt to possess weapons/contraband to effect an escape.
- 

**H. For Restraint Determination, refer to Policy Section 7.16.7.**

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Have Youth  
Use Restroom  
and Eat

- I. If staff is conducting a long transportation trip or one which conflicts with meal service times, the youth should eat prior to boarding the transportation vehicle. Always suggest using the bathroom facilities prior to departing the institution.
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Youth  
Rules for  
Transport

- J. Prior to departure, set the standards/expectations for the youth's behavior during the transport. The following rules shall be communicated to youth prior to departure:

1	Youth shall remain in their assigned seats at all times and will not leave their seats until instructed to do so;
2	Seat belts shall be worn at all times;
3	When seated, youth shall face forward with their hands in their laps;
4	Conversations with youth shall be kept to a minimum, and it shall never become loud or boisterous;
5	Under no circumstances shall a youth touch another youth or staff;
6	Youth shall not shout out the windows to persons in the community, put body parts out a window, or throw refuse or other items out the window;
7	Youth shall not vandalize or damage the transport vehicle in any manner.

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### 7.16.3 Transport Procedures

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- Intro
- A. To ensure safe and secure transportation of youth, the following principles and procedures shall be assumed by staff during transport.
1. Prior to Departure: Staff shall be responsible for securing all youth in the transportation vehicle prior to departing. This requires the transporting officer to:

a	Assign individual seats for each youth. Do not double youth in a seat unless a lack of space prevents separate seat assignments;
b	Ensure the seat belts are fastened securely;
c	Lock all vehicle doors.
  2. Staff Positioning in Uncaged Vehicles: If two (2) staff are available for transporting one (1) staff should be seated next to the youth or directly behind the youth.
  3. Use of Restraints Gear During Transport: Under no circumstances shall restraint gear be used to secure a youth to the vehicle. Staff must always ensure that a youth in restraint equipment has enough mobility to exit the vehicle in case of an accident or emergency.
  4. Youth Contact With the Community: While en route to a destination, staff shall prohibit youth from communicating with persons in the community. This prohibition is necessary to prevent youth from acquiring contraband or assistance for an escape attempt.
- 
- Custodial Requirements
- B. Upon arrival at the travel destination, the following supervision and security practices shall be adopted by all transportation staff providing escort services:
1. Keep restrained youth out of public places in order to prevent the chance of escape, maintain confidentiality, and prevent the acquisition of contraband.
  2. When escorting youth, assume a position slightly behind the youth(s) which allows for visual contact at all times.
  3. Never allow a youth to engage in an activity which obliterates the visual line of supervision.
  4. Always keep your keys secure. Staff shall maintain keys on their person at all times. Never allow a detainee to have possession of transportation or security keys.
  5. When more than one youth is being supervised, continuously take a head count.
  6. Escort youth directly to their specified destination and immediately return to the transport vehicle following completion of the trip's purpose.

### 7.16.3 Transport Procedures (*continued*)

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Custodial  
Requirements

7. Do not discuss the youth's status with any outside person. Rules of confidentiality apply to all youth.
8. When escorting a group, walk beside or to the rear side of the group. If two (2) or more staff are providing escort, one (1) staff shall be positioned to the side of the group and one (1) behind the group.
9. Never allow a youth to go anywhere without a staff escort providing direct visual and physical supervision.
10. All high security youth shall remain in restraint gear whenever transported or escorted. Youth transported to the hospital in restraints are to be kept in restraints while being examined/treated. Removal of restraints for medical procedures shall be avoided, unless it is absolutely necessary for treatment. Any removed restraint gear shall be immediately reapplied as soon as feasible.
11. Upon entering the building or office, locate the potential escape routes and emergency exits to minimize the potential for escape. Contact Juvenile Detention Facility to report your arrival at the destination site. If known, indicate your return time or any delays which are expected.

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Emergency  
Procedures

- C. The following communication procedures shall be used if an emergency situation develops during transit.

Vehicle  
Breakdown

1. In the event of a vehicle breakdown, the transporting staff shall notify Juvenile Detention Facility at the earliest opportunity via cellular phone. A radio should only be used in an emergency situation to contact Tulare County Sheriff's Office or Visalia Police Department. If there is no radio, attempt to locate a phone to initiate contact with Juvenile Detention Facility. Under extreme circumstances, staff should attempt to stop a citizen and request assistance in notifying local law enforcement. In all vehicle breakdown situations, staff shall never leave a youth unsupervised. If it is necessary to abandon the vehicle, youth shall be taken with staff to seek emergency assistance. Except in extreme circumstances, staff shall not attempt to repair broken vehicles.

Vehicle  
Fire

2. In all instances of a vehicular fire, the vehicle shall be immediately stopped. If the situation permits, staff shall attempt to control the fire with the vehicle's fire extinguisher. Evacuate all passengers with caution and care if the fire cannot be easily controlled. Contact the Juvenile Detention Facility at the earliest opportunity to advise the Institution Supervisor of the need for alternate transportation.
3. In the event of a vehicular collision, contact Juvenile Detention Facility Institution Supervisor to report the accident, advise the nearest police agency, Motor Pool, and Juvenile Detention Facility of:

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**7.16.3 Transport Procedures (*continued*)**

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a	Injuries to any person, and the extent;
b	Damage to the vehicle;
c	The need for alternative transportation;
d	The need for an emergency response vehicle;
e	The location of the accident.

- Collisions
1. All vehicular collisions involving a County vehicle shall require staff to request an accident investigation by local law enforcement or the California Highway Patrol.
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**7.16.4 Hospital Guard Duty**

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The following policies and procedures shall be adopted by staff assigned to hospital guard duty.

- Requirement
- A. General provisions:

1	Juvenile Detention Facility staff shall be assigned hospital guard duty to supervise youth designated as security risks. Security risk designation shall be determined by the Division Manager or their designee, based primarily by the threat posed to the safety of the community if the youth were to escape from the hospital.
2	The Institution Supervisor shall be responsible for notifying the Juvenile Detention Facility Probation Division Manager, Supervising Probation Officers, and Chief Probation Officer, via the Chain of Command, of a youth who is placed under guard at the hospital.
3	Youth who have been certified to Adult court under Section 707 of the Welfare and Institutions Code are to be guarded by the Juvenile Detention Facility.
4	All hospital guards authorized by Juvenile Detention Facility shall consist of Probation Correction Officers, Institution Supervisors, and Probation Officers with current full time status. Extra Help Probation Correction Officers may not be utilized in any capacity as a hospital guard.
5	The initial hospital guard(s) reporting for duty shall inform hospital security and the nursing staff assigned to the youth of their presence at the hospital and their intention to perform hospital guard duty.
6	Juvenile Detention Facility Hospital staff shall wear the approved Juvenile Detention Facility staff attire established under the Juvenile Detention Facility Manual Section 2.5.1.
7	All hospital guards shall carry official Probation Department identification.
8	All hospital guards shall carry handcuffs, a County issued cellular phone, transport keys, and OC Pepper Spray. These items shall be transferred from the off-going guard to the oncoming guard. Other equipment shall be issued as needed.

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## 7.16.4 Hospital Supervision Duty *(continued)*

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Positioning	<p>B. The assigned hospital guard shall not leave a youth unguarded. Visual contact shall be maintained with the youth at all times, with the following exceptions:</p> <ol style="list-style-type: none"><li>1. Guards may be positioned in the hallway outside the youth's room when it would be detrimental to the staff's health to remain in the same room (e.g., youth has a highly contagious disease, etc.).</li><li>2. Guards may wait in the lounge outside the operating room for youth undergoing surgical procedures.</li><li>3. Guards may wait outside the youth's hospital or examination room during the performance of medical procedures or during medical emergencies, when directed to do so by hospital staff and security is not compromised.</li><li>4. Guards may be stationed outside the youth's room at night so as not to disturb the patient's sleep.</li></ol>
Not to leave for meals or drinks	<p>C. Guards shall not leave their assigned post for meals, drinks, or restroom usage. If possible, guards shall bring their own meals to work. When restroom facilities are needed, staff shall use the restroom in the patient's room. When using the restroom, staff shall temporarily handcuff the youth to the bed by one wrist and promptly remove the handcuffs after using the restroom.</p> <p><u>Under no circumstances shall staff wander about the hospital, leaving the youth unsupervised.</u></p> <p>Guards shall encourage all youth to use the nurse call system to communicate their medical needs. Guards are not to leave the youth to take messages to the nurse's station.</p>
Inspect Area	<p>D. Whenever a youth is to be left unguarded, it is imperative that the guard closely inspect the room or area before leaving the youth. It should be determined if the area has more than one exit (e.g., adjoining rooms, emergency exits, opening windows, large vents, etc.) and what measures shall be taken to prevent escape via search exit.</p>
Post to Best Visual Advantage	<p>E. When situations require staff to break visual contact with the youth or leave the youth's presence, the staff member shall assume a post which provides them with visual supervision over potential escape routes and the ability to observe persons entering and exiting the youth's room. Staff needs to inspect any room for a possible escape route prior to the youth entering the room.</p>

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## 7.16.4 Hospital Supervision Duty *(continued)*

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Use of Restraints	<p>F. Authorization for a youth to be placed in restraints shall only be provided by the Juvenile Detention Facility Institution Supervisor. Once a youth has been admitted to a Hospital, the restraints shall be removed unless approved in writing by the Division Manager.</p> <p>Youth in labor shall not be shackled by the wrists, ankles, or both unless deemed necessary for the safety and security of the youth, the staff, and the public (5007.7 P.C.) without specific authorization and written justification, during labor or recovery after childbirth. Refer to <u>Policy Section 7.16.5</u> for more information on transport and restraint of pregnant youth.</p>
Patient Transport	<p>G. The hospital guard shall accompany the youth whenever movement to another department or another room within the medical facility is required. As the need for security dictates, hospital security may be notified to request assistance in providing security over the transport procedure.</p>
Exercise	<p>H. Ambulation of a youth as prescribed by medical orders shall be performed under the supervision of the assigned guards.</p>
Work Area	<p>I. The guard's area shall be neat and tidy. No television or radio may be brought in by the guard.</p>
Telephone Use	<p>J. Guards may use the telephone for incoming and outgoing calls related to their duties. No personal calls are permitted except in an emergency. No personal cellular phones are permitted during hospital duty.</p>
Smoke	<p>K. Guards must adhere to hospital rules and regulations concerning smoking. Smoking is not permitted in the Kaweah Delta District Hospital.</p>
Visitors	<p>L. Only parents or legal guardians shall be allowed to visit the youth in the hospital. All visitors shall be logged in the Hospital Security Log, and the guard shall notify the Institution Supervisor of the visit.</p>
Workday	<p>M. Staff may not leave until they are relieved by another staff member. Staff shall brief the oncoming officer of the patient's situation and any problems encountered on the shift. Upon relief, staff shall provide the oncoming staff member with the assigned handcuffs, emergency use cellular phone, and keys. The exiting staff shall contact the Duty Institution Supervisor prior to leaving and give him/her a briefing of the shift.</p>

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## 7.16.4 Hospital Supervision Duty *(continued)*

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Escape Procedures	N. If the youth escapes, an immediate search shall be made of the area closely surrounding the hospital by the staff member at the scene. In the event of an escape, staff is <del>are</del> to immediately notify hospital security, the supervising floor nurse, and the Juvenile Detention Facility Institution Supervisor. The Juvenile Detention Facility Institution Supervisor will notify the Visalia Police Department, the Supervising Probation Officer, and the Probation Division Manager.
Problems	O. If any problems surface regarding the security and supervision of the youth, staff are required to immediately contact the Juvenile Detention Facility Institution Supervisor.
Hospital Security Log	P. Hospital Security Logs shall be assigned to each youth requiring guard services. This log shall document any problems encountered during the shift, also log the youth's overall compliance with staff instructions, and the names of all visitors seeing the youth.
CLE Entries	Once the youth is released from the hospital, the Hospital Security Log entries shall be transferred to Caseload Explorer in the form of Observation Logs and Appointments for any visits that occurred.
IS Updates	Q. The officer assigned to hospital guard duty shall provide an update to the Institution Supervisor, at least every two (2) hours. In the event there is a discussion with medical personnel regarding the youth, the officer shall notify the Institution Supervisor immediately.
Breaks	R. Breaks for the guard shall be provided and scheduled by the Institution Supervisor, who shall arrange coverage.

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## 7.16.5 Restrictions during and after Transport of Pregnant Youth

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Restraint of Pregnant Youth	A. The following conditions apply when transporting pregnant youth: <ol style="list-style-type: none"><li>1. A youth known to be pregnant or in recovery after delivery, shall not be restrained by the use of shackles, waist chains or handcuffs behind the body (PC 3407), this includes youth inside the facility and those out of the facility on a transport.</li><li>2. Pregnant youth being transported outside the facility shall be transported in the least restrictive way possible consistent with the legitimate security needs of the youth. If it is determined as per section 7.16.7 that a pregnant youth should be restrained, handcuffs shall be the only restraints used on pregnant youth. Handcuffs shall be secured with the youth's arms in front of her body.</li></ol>
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## 7.16.5 Restrictions during and after transport of pregnant Youth

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Restraint  
Of Pregnant  
Youth  
In Labor

3. Upon arrival at the hospital, once the youth has been declared by the attending medical professional to be in active labor, the youth shall NOT be shackled by the wrists, ankles, or both, unless deemed necessary for the safety and security of the youth, the staff, and the public (P.C. 3407).
4. Should the youth be determined to be in labor, prior to being transported to the hospital, she is not to be restrained by the wrists, ankles, or both, including during the transport to the hospital, during delivery, and while in recovery after giving birth, except when deemed necessary for the safety and security of the youth, the staff, and the public. Any instance in which the youth is restrained shall be approved in advance by an Institution Supervisor or above and documented in an incident report (P.C. 3407 and P.C. 6030).
5. The pregnant minor shall be advised orally or in writing of the standards and policies governing pregnant inmates. (PEN 6030)

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## 7.16.6 Vehicle Safety and Inspection

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Intro

The performance of daily vehicle safety inspections is an important preventative measure for reducing accidents and vehicle breakdowns due to mechanical failure. Consequently, the following procedures shall be adopted by all Juvenile Detention Facility staff operating County vehicles.

Inspection Prior  
to Driving

- A. Vehicle safety inspections shall be conducted by all staff prior to driving the Juvenile Detention Facility vehicle unless the circumstances of the situation (e.g., emergency) preclude the performance of a vehicle inspection.

Record  
Keeping

- B. A record of all safety inspections performed shall be documented via a Juvenile Detention Facility Vehicle Inspection Form. These records will be stored in the Vehicle Inspection file maintained in the Transport Office. All records shall be retained until the vehicle's next service date at Motor Pool.

Defective  
Vehicle

- C. In the event that any vehicle equipment is found to be defective, the defect shall be duly recorded on the Juvenile Detention Facility Vehicle Inspection Form and immediately reported to the Institution Supervisor. The Institution Supervisor shall make the decision on whether the vehicle shall be taken out of operation. Transport staff shall be responsible to notify Motor Pool of any needed repairs.

Maintenance  
Only by  
County  
Motor Pool

- D. All vehicle maintenance shall be performed by the County Motor Pool only. Staff shall not be permitted to conduct County vehicle repairs under any circumstances.



## 7.16.7 Transport Restraint Determination

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W&I  
210.6

As per section 210.6 of the Welfare and Institutions Code, mechanical restraints, including, but not limited to, handcuffs, chains, irons, or other similar items, may be used on a juvenile detained in or committed to a local secure juvenile facility or camp, during transportation outside of the facility only upon a determination that the mechanical restraints are necessary to prevent physical harm to the juvenile or another person or due to a substantial risk of flight.

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Basis for  
Determination

A. The level of restraint for an offsite transport is based upon:

1. 707(b) Offense
  2. History of Escape
  3. Pending DJJ Commitment
  4. Adjudicated Physical Assault against a Peach Officer
  5. Pending Transfer or Transferred to Adult Jurisdiction
  6. Detained on a warrant/hold from another County or State
- 

Level of  
Restraint

B. If a determination is made that mechanical restraints are necessary, the least restrictive form of restraint shall be used consistent with the legitimate security needs of each juvenile. To this end, every youth housed at the Juvenile Detention Facility, shall be evaluated for the necessary level of restraints during the initial classification process at Intake. The Institution Supervisor shall document the level of restraint by completing a Restraint Determination Log in Caseload Explorer. The restraint levels are:

1. Belly Chains and Leg Restraints
  2. Handcuffs Only
  3. No Restraints
- 

Review

C. The Unit's Institution Supervisor is required to review each youth's Restrain Determination Log at least once a month, or more frequently due to critical incidents or information.

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Change  
in level

D. While preparing for an offsite transport, the Officer shall access the youth's Caseload Explorer Restraint Determination Log to find his/her restraint level, as set by the Institution Supervisor. Once offsite, if the youth displays behaviors which require a more stringent level of restraint, the Officer may use his/her best judgment to apply necessary restraints and then contact the Institution Supervisor and discuss the changes. In the event the Institution Supervisor disagrees with the Officer, an adjustment to the youth's restraints shall be made. Upon approval of the increase in restraint level, the Institution Supervisor shall update the youth's Restraint Determination Log.

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JJC Court

E. Mechanical restraints may only be used during a juvenile court proceeding if the court determines that the individual juvenile's behavior in custody or during court, establishes a need for mechanical restraints to prevent physical harm to the youth or another person or due to a substantial risk of flight. The District Attorney is responsible for establishing the burden of proof to require restraints.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b> <b>Policies and Procedures</b>	<b>Subject:</b> <b>Medical Services, Health and Welfare</b> <b>Section: 8.0</b> <b>Authority:</b> <b>Title 15, Article 8</b> <b>Health Care Services</b>
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## 8.0 Medical Services, Health and Welfare

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### Overview

The contracted medical group will provide twenty-four (24) hour a day medical and nursing services to all youth housed in the Juvenile Detention Facility (JDF). Clinical decisions about the treatment of individual youth are the sole province of licensed health care professionals, operating within the scope of their license and within facility policy defining health care service.

All Medical Staff operates out of the Juvenile Detention Facility Medical Clinic and is staffed with professionals, having expertise in both the medical and mental health fields. The Probation Department's primary objective is to deliver the level of medical care necessary to preserve or strengthen the health of all youth in the Juvenile Detention Facility.

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This section covers the following topics:

### In this Section

	<b>Topic</b>	
8.1	General Provisions	
8.2	Initial Medical Assessment	
	8.2.1	Youth Under the Influence
8.3	Medical Authorization/Consent Form	
	8.3.1	Informed Consent
8.4	Medical Records and Confidentiality	
8.5	Transfer of Health Care Summary & Records	
8.6	Physical Examinations	
	8.6.1	Use of Prostheses
	8.6.2	Ectoparasite Control
8.7	Medical Treatment and Services	
	8.7.1	Medical Production Services for Female Youth
	8.7.2	Dental Services
	8.7.3	Hospital Services

**8.0 Medical Services, Health and Welfare (*continued*)**

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	8.7.4	Private Medical and Health Care, including a Process to establish eligibility for youth who may qualify for Medi-Cal services and enrollment if eligible
8.8	Nurse Coverage and Rounds	
	8.8.1	Youth Refusal to Eat Meals
	8.8.2	Physician Consultations
8.9	Pharmaceutical Management	
	8.9.1	Medication, Storage Security, and Control
	8.9.2	Psychotropic Medication
8.10	Preventative and Precautionary Measures	
	8.10.1	Medical Care for Segregated Youth
	8.10.2	Critical Illness, Injury, Death
	8.10.3	Death of a Youth
	8.10.4	Management of Communicable Diseases
	8.10.5	Precautions / Handling Blood
	8.10.6	Disinfecting and Sanitizing Contaminated Rooms
8.11	Diagnosis, Treatment, and Housing for Youth with Acute Illnesses	
8.12	Aids Reporting, Disclosure, Testing, and Confidentiality	
	8.12.1	Safety Equipment, Precautions, and Practices
8.13	Mental Health	
	8.13.1	Psychological Evaluations and Counseling Services
	8.13.2	Mental Health/ Psychiatric Referrals
8.14	Suicide Prevention and Response	
	8.14.1	Recognition and Prevention of Suicide
	8.14.2	Critical Stress Period
	8.14.3	Warning Signs for Suicidal Behavior
	8.14.4	Barriers to Effective Suicide Prevention
	8.14.5	Procedures for Protecting Youth
	8.14.6	Placing a Youth in the Safety Gown
	8.14.7	Transportation of Youth on Suicide Watch
	8.14.8	Attempted Suicide, Suicide Threat, or Gesture Response
8.15	First Aid for Medical Emergencies	
	8.15.1	General Guidelines
	8.15.2	Medical Restrictions and Limitations
	8.15.3	Medical Authority for Youth Assistance w/ Kitchen/Dining Room Work
	8.15.4	Youth's Limitations as a Health Care Worker

<p style="text-align: center;"><b>Tulare County Probation Department</b></p> <p style="text-align: center;"><b>JUVENILE DETENTION FACILITY</b></p> <p style="text-align: center;"><b>Policies and Procedures</b></p>	<p><b>Subject: General Provisions</b>  <b>Section: 8.1</b>  <b>Authority:</b>  <b>Title 15; Article 8, Section 1400, 1401,  1403, 1404, 1405, 1409, 1411, 1433</b></p>
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## 8.1 General Provisions

**Intro** The following general provisions shall structure the Juvenile Detention Facility Health Care program regarding the furnishing of medical services to youth. These policies have been developed by the Health Administrator in cooperation with the Juvenile Detention Facility Administrator to define the extent to which health care shall be provided within the Juvenile Detention Facility and to delineate those services that shall be available through community providers.

**Introduction  
Section 1401** Clinical decisions about the treatment of individual youth are the sole province of licensed health care professionals, operating within the scope of their license, and within Juvenile Detention Facility policy defining health care services. Security policies and procedures that are applicable to child supervision staff also apply to health care personnel.

**Medical  
Staff  
Duties** Medical Director – I. General Duties: The Medical Director, as a licensed physician under the administrative direction of the Primary Care Branch Assistant Agency Director, shall develop, implement, and supervise the health care services for the Tulare County Correctional Facilities.

### 1. Duties:

1	Evaluates all health care services provided to the correctional facility's population at least annually.
2	Supervises services provided by medical personnel within the correctional facilities.
3	Approves and develops written policies and procedures relating to Health Care Delivery, Maintenance of Medical Reports / Records, Mental Health Services, and Medical Personnel / Criminal Justice, to be reviewed at least every two years and revised as necessary.
4	Provides and/or recommends basic medical training for correctional facility staff.
5	Listens to and follows up on complaints from correctional facility populace pertaining to health care delivery, services, and providers.
6	Responds to grievances filed on behalf of youth regarding medical care.
7	Completes a quarterly review of services provided in conjunction with the facility administration in a documented administrative meeting.

## 8.1 General Provisions (*continued*)

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1404

8	Develops medical personnel policy and procedure which ensures that state licensure, certification, or registration requirements and restrictions that apply in the community also apply to health care personnel who provide services to youth in the facility.
9	Keeps appropriate credentials on file at the facility or in another central location where they are available for review. These credentials are periodically reviewed and ensures they remain current.

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General Duties

2. The responsible physician for Juvenile Detention Facility providing onsite health care may determine that a clinical function or service can be safely and legally delegated to health care staff other than a physician. The responsibility for determining the assignment of these duties shall be with the Medical Director. Health care staff shall operate within their scope of practice pursuant to written protocol, standardized procedures, or direct medical order.
- 

Care Is  
Provided

- A. Any youth detained at the Juvenile Detention Facility, who requests medical or dental attention, shall be afforded the opportunity for examination and care as soon as possible. No youth is to be denied medical attention. All complaints of a medical nature or injury, reported to a Juvenile Detention Facility staff member of an emergency or urgent nature, shall be reported to the medical clinic through the Institution Supervisor who shall contact medical staff for immediate care.

Sick Slips

For routine medical services, the youth may complete a Request for Treatment sick call slip and place it in the medical lock box located in each unit. At least once per day, medical staff will retrieve all sick call slips from the lock boxes and process them for assessment or treatment

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Daily Sick  
Call Roster

- B. For routine medical complaints, youth shall be seen at predetermined sick call rounds as scheduled by medical staff. Probation staff shall direct emergencies to the clinic at any time.

In addition to the sick call slips submitted to the clinic on an ongoing basis, medical staff shall keep an accurate daily Juvenile Detention Facility Sick Call Roster that shall list the name and complaint of each youth seeking medical or dental attention. Medical staff review the sick call slips during sick call and a notation shall be made on the sick call roster that the youth has been seen. When warranted, the youth shall be seen by the facility doctor or arrangements shall be made for out-of-facility medical or dental care.

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Report Any  
Injury

- C. If a nurse or other clinic personnel are not immediately available or when the injury is particularly significant, Probation Correction Officers shall notify the Institution Supervisor. The Institution Supervisor shall then be responsible for seeing the youth and evaluating the situation to determine the appropriate course of action.
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## 8.1 General Provisions (*continued*)

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First Aid Required Of Staff	D. Staff are required to render assistance and follow prescribed first aid procedures to save the life or deter further injury to any youth in need, until medical personnel respond and assume responsibility over the situation.
Prescribed Treatment	E. Clinical decisions about the treatment of individual youth are the sole province of licensed health care professionals, operating within the scope of their license and within facility policy defining health care services.
Document All Youth Injuries Via CLE Incident Report	F. All injuries incurred by a youth shall be documented by an Incident Report in Caseload Explorer.
Ensure Medical Treatment Is Done	G. All staff are responsible for ensuring that medical instructions and administrative procedures are carried out properly and in a manner which reflects good judgment, sanitation, and security precautions.
Transfer and Releases Are Cleared by the Clinic	H. Under certain circumstances, it may be necessary to process and/or clear a youth with a notable medical or mental health condition through the clinic prior to transfer or release. Medical staff are responsible for communicating appropriate medical and/or mental health information along with applicable medication and records to the person / agency to whom the youth is released.
Contact	I. Medical staff shall inform the on-duty Institution Supervisor of any serious medical problems affecting a youth in detention. Such notification shall take place at the earliest possible opportunity following confirmation of the medical problem.
Not For Punishment	J. At no time shall medical treatment be withheld or administered as a vehicle for punishment or discipline of a youth.
Security Policies	K. Security policies and procedures that are applicable to minor supervision staff also apply to health care personnel.
Youth Grievance	L. Youth may register grievances about the health care system and health care staff if desired.

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Intake Health Screening</b></p> <p><b>Section: 8.2</b></p> <p><b>Authority:</b> <b>Title 15; Article 8, Section 1430, 1431</b></p>
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## 8.2 Initial Medical Assessment

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### Pre-admission Screening

- A. Prior to the time of admission to the Juvenile Detention Facility (JDF) each youth shall have an initial medical evaluation to determine if the youth has any immediate medical needs which require attention. The screening shall include:

1. Physical and behavioral health and safety issues;
2. Intellectual or developmental disabilities;
3. Contact with the Regional Center for the Developmentally Disabled for youth that are suspected or identified as having a developmental disability, pursuant to Title 15 section 1413;
4. Signs of intoxication;
5. State of consciousness;
6. Physical Injuries;
7. Medical Illness;
8. Psychiatric disorders which require further evaluation and/or referral.

Any abnormalities noted in the initial assessment shall require a nurse/physician evaluation to determine the youth's ability/suitability to be admitted to the Juvenile Detention Facility.

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- B. The interview shall take place as soon as the youth is brought to the facility by law enforcement but not simultaneous with the booking procedure. This interview shall not be delayed as it determines whether the Juvenile Detention Facility will consider detention of the youth.
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**8.2****Initial Medical Assessment** *(continued)*

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- C. The responsible physician shall establish criteria, defining the types of apparent health conditions that would preclude acceptance of a youth into the facility, without documented medical clearance. The criteria shall be consistent with the resources to safely hold the youth.

1	A youth who is unconscious shall not be accepted into the facility
2	Youth who are known to have ingested or who appear to be under the influence of intoxicating substances shall be cleared in accordance with Section 1431
3	Written documentation of the circumstances and reasons for requiring a medical clearance whenever a youth is not accepted for booking, and,
4	Written medical clearance shall be received prior to accepting any youth referred for a pre-booking treatment and clearance
5	Any physical limitations will be documented by the medical staff and placed into the youth's medical site file. The limitations shall be entered as a Caseload Explorer Medical Exam Log, to ensure that all staff are aware. The document shall then be scanned into the youth's Caseload Explorer Documents.

Caseload  
Explorer

- D. Any youth not cleared by the clinic shall require a medical clearance be obtained by the arresting agency prior to booking. Clinic personnel shall also document any decision to deny admittance of a youth to the Juvenile Detention Facility and the reasons for that decision.
- 

- E. An intake health screening shall be completed by health care personnel, in writing, within four (4) hours of the Probation Intake Officer's decision to keep a youth at the Juvenile Detention Facility. The screening shall consist of a defined, systematic inquiry and observation of every youth booked into the juvenile facility.

Medical  
Screening

1. Screening procedures shall address medical, dental, and mental health concerns that may pose a hazard to the youth or others in the facility as well as health conditions that require treatment, while the youth is in the facility.
  2. Any youth suspected to have a communicable disease that could pose a significant risk to others in the facility shall be separated from the general population pending the outcome of an evaluation by health care staff.
  3. Procedures shall require timely referral for health care commensurate with the nature of any problems or complaint identified during the screening process.
- 

Suicide Risk  
Screening for  
Housing

- F. Any youth that is screened upon arrival to the facility, and believed to be a suicide risk, shall immediately be referred to mental health or medical staff prior to entering a housing unit. Mental health or medical staff shall evaluate the youth and, if needed, place him/her on a Suicide Prevention Plan or a Suicide Watch, which shall address the youth's housing assignment.
-



## 8.2.1 Youth under the Influence

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Medical	All youth arrested for possession or under the influence of drugs and/or alcohol or who appear to be in a state of intoxication (i.e., loss of equilibrium, slurred speech) must undergo a medical assessment performed by a Nurse or Physician prior to booking to determine suitability for admittance to the Juvenile Detention Facility. If they feel the youth is too sick they can request the youth be taken to Emergency for treatment before being admitted to the Juvenile Detention Facility. If medical clearance is granted the following services and procedures shall be implemented.
Drug & Alcohol	A. Any youth admitted to the Juvenile Detention Facility who is determined to be under the influence of drugs or alcohol shall be placed on Drug & Alcohol Watch for their own safety and welfare.
Notify Duty	B. When a youth is placed on Drug & Alcohol Watch for being under the influence, a PCO is required to formally notify the Juvenile Detention Facility Institution Supervisor.
10 min. Safety Checks Minimum	<p>C. Every youth placed on Drug &amp; Alcohol Watch for being under the influence purposes shall be monitored via safety checks every ten (10) minutes at a minimum. Observations shall be documented with actual time of occurrence recorded on a Drug and Alcohol Watch Form.</p> <ol style="list-style-type: none"><li>1. Frequency of checks may be increased at the discretion of either the Duty Institution Supervisor or medical personnel.</li><li>2. The purpose of such checks shall be to assess the youth's safety and welfare.</li><li>3. Any apparent changes which reflect negatively on the youth's state of health or welfare shall be immediately reported to the Duty Institution Supervisor and Medical Clinic.</li><li>4. Any youth whose intoxicated behavior persists beyond six (6) hours shall immediately be referred to Medical Staff for another examination.</li></ol>

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### 8.2.1 Youth under the Influence *(continued)*

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Re-Assessed  
Periodically

D. All youth placed on Drug and Alcohol Watch, for being under the influence, shall be periodically assessed by medical staff, according to a schedule determined by attending medical personnel. Frequency of assessments shall take into account the degree of exhibited intoxication, the drug or combination of drugs consumed, withdrawal reactions, and any other factors placing the youth at risk. Medical staff shall be summoned immediately whenever a youth experiences intoxication or withdrawal reactions.

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Security

E. For security and safety reasons, all medical assessments shall be performed in the presence of custodial staff. The level of security shall be commensurate with the youth's potential for aggressive and violent behavior, and will be determined by the Institution Supervisor.

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Release

F. A youth may only be released from an alcohol/drug related Drug & Alcohol Watch, after six (6) hours, by health services personnel.

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Unit  
Notification

G. All youth placed on Drug and Alcohol Watch shall be housed in the medical unit. Unit staff receiving a youth following placement on a Drug & Alcohol Watch, shall be informed of that fact and briefed by the Juvenile Detention Facility Institution Supervisor and/or a representative of medical staff as to any safety and security precautions be taken or medical orders to be followed.

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Pregnant  
Youth

H. Pregnant youth shall receive prenatal care, in addition to the medical assessment, and shall be referred to the drug / alcohol counselor.

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Release

I. All youth under the influence at booking shall be referred to the drug/alcohol counselor if they are detained by Intake. In addition, any youth booked while under the influence and with a known or suspected mental illness shall also be referred to Mental Health.

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J. Substance abuse counseling, shall be provided to any youth brought to the facility under the influence. Upon release, the youth shall be referred to community substance abuse counseling consistent with Section 1413 and Section 1355 of Title 15.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Medical Authorization and Consent Forms</b></p> <p><b>Section: 8.3</b></p> <p><b>Authority:</b></p> <p><b>Title 15; Section 1434</b></p>
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## 8.3 Medical Authorization and Consent Forms

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Parent's  
Consent to  
Give Medical  
Treatment  
Required

- A. The provision of routine medical and dental care to youth through medical or an affiliated health care provider, requires the consent and authorization of the youth's parents or legal guardian. To obtain parental permission an, "Authorization for Medical Care and Release of Medical Information" must be completed and signed by a parent or legal guardian.

Visits

1. If a parent visits a youth without a current medical authorization, medical staff shall be contacted and provide the parent or guardian a consent form to sign at the time of the visit.

Medical Clinic  
Responsibilities

2. Medical staff shall engage in a continual process of updating requests for medical authorization by informing the staff in Reception of those consent forms still not received.
- 

### 8.3.1 Informed Consent

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Intro

Informed consent is an agreement between the patient, parent/legal guardian, and the attending physician. This consent may involve a treatment plan, examination, or medical procedure. After the patient and parent/legal guardian have been fully informed of the material facts surrounding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, or medical procedures, or actions may be initiated.

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### 8.3.1 Informed Consent *(continued)*

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Policy

- A. It is the policy of this institution to obtain informed consent as required by law, prior to all examinations, treatment, and/or medical procedures. Any youth who refuses treatment, examination, or medical procedures shall not be treated, unless the medical problem presents an emergency and the criteria as set forth in Policy Section 8.10.2 has been met. When there is no parent or guardian or any other authorized person standing in loco parentis, the Court shall act in its capacity according to 739 of the Welfare & Institution Code; Whenever it appears to the Juvenile Court that any person concerning whom a petition has been filed with the Court is in need of medical, surgical, dental, or other remedial care, and that there is no parent, guardian, or person standing in loco parentis capable of authorizing or willing to authorize the remedial care or treatment for that person, the Court, upon the written recommendation of a licensed physician and surgeon or, if the person needs dental care, a licensed dentist, and after due notice to the parent, guardian, or person standing in loco parentis, if any, may make an order authorizing the performance of the necessary medical, surgical, dental, or other remedial care for that person.
- 

Youth  
Refusal of  
Medical  
Services

- B. If a youth or his/her parent/legal guardian refuses treatment, examination, or medical procedures for the youth, such refusal shall be documented, and the youth or parent/legal guardian shall sign and acknowledge his/her refusal. A youth who refuses medical treatment or an examination shall not incur punishment or discipline for his/her decision.
- 

Emergency  
Care and  
Informed  
Consent

- C. When an emergency such as a serious illness, injury, or accident occurs, a reasonable effort shall be made by the medical clinic to contact a youth's parent/legal guardian to obtain consent for medical/dental care prior to the commencement of that care (if time and conditions permit). In situations where the medical clinic has diligently tried to contact a parent or legal guardian to obtain consent but to no avail, then consent shall be authorized by the Probation Officer, pursuant to Welfare and Institutions Code 739(d).
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Medical Records and Confidentiality</b></p> <p><b>Section: 8.4</b> <b>Authority: Title 15, Article 8</b> <b>Section 1406, 1407</b></p>
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## 8.4 Medical Records and Confidentiality

Medical  
Records

A youth's medical records represent a confidential source of information, which is the property of the youth and is maintained by the contracted medical agency. Release of any information or records pertaining to youth's medical records must be presented to the medical staff. The health or medical condition of a youth is restricted and subject to the provisions enumerated below:

Confidentiality

- A. All medical records generated or obtained by the Juvenile Detention Facility staff regarding a youth are confidential. The use of these records is limited to the use of medical staff and only for the purpose of attending to the health needs of the youth. Youths shall not be used to translate confidential medical information for other non-English speaking youths.

Each youth will have a separate, personal, and complete medical record. These records are to be readily available for inspection. All medical forms are to be kept in neat order. Medical records are confidential and the sole responsibility of the contracted medical provider for Tulare County Probation.

Medical  
Inquiries

- B. Any non-medical staff receiving inquiries from the general public, family members, attorneys, or other persons is prohibited from divulging any specific information regarding a youth's state of health, mental, or physical condition. All medical or mental health inquiries shall be directed to the medical infirmary staff.

Only Medical  
Staff May  
Release  
Medical  
Information

- C. Only medical staff may provide and/or release medical information pertaining to a youth in the Juvenile Detention Facility to a person outside the institution.

State Of Health  
May Be  
Released By  
Clinic

- D. Information concerning a youth's state of health may be released by medical staff to a youth's parents, guardians, Probation staff, or Court when deemed appropriate by the Juvenile Detention Facility medical staff.

## 8.4 Medical Records and Confidentiality (*continued*)

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JDF Staff May  
Obtain Med  
Info with  
Approval of the  
Clinic

- E. Custodial staff may obtain medical information and/or records of a youth but only with the approval of the clinic. Psychological evaluations may be released to staff on a need to-know basis but only with the prior approval of the clinic. Approval shall be based on the nature of the information in relationship to the treatment needs/plans for the youth while placed at the Juvenile Detention Facility.
- 

- F. While facility personnel shall not have direct access to a youth's medical records, in some cases, information may be directly shared between the medical staff and Probation staff. Appropriate information to be shared includes information with the potential for impact on the security of the institution and/or the safety of its staff and youth or information obtained during the assessment process pertinent to classification and/or treatment while at the Juvenile Detention Facility. Such information may include chronic conditions, mental instability, physical limitations, and/or medications with significant side effects.
- 

Release of  
Medical  
Information  
Form

- G. A signed Release of Medical Information form is required prior to releasing the medical records of a youth to other than authorized persons and/or agencies.
- 

- H. The Health Administrator, in cooperation with the Facility Administrator, shall maintain complete individual and dated health records that include, but are not limited to:

1	Intake health screening form;
2	Health appraisal / medical examinations;
3	Health service reports (e.g., emergency department, dental, psychiatric, and other consultations);
4	Complaints of illness or injury;
5	Names of personnel who treat, prescribe, and/or administer/deliver prescription medication;
6	Location where treatment is provided;
7	Medication records in conformance with Title 15, Section 1438;
8	Progress notes;
9	Consent forms;
10	Authorizations for release of information;
11	Copies of previous health records;
12	Immunization records; and,
13	Laboratory reports.

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## 8.4 Medical Records and Confidentiality *(continued)*

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Health  
Records

- I. Health records are required to be generated for each youth admitted to the institution. Maintenance of these records shall be performed by trained medical staff only. Health records shall be stored separately from all other youth records in the Medical Clinic Records Room. Stored records must be retained for a minimum of seven (7) years.
- 

Review  
of Data

- J. Statistical data of the health care services provided to youth at the facility shall be collected and, on an annual basis, a summary of the data shall be provided to the Facility Administrator for review.
- 

### 8.4.1 Transporting Medical Records

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Occasionally, medical and other sensitive records must be transported from one location to another, such as when a youth is transferred to or from the Juvenile Detention Facility, or when a youth is returned to the facility from a medical appointment. Appropriate steps must be taken to safeguard these records, whether electronic or paper.

- A. All medical records and documents containing patient protected health information must be adequately secured to help ensure patients' information is not exposed to unauthorized individuals. All staff and should follow these standards when transporting medical records, documents and portable media devices (such as laptops or flash drives) containing medical records:
1. Always place medical records in an envelope and seal it. Do not leave the envelope in the vehicle or place it on a counter unattended, even temporarily.
  2. The sealed envelope shall be placed in the records case and locked. Each transport vehicle is equipped with a HIPPA compliant, locking durable case for the transport of records. It is the transport officer's responsibility to ensure the records case is in working order and in the transport vehicle at all times.
  3. Records, documents containing medical records or laptops, should not be left in an unlocked or unsecured area.
  4. When returning from a medical appointment off site, the transport officer shall keep the medical records sealed in an envelope or folder and not share the information with other staff or youth.
  5. The sealed envelope shall be handed directly to medical staff, not left on a desk or in a box.
  6. Medical staff transporting medical records from one facility to the other shall ensure that HIPPA regulations are met.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Transfer of Health Care Summary and Records</b></p> <p><b>Section: 8.5</b></p> <p><b>Authority: Title 15; Article 8, Section 1408</b></p>
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## 8.5 Transfer of Health Care Summary & Records

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### Institutional Responsibility

When a youth is admitted into the Juvenile Detention Facility, their health and well-being becomes an institutional responsibility. Upon a youth's release or transfer, safeguards shall be taken to inform the responsible agency/person of the need for continued health services. The following steps are to ensure that recommended health care procedures/services are continued following a youth's release from the Juvenile Detention Facility.

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### Infirmary to Inform Guardian of Needed Care When Youth Are Released

- A. It shall be the responsibility of medical staff to ensure the continuation of medical care following a youth's release or transfer to another institution by informing the responsible agency/person of the youth's need for continuing medical care. This is accomplished by preparing a medical transfer summary for the receiving institution or person.
- 

### Infirmary shall inform booking Of medical care To pass on to guardian

- B. Medical Staff shall inform BIR staff of all youth with special medical needs or health problems (i.e., prescription medication, etc.) and request a "Medical Hold" be placed on the youth's booking slip. The BIR staff shall be responsible for flagging the youth's original booking slip and making a notation in Caseload Explorer, no youth may be released from the Juvenile Detention Facility until the "Medical Hold" status has been removed. "Medical Holds" may only be removed by Health Services personnel.
1. Medical services are required to provide advance notification to the local health officer in the sending jurisdiction and responsible physician of the receiving facility prior to the release or transfer of youth with known or suspected active tuberculosis disease.
- 

### Hold req. Clinic Permission to release

- C. Release procedures for a youth with a "Medical Hold" requires the approval of Medical Clinic staff. The BIR must contact the Infirmary and receive express authorization prior to ensure processing the youth for release.
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## 8.5                    **Transfer of Health Care Summary & Records** *(continued)*

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Release a  
Medical  
Hold  
Youth

- D. To remove a “Medical Hold” restriction a medical staff member must personally respond to the booking and release office where the youth is being held and evaluate the youth’s “Medical Hold” status. In order to delete the “Medical Hold” the medical staff member must inform the person responsible for assuming custody of the youth of all pertinent medical information. During this briefing the necessity for continued medical treatment shall be emphasized accompanied by the Medical Transfer Summary.
- 

Medical  
Staff  
Shall  
Inform  
guardian

- E. When appropriate, the responding health services staff shall give the responsible parent /or agency representative instructions, information, records, and necessary medication to ensure the continuation of needed medical treatment and services.
1. Written authorization from the youth and/or parent/legal guardian shall be obtained prior to transferring copies of actual health records, unless otherwise provided by court order, statute, or regulation having the force and effect of law.
- 

Guardian’s  
Signature

- F. The parent or agency representative shall be required to sign the youth’s medical form indicating their acknowledgment of the youth’s need for continued medical treatment/services.
-

<p style="text-align: center;"><b>Tulare County Probation Department</b></p> <p style="text-align: center;"><b>JUVENILE DETENTION FACILITY</b></p> <p style="text-align: center;"><b>Policies and Procedures</b></p>	<p><b>Subject: Physical Examinations</b></p> <p><b>Section: 8.6</b></p> <p><b>Authority: Title 15, Article 8</b></p> <p><b>Sections: 1430, 1432, 1436</b></p>
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## 8.6 Physical Examinations

**Intro** Several different physical examinations are performed during a youth's stay at the Juvenile Detention Facility.

**Within 96  
Hours of  
Detention**

- A. Medical Staff shall conduct a physical examination on all youth within 96 hours after their detention at the Juvenile Detention Facility. This examination shall be performed by a registered nurse practitioner, physician's assistant, or licensed physician in a setting which offers the youth an acceptable level of privacy. Adjudicated youth confined for successive stays, each lasting less than 96 hours shall have a physical examination during their initial or prior to acceptance into the facility for their next stay.

- B. At a minimum, the health evaluation shall include a health history, examination, laboratory and diagnostic testing, and necessary immunizations as outlined below:

1	The health history includes: Review of the intake health screening, history of illnesses, operations, injuries, medications, allergies, immunizations, systems review, exposure to communicable diseases, family health history, habits (e.g., tobacco, alcohol and other drugs), developmental history (e.g., school, home, and peer relations), sexual activity, contraceptive methods, reproductive history, physical and sexual abuse, neglect, history of mental illness, self-injury, and suicidal ideation.
2	The examination includes: Temperature, height, weight, pulse, blood pressure, appearance, gait, head and neck, a preliminary dental and visual acuity screening, gross hearing test, lymph nodes, chest and cardiovascular, breasts, abdomen, genital (pelvic and rectal examination with consent, if clinically indicated), musculoskeletal, and neurological.
3	Laboratory and diagnostic testing includes: Tuberculosis testing together with pap smears and testing for sexually transmitted diseases for sexually active youth. Additional testing should be available as clinically indicated, including pregnancy testing, urinalysis, hemoglobin, or hematocrit.
4	Immunizations shall be verified and, within two weeks of the health appraisal/medical examination, a program shall be started to bring the youth's immunizations up-to-date in accordance with current public health guidelines.
5	A dental examination to identify the need for critical dental care.

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## 8.6 Physical Examinations *(continued)*

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Modified  
Exams for  
Previously  
Examined  
Youth

C. Modified physical examinations are permitted for youth who have had a previous physical examination at the Juvenile Detention Facility within the last twelve (12) months, provided there is reason to believe that no substantial change would be expected since the last evaluation. Under such circumstances, an interval physical shall be conducted which consists (at a minimum) of a review of recent medical incidents and laboratory screening. This applies to Aftercare youth.

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Transfer Ins

D. For adjudicated youth who are confined in any juvenile facility for successive stays, each of which totals less than 96 hours, the responsible physician shall establish a policy for a medical evaluation and clearance. If this evaluation and clearance cannot be completed at the facility during the initial stay it shall be completed prior to acceptance at the facility. This evaluation and clearance shall include screening for tuberculosis.

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### 8.6.1 Use of Prostheses

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Prosthesis/  
Orthopedic  
Device

If a youth requires the use of a prosthesis, the Juvenile Detention Facility treating physician shall make a medical determination whether the non-use of such device would adversely affect the health of the youth. Once prescribed by the physician, the prosthesis shall not be removed unless there is probable cause to believe that the youth presents an immediate risk of bodily harm to any person in the facility or the security of the facility.

CLE Incident  
Report

A. If a prosthesis is removed from a youth, it shall be returned to the youth when the identified risk no longer exists. Staff shall complete an Incident Report, documenting why the prosthesis was removed and also when it was returned. Such removal shall be authorized by the Institution Supervisor and report submitted to the Supervising Probation Officer and Division Manager.

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## 8.6.2 Ectoparasite Control

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Bug  
Screen

Youth admitted to the Juvenile Detention Facility shall be screened for ectoparasite infestation (i.e., lice, crabs, etc.) during their initial medical assessment and whenever requested by a youth or Juvenile Detention Facility staff. Youth found to have ectoparasite infestation shall be subjected to the treatment procedures outlined below:

Medicated  
Shampoo

A. All youth found to have ectoparasite infestation(s) shall be housed in the medical unit.

Use of  
Lotion

B. Medicated shampoo/lotion shall be provided by the medical provider for the treatment of ectoparasites.

The lotion shall be applied by the youth to the infested area under the direction and supervision of a Juvenile Detention Facility staff member.

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C. Antiparasite lotion is for external use only. It shall be applied undiluted to hair, scalp or any other infested area. It should not be applied to eyelashes or eyebrows. After the initial application the lotion shall remain on the infested area for 5-10 minutes. The youth shall then wash thoroughly with warm water, soap and/or shampoo. Dead ectoparasite and eggs may require the use of a fine-toothed comb (provided by the Infirmary) for removal.

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D. When using the lotion and during subsequent shampooing the youth shall avoid contact with their eyes, nose, mouth, or other mucous membrane areas. A towel may be held tightly over the eyes for protection from lather during the rinse procedure. Should the lotion accidentally come into contact with the user's eyes a thorough flushing of the eyes with clear water is recommended to relieve irritation.

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E. Following the medicating procedures the youth shall be issued a clean set of clothing and bedding. Repeat applications may occur at the discretion of the Infirmary. A youth shall not be allowed to return to their regular living unit until the ectoparasite infestation has been completely eliminated.

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Roommates

F. Roommates of a youth who has been identified as an ectoparasite carrier shall be immediately referred to the Infirmary for an ectoparasite evaluation.

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Youth's  
Room

G. The room where a youth with ectoparasite infestation was living must be completely sanitized prior to reoccupation. Linen, bedding and clothes shall be placed in Biohazard bags and forwarded to the laundry for cleaning. (See Manual Section 5.8.2B). The room shall be cleaned and disinfected pursuant to the procedure as outlined in Manual Section 7.11.2 F.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: Medical Treatment and Services</b> <b>Section: 8.7</b> <b>Authority:</b> <b>W &amp; I Code Section 220 - 222</b> <b>Title 15, Article 8,</b> <b>Section 1416, 1435, 1402</b>
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## 8.7 Medical Treatment and Services

**Policies** The following policies structure the provision of medical treatment for youth detained in the Juvenile Detention Facility.

**PCOs Prohibited From Prescribing Medical Treatment** A. Treatment for injuries, illnesses, and other medical problems are the responsibility of the medical staff. Probation Correction Officers are prohibited from prescribing treatment for any illness or injury related condition except to provide emergency intervention (see Manual Section 8.13).

B. Each facility shall provide:

1. At least one physician to provide treatment; and,
2. Health care services which meet the minimum requirements of these regulations and be at a level to address acute conditions and avoid preventable deterioration of health while in confinement.

C. Medical examination rooms shall be available at all times for the treatment of injuries and illnesses. The medical examination room is required to:

**Med Exam Rooms Available**

1	Have sufficient lockable storage space for readily available supplies and drugs;
2	Have emergency equipment and supplies, basic medical supplies, and equipment appropriate to the services provided by the medical clinic;
3	Be clean, sanitary and orderly at all times.

**Treatment Documented**

D. Any treatment plan, which is to be carried out in a unit by Juvenile Detention Facility staff, must be documented on a medical restriction form provided to staff by clinic staff. The information shall be entered in Caseload Explorer as a Medical Exam Log for treatment purposes. To ensure patient privacy, all medical treatments shall be performed by medical staff, in the Medical Unit.

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## 8.7.1 Medical Reproductive Services for Youth

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Intro	The following medical services are available to all female youth in the Juvenile Detention Facility as mandated in Sections 220-222 of the Welfare and Institutions Code.
Physician of Choice	A. All youth shall have reasonable access to the services of a physician of choice, in order to determine whether they are pregnant. Expenses incurred due to the services of a physician of choice shall be borne directly by the youth or her parents/legal guardian. The youth may choose the services of a physician contracted by the County of Tulare, and these expenses shall be paid by the County.
Prenatal Care	B. Pregnant youth shall be permitted reasonable access to prenatal care from their private physician. All expenses incurred through the private physician's services shall be paid by the youth or her parents/legal guardian.
Upon Request	C. At her request, a female youth shall be allowed to continue usage of the following: <ol style="list-style-type: none"><li>1. Personal hygiene items associated with the menstrual cycle and reproductive system;</li><li>2. Birth control measures as prescribed by her physician and delivered by medical staff.</li></ol>
Education/ Information on Birth Control	D. Upon request, a male or female youth shall be furnished with information and education materials regarding birth control measures.
Abortions	E. A female youth in the Juvenile Detention Facility, who is pregnant and desires an abortion, shall be permitted to obtain an abortion subject to eligibility, as established by the Therapeutic Abortion Act as set forth in Section 25950 of the Health and Safety Code and current state laws.
Staff Shall Inform Youth of Their Rights	F. It is the responsibility of all Juvenile Detention Facility staff dealing with female youth to inform them of their rights as enumerated above. To ensure advisement, the above rights shall be posted for perusal, at a minimum, in at least one (1) conspicuous place in the living unit where female youth have access.

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### **8.7.1.1 Services for Pregnant Youth**

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Requirements

- A. Youth received at the Juvenile Detention Facility while pregnant are provided the following:
1. A balanced and nutritious diet approved by medical personnel.
  2. Prenatal and postpartum information and health care including, but not limited to, access to necessary vitamins as recommended by a doctor.
  3. Information pertaining to childbirth education and infant care.
  4. At no time shall a youth who is in labor be restrained, (shackled) by wrists, ankles, or both including during transport to a hospital during delivery, and while in recovery after giving birth unless deemed necessary for the safety and security of the minor, the staff, and the public. Any use of restraints must be approved by an I.S. or above and documented in Incident Report format. (P.C. 5007.7, P.C. 6030)
  5. Any female in custody at the Juvenile Detention Facility has the right to summon and receive the services of any physician of her choice to determine if she is pregnant. If she is found to be pregnant she is entitled to a determination of the extent of the medical services she requires and to receipt of those services from a physician of her choice. Any expenses resulting from the services of a physician whose services are not provided by the facility shall be paid by the female.
  6. If private OB/GYN treatment is required or preferred by the youth/youth's parents/guardians, parents/guardians may make the necessary arrangement with the private provider after which transportation arrangements shall be provided by the Juvenile Detention Facility Transport Unit.
  7. Any pregnant youth shall be advised orally or in writing of the standards and policies governing pregnant inmates. (PEN 6030)
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## 8.7.2 Dental Services

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Dental services shall be provided to youth according to the following guidelines:

- |                          |   |
|--------------------------|---|
| Immediate<br>Dental Care | A. If the need for immediate dental care is noted at the time of the youth's initial assessment, the nurse shall make arrangements for the youth to be treated by a contracted dentist <del>or</del> . If a private dentist is required or preferred by the youth's parents, the necessary arrangements will be made with the youth's parents and/or dentist. Transportation arrangements shall be provided by the Juvenile Detention Facility Transport Unit in the event that the youth must be treated off site. ( <u>Manual Section 8.7.4</u> ) |
| <hr/>                    |   |
| Preventive<br>Services   | B. Dental treatment shall not be limited to emergency or immediate care only. Medical or a designated/contracted Dentist will perform dental exams for youth who request to be seen, and will establish a treatment plan which will include preventative services as recommended, Treatment shall not be limited to extractions only.   |
| <hr/>                    |   |
|                          | C. For those youth who are detained for longer than one (1) year, annual dental exams will be provided by Medical Dentist.  |
| <hr/>                    |   |
| Emergency<br>Dental Care | D. Emergency dental care shall be provided by the dental services contracted by Medical. Consent for treatment is obtained through the <u>Medical Authorization</u> form signed by the youth's parent/legal guardian and is held on file in the Medical Unit. If a consent form is not on file the procedures outlined in <u>Manual Section 8.3.1</u> shall be invoked.   |
| <hr/>                    |   |
| Tooth<br>Knocked Out     | E. If by accident/incident, a youth's tooth is knocked out, staff shall immediately locate the tooth and place it in a cup of cold water or milk, if available, in an effort to protect the fibers on the tooth and/or in the mouth. Notify medical staff immediately and escort the youth with the tooth to the clinic for evaluation and emergency referral to a dentist.   |
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## 8.7.3 Hospital Services

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- |  |  |
|--|--|
| Intro                                      | The extension of hospital services to youth housed in the Juvenile Detention Facility represents an additional service provided by the Juvenile Detention Facility medical clinic. This service is governed by the following provisions:   |
| Doctor to<br>Determine Send<br>To Hospital | A. In an emergency situation, the on-duty physician shall determine if a youth needs medical treatment at a hospital. In the absence of a physician, the duty nurse shall inherit the responsibility for determining the need for hospital services, in conjunction with the Institution Supervisor. |
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### 8.7.3 Hospital Services

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Medical  
Authorization  
Form

- B. A Medical Authorization Form, signed by the youth's parent/legal guardian, must accompany a youth who requires the services of a hospital. If a Medical Authorization Form is not available, consent for treatment must be obtained either from a Juvenile Court Judge or Supervising Probation Officer pursuant to Section 739 of the Welfare and Institutions Code.
- 

Security

- C. A Transport Officer shall be assigned to accompany a youth referred to the hospital for emergency care. Unless otherwise authorized, Transport Officers shall secure the youth with restraints as indicated in the Restraint Determination Log. At no time shall a youth who is in labor be restrained, (shackled) by wrists, ankles, or both including during transport to a hospital, during delivery and while in recovery after giving birth unless deemed necessary for the safety and security of the youth, the staff, and the public. Any use of restraints must be approved by an I.S. or above and documented in Incident Report format. (P.C. 5007.7). Refer to 8.7.1.1 for additional policy regarding restraints for pregnant youth)
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1	Remain with the youth at all times, including the consultation, evaluation, and examination procedures;
2	Enforce all institutional rules during the hospital visit and while escorting the youth;
3	Handcuffs and/or shackles are to be removed for treatment and examination purposes, or if the youth is admitted into the hospital. Before removing restraints, staff are to check all rooms to be aware of possible avenues of escape and prevent access to such.
4	Return the necessary paperwork following completion by the emergency room physician or consulting doctor to the medical box;
5	Follow all instructions received by hospital medical staff regarding medical instructions but maintain security throughout the visit;
6	Upon return from the hospital, the Transport Officer shall complete a supplemental report including complete information regarding the need for the trip to hospital, departure for the hospital and time of return to the facility.

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Hospitalization

- D. In situations where emergency care at a hospital is indicated, the Transport Officer shall immediately notify the Institution Supervisor that the youth needs to be admitted to the hospital. The Institution Supervisor shall notify the JDF Medical Clinic and the Division Manager via the chain of command, of the need for hospitalization and shall notify the youth's parents at the earliest opportunity.
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## 8.7.4 Private Medical and Health Care Services

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Right to  
Medical Care

A youth has the right to receive private medical attention and health care services located outside the institution (at their own expense) upon approval of the Division Manager or a court order and by complying with the following guidelines:.

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Private

A. Any youth or parent of a youth, requesting private medical attention shall be referred to the Medical Staff for initial arrangements and information. Approval will be obtained by adhering to the following policy:

1. A sick slip will be submitted for the youth to see medical staff.
  2. The youth will be evaluated by contracted medical staff to ascertain the necessity of private medical care.
  3. The request for private care will be recommended by medical staff, if the youth cannot be provided with appropriate care.
  4. If approved, the Institution Supervisor will contact the parent/guardian.
- 

Medical Staff  
shall make the  
appointment

B. The Medical Staff shall obtain necessary information from the parent/legal guardian. The Medical Staff shall make the appointments, if possible. If the parent/legal guardian must make the appointment for payment purposes or already has an appointment it shall be changed by the Medical Staff. This is to keep family visiting from occurring during the appointment for officer safety. The Medical Staff shall inform the private physician's office that the youth's appointment time and date are confidential and are not to be given out to anyone including the parent/legal guardian, again for purposes of officer safety.

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C. Medical staff can deny private care based on the ability of the contracted medical staff to provide the youth with adequate and appropriate health care.

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D. Youth who have been denied private medical care by medical staff may petition the court for an order for private care.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Nurse Coverage and Rounds</b></p> <p><b>Section: 8.8</b></p> <p><b>Authority:</b> <b>Title 15, Section 1402, 1433</b></p>
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## 8.8 Nurse Coverage and Rounds

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### Nurse Services

The following policies and procedures structure the provision of nurse services for youth detained in the Juvenile Detention Facility.

### 24 Hours a Day Service

- A. Provision shall be made for any youth requesting health care attention, or observed to be in need of health care, to be given that attention by licensed or certified health care personnel.
1. Nurse coverage shall be provided on a 24 hour basis for all youth housed in the Juvenile Detention Facility.

### Sick Calls 7 Days a Week

- B. “Sick Call” shall be held, as scheduled by contracted medical staff. Any youth who has put in a sick slip to see the nurse, may do so at this time. All complaints of illness and/or injury made to Probation staff shall be reported to the nurse. Any staff observations of illness or injury to a youth shall also be reported to the nurse.
1. Officers shall relay requests from the youth, initiate referrals when a need for health care services is observed and advocate for the youth when the need for services appears to be urgent.
  2. All “Sick Call” evaluations shall be conducted in the Youth Facility Medical Office or the Juvenile Detention Facility Medical Unit.

### Sick Call Slips

- C. All referrals to medical staff shall be documented on a sick call slip, which shall be filed and maintained by medical staff.

### Confidential Sick Call Slips

- D. Youth shall be able to submit confidential sick call slips by placing them in the locked medical box in each unit. The medical staff will check the boxes each shift.

### Dispensing Medication

- E. Medication rounds shall be made at predetermined times in each unit, in the housing unit. Only the youth who are scheduled for medication shall be seen by a nurse at this time.

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## 8.8 Nurse Coverage and Rounds *(continued)*

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Injuries Or  
Illness After  
Sick Call

- F. All non-emergency injuries or illnesses occurring after the regularly scheduled “sick call” shall be documented on a sick call slip to be placed in the medical box. The youth, if the condition permits, shall be seen by the nurse at the clinic’s discretion. Emergency illness or injuries shall be reported immediately to medical staff via telephone and the nurse shall respond immediately to the unit.
- 

Translation

- G. Non-English speaking youth shall be supplied with an interpreter from the Juvenile Detention Facility staff, medical staff, or other authorized County agency.
- 

- H. During all nurse rounds, staff shall be required to provide stand by security services. Staff shall be responsible for ensuring all the youth behave appropriately, quietly, and that order is maintained at all times. Staff shall ensure that all dorm activity stops, while the nurse distributes medication or tends to an injury.
- 

24 hour  
Emergency  
Health care

- I. There shall be opportunities available on a twenty-four hour per day basis for youth and staff to communicate the need for emergency health care services.
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### 8.8.1 Nurse Reporting Procedure When a Youth Refuses to Eat Meals

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JDF Staff  
Shall Note  
Youth  
Refusing To  
Eat

- A. It is the responsibility of Juvenile Detention Facility unit staff to document in Caseload Explorer Observation Logs when a youth refuses to eat regular meals. After a youth refuses his/her second meal in a row, it shall be documented as a Unit Note to monitor the youth’s eating habits. All youth who refuse to eat should be checked to see if they are being treated for diabetes.
- 

Refusal Of 3  
Consecutive  
Meals

- B. If three (3) consecutive meals are refused, dorm staff shall notify the Institution Supervisor who will in turn notify medical staff.
- 
- C. Medical staff shall discuss this matter with the Juvenile Detention Facility physician in order to determine what health measures are appropriate.
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## 8.8.2 Physician Consultations

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Doctor  
Availability

A certified physician shall be available, Monday through Friday, to attend to the medical needs of youth detained in the Juvenile Detention Facility. Non-work hours and weekends shall be covered by a designated on-call physician. All physician consultations shall be structured according to the following guidelines:

Complaints  
Assessed  
Daily

A. The youth's medical complaints and injuries shall be assessed on a daily basis by the nurses to determine whether an examination by an attending physician is needed.

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Notifying  
Unit staff,  
Who is to  
See doctor

B. Following completion of the "sick call" each unit's staff shall be notified as to the names of the youth who need to be scheduled to see a doctor. Unit staff shall arrange for the availability of the youth for their scheduled doctor's visit.

---

Security

C. Staff escorts and standby assistance shall be provided by the Juvenile Detention Facility staff for youth who are designated security risks when they visit the Medical Clinic. A Juvenile Detention Facility staff shall be assigned to the Medical Infirmary as a post position whenever youth are being seen or being housed in that area of the institution.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Pharmaceutical Management and Psychotropic Medication</b></p> <p><b>Section: 8.9</b> <b>Authority:</b> <b>Title 15; Article 8, Section 1438, 1439</b></p>
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## 8.9      **Pharmaceutical Management**

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The following policies and procedures structure the delivery, dispensing, and control of medication at the Juvenile Detention Facility:

No Meds to  
Youth  
by JDF staff

A. No medication shall be given to a youth by any Juvenile Detention Facility staff member.

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B. All questions and concerns regarding a youth's medication are to be directed to the Medical Clinic nurse.

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Youth  
Shall Not  
Possess or  
Transport  
Medication

C. Youth shall not be permitted to deliver medication to another youth, transport medication, or possess medication either on their person or in their room. Staff discovering medication on a youth or in his room shall immediately confiscate the medication and notify the Medical Clinic. Any medical staff permitting a youth to possess medication shall be required to obtain the permission of the Institution Supervisor for the medication to be kept in the unit or youth's room.

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Prescribed  
Medication  
Documentation

D. Medication prescribed for a youth shall be documented on a Medication Form. The date, time, and signature of the medical staff delivering medication shall be recorded at the time the medication is administered or not administered to the youth and any reason medication was not administered (e.g., refused, home pass).

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Taking Meds

E. Medication dispensed to youth by medical staff shall be taken only as prescribed. Youth receiving medication to be taken orally, shall be observed taking the medication under the direct supervision of the nurse. To ensure that oral medication is swallowed, all youth shall undergo a visual inspection of the mouth cavity. Medication shall also be dispensed at the times prescribed by the medical instructions of the physician. If for any reason medication is not given at the specific time prescribed, the reason shall be recorded on the Medication Record Form, including a refusal by the youth to take the medication.

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## 8.9                      **Pharmaceutical Management** *(continued)*

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Youth Not Available To Take Meds	F. If medication is not dispensed to a youth at the prescribed time due to the youth's unavailability, (e.g., Court, out of building, excursion, etc.) unit staff shall notify the Medical Clinic upon the youth's return to the unit. Medical staff shall then determine the appropriateness of the prescribed medication to the youth at that time.
Identification Of Youth Rec. meds	G. Medical staff shall inform the Probation Correction Officer of which youth are needed for medication distribution. The Probation Correction Officer shall call up the youth needed and verify their identification through Caseload Explorer to ensure his/her identity prior to delivering medication to that youth.
	H. Limits on the length of time medication may be administered without further medical evaluation, and the length of time allowable for a physician's signature on verbal orders, shall be set by the attending physician or the contracted medical provider Administrator and documented on the medication form. A written order with the physician's signature will be required no later than seven (7) days following Medical Staff receiving a verbal order for medication from a physician.
Over The Counter Medications	I. Only medical staff is authorized to administer Tylenol, aspirin, and other non-prescription medication to youth.
	J. Training which includes, but is not limited to: delivery procedures and documentation; recognizing common symptoms and side-effects that should result in contacting medical staff for evaluation; procedures for consultation for confirming ingestion of medication; and consultation with health care staff for monitoring the youth's response to medication will be provided during orientation for all probation staff.
	K. In the event a youth refuses to take his/her medication, then requests the medication later in the day, the Institution Supervisor shall contact the on duty nurse. The nurse shall determine the type of medication that was refused and if it is safe for the youth to deliver the medication at the requested time, rather than the prescribed time. If it is safe to do so, and the medication is needed for treatment or mental health purposes, the nurse shall attempt to deliver the medication a second time.
	L. Youth who are scheduled for release from custody or will be completing a program and will often require ongoing medication, Medical staff will implement a plan for transition, to ensure continuity of the medications once they are no longer in custody. This is to provide continued stabilization with the youth on their medications once returning to the community.

### 8.9.1 Medication, Storage, Security, and Control

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#### Procedures

- A. The following procedures are in effect for the storage and security of medications which are used and dispensed to youth at the Juvenile Detention Facility Medical Clinic.

1	Meds are locked up	All medication shall be kept in a locked storage cabinet at all times. Appropriate storage areas include locked cabinets, closets, and refrigeration units. Stock supplies of legend medications shall only be accessed by licensed health care personnel. Properly dispensed legend medications and over the counter medication may be accessed by both licensed and unlicensed personnel.
2	Meds brought in	Medications brought into the Juvenile Detention Facility by a youth's parents shall be locked in the examination room. All medication shall be subsequently screened by the nurse and/or physician <u>prior</u> to dispensing.
3	Security	All medications contained in the medical clinic must be clearly labeled, locked, properly stored, and secured and accessed only by licensed health personnel.
4	No med supplies in the unit	No medication shall be stored in the units. Authorized medical supplies shall be kept in a locked cabinet at all times.
5	Staff Med	Unit staff are required to keep their personal medications under their direct control or in their lockers. Under no circumstances shall personal medication be stored or placed in an area where youth may have direct or indirect access.
6	Procurement/ repackaging	Dispensing, repackaging, ordering, and/or procurement of medications shall be done only by a physician, dentist, pharmacist, or other persons authorized by law.
7	Labels	Preparation of labels can be done by a physician, dentist, pharmacist, or other personnel, both licensed and non-licensed, providing the label is checked and affixed to the medication by the physician, dentist, or pharmacist before administration or delivery to the youth.
8	Administering medication	Administration of medication shall only be done by licensed health personnel.
9	Delivery of medication	Licensed and non-licensed personnel may deliver medication acting on the order of the prescriber, however, JDF staff shall not deliver medication.

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### 8.9.1 Medication, Storage, Security, and Control (*continued*)

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Disposal

- B. Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications:

1	Physician
2	Dentist
3	Pharmacist
4	Registered Nurse

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- C. Controlled substances shall be disposed of in accordance with Drug Enforcement Administration Disposal Procedures.
- 

### 8.9.2 Psychotropic Medications

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This policy and procedure applies if a youth is on psychotropic medication.

- A. The Health Administrator/Responsible Physician, in cooperation with the Mental Health Director and the Facility Administrator, shall develop and implement written policies and procedures governing the use of voluntary and involuntary psychotropic medications.

These policies and procedures shall be in accordance with Title 15, Article 8, Section 1439, including but not limited to:

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1	Protocols for physician's written and verbal orders for psychotropic medications in dosages appropriate to the youth's need;
2	Requirements that verbal orders be entered in the youth's health record and signed by a physician within 72 hours;
3	The length of time voluntary and involuntary medications may be ordered and administered before re-evaluation by a physician;
4	Provisions for youth who are on psychotropic medications pending re-evaluation and further determination by a physician;
5	Provisions that the necessity for continuation on psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program, and;
6	Provisions for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.

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## 8.9.2 Psychotropic Medications *(continued)*

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Title 15,  
Article 8  
Section 1439

- B. Psychotropic medications shall not be administered to a youth absent an emergency, unless informed consent has been given by the parent/guardian or the court.
1. Youth shall be informed of the expected benefits, potential side effects, and alternatives to psychotropic medications.
  2. Absent an emergency, youth may refuse treatment.
- 
- C. Youth found by a Physician to be a danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of serious bodily harm and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment.
- 
- D. Administration of psychotropic medication is not allowed for disciplinary reasons.
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject:</b> <b>Preventative and Precautionary Measures</b> <b>Section: 8.10</b></p> <p><b>Authority:</b> <b>Title 15; Article 4, Section 1341</b> <b>Article 3, Section 1324</b> <b>Gov't. Code 12525, Section 1410</b></p>
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## **8.10 Preventative and Precautionary Measures**

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### **Intro**

This section covers diagnosis, treatment, and housing for youth with acute illnesses.

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### **8.10.1 Medical Care for Separated Youth**

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#### **Reasonable Access to Medical treatment**

All youth separated from the general population shall have reasonable access to medical care and treatment. The referenced procedures outlined below define the minimum standards which are acceptable for the provision of medical services for youth in isolation:

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#### **Ask each youth Daily if they Need to see A nurse**

A. Probation Staff shall have daily contact with all youth separated from general population to assess the needs of the youth. Each youth shall be asked if they need to see a nurse. All requests to see a nurse shall be promptly relayed to the Medical Clinic.

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#### **Document Med contact**

B. All contact between a youth separated from general population and medical personnel shall be documented in the youth's medical records and medical daily observations. Probation staff shall enter all contact as a Medical Exam Log in Caseload Explorer. The Institution Supervisor or designee, shall ensure that a Caseload Explorer Medical Exam Log was created for the youth, explaining what type of medical separation (e.g., bedrest, isolation) the youth was placed on.

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#### **Security**

C. Probation Staff shall provide standby assistance for all consultations between medical personnel and youth.

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## 8.10.2 Management of Communicable Diseases

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Medical separation is a quarantine from all youth population and occurs when a youth is suspected of having a communicable disease. The policies and procedures for the medical separation of a youth consist of the following:

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- A. Medical health care staff shall be responsible for addressing the identification, treatment, control and follow-up management of communicable diseases.

The policies and procedures shall address, but not be limited to:

1	Induction health screening procedures;
2	Identification of relevant symptoms;
3	Referral for medical evaluation;
4	Treatment responsibilities during detention;
5	Coordination with public and private community-based resources for follow-up treatment;
6	Applicable reporting requirements;
7	Strategies for handling disease outbreaks.

---

Separate Living  
Space

- B. Youth assigned to a medical separation status shall be quarantined in separate living quarters in the Infirmary for their own welfare and the welfare of others.
- 

Medical Staff  
Make the  
Separation  
Determination

- C. Determination of the need for medical separation is primarily a medical decision. Initial placement of a youth on medical separation shall be made by medical staff. Health assessments and medical examinations determine the need for continued separation practices.
- 

JDF staff

- D. All youth placed on medical separation for a period in excess of 48 hours will be housed in the Juvenile Detention Facility Medical Unit.
1. A copy of the physician's orders shall be scanned into the youth's e-file in Caseload Explorer.
  2. The youth shall be held in the Juvenile Detention Facility Medical Unit until such time that the physician deems the youth eligible to return to the unit program with or without restrictions.
  3. If the youth is contagious he/she shall be housed in one of the Medical Unit's two (2) negative pressure cells.
-

**8.10.2****Management of Communicable Diseases** *(continued)*

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Communicable  
Disease  
Precautions

- E. If the results of a medical assessment, examination, or laboratory test indicate the presence of a communicable disease, the following safety precautions shall be implemented:

1	Separation in a room equipped with a toilet, wash basin and soap, preferably one of the Medical Unit's negative pressure cells;
2	Meals are to be served on paper plates with disposable utensils;
3	The youth shall handle his/her own food which is to be provided only by a staff member;
4	Youth shall remain in their room at all times, unless other directions are given by Infirmary staff;
5	Safety precautions regarding the use of masks, gloves, and other items prescribed by the medical staff shall be posted on the youth's room door;
6	Linen changes shall occur according to the procedures for the handling of medical separation laundry ( <u>See Manual Section 5.8.3 B</u> ).

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Termination  
of Status by  
Medical Staff

- F. Separation precautions may be terminated only by the medical staff based upon their determination that the youth is no longer infectious.
- 

Treatment as  
Prescribed by  
Attending  
Physician

- G. All youth suspected and/or diagnosed to have a communicable disease shall be treated as directed by the attending physician. Actions or requests for action, which deviates from prescribed medical orders, may be authorized only by medical staff or the Institution Supervisor. If an Institution Supervisor authorizes a deviation of prescribed medical orders, he/she must notify the Supervising Probation Officer and document in Caseload Explorer why such a decision was made.
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Youth  
Too Sick To  
Be In Custody

- H. When a youth's medical condition becomes incompatible with detention, medical personnel will immediately notify the Institution Supervisor, who will contact the Division Manager for resolution of the problem.
- 

Daily Nurse  
Visits

- I. All youth placed on medical separation shall be seen at least once a day by medical staff.
- 
- J. The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health officer and currently recommended public health interventions.
-

### 8.10.3 Precautions for the Handling of Blood and Other Bodily Fluids

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Intro	Certain communicable diseases are associated with the presence of etiologic agents in a bodily fluid, such as blood, respiratory, or gastrointestinal secretions. Patients and carriers of these agents may be asymptomatic. Thus, there is a need for precaution. The following procedures have been developed to provide guidelines for Juvenile Detention Facility staff who may be exposed to youth with communicable diseases and/or their bodily fluids.
Gloves	A. Gloves should be worn when the potential exists for hands to be soiled with bodily fluids, blood secretions, or excretions.
Wash hands	B. Hand washing shall be meticulously practiced whenever contact with contaminated bodily fluids has occurred.
Avoid Any Contact with Body Fluids if You Have an Open Cut	C. Any employee who has an open wound, skin lesion, or is bleeding should avoid direct contact with the blood or other bodily fluids of another person. If the employee's broken skin is on the hands, disposable gloves should be worn, especially if handling blood/bodily fluids.
	D. Any equipment or clothing coming into contact with contaminated substances or persons should be disposed of or properly decontaminated as soon as possible.
	E. Employees who come in frequent physical contact with youth should routinely wear disposable gloves, especially during search procedures.
	F. Areas which have been contaminated with blood or other bodily fluids should be secured until thoroughly decontaminated.
CPR Mask	G. During CPR, staff should use a protective device to eliminate direct contact with the victim's mouth and nose. However, the unavailability of a protective mask should not prevent initiation of CPR. Staff should familiarize themselves with the use of a protective mask, either on a training mannequin or another person.
Accidental Needle Puncture	H. If during a body search staff are accidentally punctured with a needle, they should immediately report to the Institution Supervisor. A list of County-contracted industrial medical clinics is available in the Supervisor's Office.

## 8.10.4 Disinfecting and Sanitizing a Contaminated Room

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Area  
Decontamin-  
ation

The living area of a youth who has been ill, was infested with ectoparasites, or had a communicable disease must be decontaminated prior to being assigned or occupied by another youth. When these circumstances occur, the following disinfectant and sanitizing procedures shall be implemented:

Youth  
or Staff to  
Clean Room

A. Whenever possible, the youth who was ill or infested shall be utilized to decontaminate the room. If this is not possible, then Juvenile Detention Facility staff shall perform the decontamination procedures. All procedures involving blood or bodily fluids shall be followed by Juvenile Detention Facility staff. Under no circumstances shall a youth be exposed to another youth's blood or body fluids. Youth, who are not the subject of the contamination, shall not be used to sanitize a contaminated room.

Precautions for  
Cleaning a  
Decontaminated  
Area

B. All persons involved in the cleaning of a contaminated area (including the affected youth(s)) shall adhere to the following safety precautions:

1	At all times, rubber disposable gloves shall be worn.
2	Protection masks shall be made available for all staff or youth who wish to wear them. Staff are required to inform youth of the availability of protective masks, prior to initiating decontamination procedures.
3	Biohazard bags shall be used for gathering, storing, and transporting all potentially contaminated clothing and bedding.

Cleaning  
Supervised By  
Knowledgeable  
Staff

C. The decontamination of an area by a youth shall be directly supervised by a staff member who is fully knowledgeable of the required safety precautions.

Cleaning  
Solution

D. A disinfectant spray or liquid approved by the medical clinic for decontamination procedures shall be utilized for sanitizing the area.

Room

E. The entire living area of the youth, including the toilet, bed, mirror, wash basin, windows, floor and any other item used by the youth or located in his/her area, shall be thoroughly disinfected in the same manner and left to air dry to complete the decontamination procedures..

Bedding

F. Mattresses shall also be thoroughly washed with the disinfectant solution and allowed to dry for 24 hours.

Clothing

G. Contaminated clothing, linen, and bedding shall be disposed/cleaned according to the medical isolation procedures.

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### **8.10.5 Disposal of waste and contaminated items**

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- A. Any item(s) that have been contaminated with bodily fluids, which cannot be cleaned with a disinfectant solution or through laundry procedures, shall be placed in a red biohazard bag and taken to the medical unit where the item(s) shall be placed into the biohazard disposal receptacle.
- 
- B. Any solid, toxic or infectious wastes shall be placed in a red biohazard bag and taken to the medical unit where the item(s) shall be placed into the biohazard disposal receptacle. Toxic waste that is not medical in nature shall be disposed of as per Policy Section 7.10.3.
-



<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION</b></p> <p><b>FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Diagnosis, Treatment and Housing for Youth with Acute Illnesses</b></p> <p><b>Section: 8.11</b></p> <p><b>Authority:</b></p>
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## 8.11      **Diagnosis, Treatment and Housing for Youth with Acute Illnesses**

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The diagnosis, treatment, and housing of youth with a serious psychiatric or physical illness presents a special problem for Juvenile Detention Facility Administrators and Medical Staff. With respect to detecting and handling a youth with an acute illness, the following procedures shall be utilized:

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Medical  
Assessment

- A. The medical staff shall initiate a medical assessment of each youth booked into the Juvenile Detention Facility to diagnose youth with acute psychiatric disorders or serious illnesses.
- 

Staff Who  
Believe a  
Youth Is Ill  
Shall Report It  
to the Medical  
Clinic

- B. Probation Staff who have reason to suspect a youth is suffering from a severe illness or mental problem shall notify the Institution Supervisor, who shall complete a sick call referral or mental health referral. An Observation Log shall be written in Caseload Explorer to document the staff observations and suspicions. At the earliest opportunity, the youth shall undergo screening assessment conducted by medical staff to evaluate his/her condition.
- 

Mental  
Problems

- C. Youth identified by Medical staff as potentially having a disabling psychiatric or medical problem shall be referred to the facility's physician, if the problem is medical in nature, or the psychiatrist, if the youth exhibits a mental disturbance.
- 

Doctor's  
Assessment

- D. The facility's physician and/or psychiatrist shall conduct an assessment of the youth and prepare a recommendation to the Division Manager, indicating whether the necessary care can be provided within the facility or if the required health care is beyond the resources available within the facility.
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**8.11                      Diagnosis, Treatment and Housing for Youth with Acute Illnesses** *(continued)*

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E. If applicable, the physician /psychiatrist's recommendation shall address the following issues:

1	The need to transfer the youth to another facility;
2	The housing requirements within the institution (e.g., Medical Separation, Single Room Status, Suicide Watch, etc.);
3	The physical activity restrictions;
4	Precautionary measures;
5	Any youth, who may have special needs when using showers, toilets and dressing/undressing, will be accommodated. Example: Youth who may need to be showered in Medical, a youth who may need to be housed in Medical due to a higher need for care, youth who have a limb amputated and has a prosthesis.;
6	Diet;
7	Any other clinical concerns.

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Needs beyond  
Facility's  
ability

F. Youth, who have health care needs beyond the facility's available resources or whose adaptation to an institutional environment is significantly impaired, shall be transferred or committed to a facility where the necessary care is available. The Division Manager shall be responsible for obtaining the necessary authorization for a transfer of this nature. Youth released from the programs, due to medical limitations, shall be classified as medically incompatible and returned to court for alternative placement.

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Choice of  
Physician

G. Youth, who have parents with the financial ability, or with insurance, may designate a facility of their choice to provide medical treatment, if appropriate.

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<b>Tulare County Probation Department</b>  <b>JUVENILE DETENTION FACILITY</b>  <b>Policies and Procedures</b>	<b>Subject: AIDS: Reporting, Disclosure, Testing, and Confidentiality</b> <b>Section: 8.12</b> <b>Authority:</b>
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## 8.12 AIDS: Reporting, Disclosure, Testing, and Confidentiality

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### AIDS Laws

With the passing in 1988/89 of a number of new laws relating to AIDS (several of which bring new responsibilities for the Probation Officer), the Probation Officer's role in dealing with this serious health issue has been substantially expanded. The law impacts all probation services, juvenile and adult, and field services and institutions. The AIDS related laws pertaining to juvenile institutions are intended to serve several purposes:

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### Promote Health and Safety

- A. To promote the health and safety of staff and inmates in and outside correctional facilities who may be exposed to AIDS or other communicable diseases, while in such facilities, or during the probation or parole period following the release from confinement. The law has recommended a variety of means by which this purpose must be served (under 7500 - 7552 PC), but the primary tools are:

1	Mandatory reporting of suspected disease exposure incidents to health services personnel;
2	Voluntary and mandatory testing by health services of youth;
3	Counseling by health services of affected staff/youth;
4	Providing an AIDS education and training program for staff;
5	Supplying staff with safety precautions relating to contact with potentially infectious bodily fluids;
6	Separate housing for AIDS infected youth;
7	While generally maintaining the confidentiality of information relating to persons who have AIDS or other communicable diseases, notifying or ensuring the notification of specified persons who have a right and need under the law to be informed regarding the infectious condition (per 7520 - 7522 Penal Code and 199.99 Health and Safety).

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## 8.12.1 Safety Equipment, Precautions, and Practices

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### Safety Equipment

- A. Consistent with existing policy, each unit/facility shall maintain an adequate supply of resuscitation masks and disposable gloves. Each County vehicle shall also be provided with a first aid kit including a CPR mask and disposable gloves. Additional safety equipment should include:

Resuscitation Mask	These shall be readily available to staff and should be used during resuscitation of any individual who has stopped breathing.
Disposable Gloves	These should be routinely worn when any contact is anticipated with blood or other bodily fluids or when contacting clothing or materials which may have been contaminated with blood or other body fluids.
Disinfectant Liquid or Spray	This should be used on any surface contaminated by blood or other body fluids.
Plastic Disposable Bags	These should be used to transport and/or store any clothing, to transport/disposal of soiled gloves, towels, or cleaning materials which have been contaminated by blood or other body fluids.

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- B. The following general precautions are required for all staff:

### Safety Precautions and Practices

1	When dealing with suspected HIV or AIDS carriers or patients, extreme care should be used.
2	As information is obtained from the Department of Health Services regarding HIV or AIDS, it shall be carefully reviewed and posted for employee perusal.
3	When searching or checking youth, especially narcotic addicts, wear disposable gloves.
4	Use extreme caution when conducting searches or dealing with sharp objects which may be contaminated.
5	All sharp objects which are/may be contaminated and must be disposed of, or held for evidence, shall be placed in a puncture resistant container and labeled appropriately.
6	If during a body search a staff member is accidentally punctured with a needle, he/she should immediately report to the Institution Supervisor. A list of County-contracted industrial clinics is available in the Supervisor's Office.
7	An employee, who has an open wound, skin lesion, or is bleeding, should avoid direct contact with the blood or other bodily fluids of another person. If the employee's broken skin is on the hands, disposable gloves should be worn, especially if handling blood/bodily fluids.
8	Any equipment or clothing coming into contact with contaminated substances or persons, should be disposed of or properly decontaminated as soon as possible.
9	Employees who come in frequent physical contact with youth should routinely wear disposable gloves, especially during search procedures.
10	Areas which have been contaminated with blood or other bodily fluids should be secured until thoroughly decontaminated.

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## 8.12.1 Safety Equipment, Precautions, and Practices (*continued*)

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Decontamination  
Procedures

- C. The following decontamination precautions have been developed for protection of persons, clothing, or equipment following contact with blood or other bodily fluids:

1	Following contact, the contaminated area should be thoroughly washed with soap and water.
2	Contaminated areas, surfaces, and equipment must be decontaminated with a disinfectant liquid/spray.
3	Clothing and uniforms should be decontaminated by washing with laundry soap or dry cleaning.
4	Disposable gloves, towels, or other items used to clean up contaminated areas shall be placed in Biohazard plastic bags and placed in the Biohazard canister in the medical unit at the Juvenile Detention Facility.

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<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Mental Health</b></p> <p><b>Section: 8.13</b></p> <p><b>Authority:</b> <b>Title 15, Article 8, Section 1437</b> <b>P.C. 4011.6, W &amp; I Section 655</b></p>
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## **8.13.1 Psychological Evaluations and Counseling Services**

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Intro Psychological consultations and counseling services provided to youth detained in the Juvenile Detention Facility shall be arranged through the following administrative procedure:

- A. Counseling services ordered by the Juvenile Court or designated as part of the treatment plan for a youth shall be facilitated through the office of the Institution Supervisor or at Intake with a referral by the Intake Probation Officer. Appointment times and dates for youth must be approved by the Institution Supervisor or the Program Probation Officer. Appointment times and dates must be approved by the Institution Supervisor. Appointments which conflict with meal service times must be an unusual circumstance and must be approved by the Institution Supervisor or they shall not be permitted.
- 
- B. Youth who have Mental Health needs, shall have a case by case review with Mental Health Staff and the Supervising Probation Officer or designee. Those situations are as follows:
1. Mental Health Treatment Plans for youth being released or exiting a Juvenile Detention Facility program for Aftercare purposes, requiring ongoing counseling, medication or other therapeutic services;
  2. Mental Health Transition Plans for youth who are scheduled exit to Aftercare. Transition Plans require:
    - Ongoing Mental Health Services shall be continued upon release;
    - Mental Health Staff is responsible for the creation and implementation of the Transition Plan;
  3. Crisis situation(s) regarding a youth's mental health status
    - Mental Health Staff and the Supervising Probation Officer or designee, will meet and discuss the possibilities for immediate care up to and including hospitalization under a 5150 hold criteria, or an outside treatment facility.
-

## 8.13.2 Mental Health / Psychiatric Referrals

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### Policy

It is the policy of the Juvenile Detention Facility to refer all youth exhibiting mental health problems to mental health staff for evaluation. Referrals for mental health services may originate from the youth, the casework Probation Officer, Juvenile Detention Facility staff, Court personnel, or medical/mental health personnel. For Juvenile Detention Facility custodial staff and medical/mental health personnel the following procedural guidelines shall structure the mental health referral process.

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### JDF Staff Responsibilities

A. The MAYSI suicide assessment shall be completed for all newly admitted youths and at risk youths referred to Mental Health. Attending to the mental health needs of youths detained in the Juvenile Detention Facility is the responsibility of all custodial staff. Any youth, who displays the following symptoms of mental health issues shall be promptly referred to medical staff for evaluation:

- Depression;
- Suicidal ideation;
- Self-harm;
- Irrational, violent or self-destructive behaviors;
- Has difficulty in coping with the Unit program;
- Displays any other behavior which a staff member ascribes to a diminished state of mental health.
- Is receiving psychotropic medication.

In cases where grave disability is apparent and immediate response is necessary the Juvenile Detention Facility Institution Supervisor shall also be notified.

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### Documentation

B. As a safety and security precaution, Note shall be completed for the youth's unit, in Caseload Explorer, to alert oncoming staff of a mental health referral and the actions taken. Unit staff shall also enter the information in a Caseload Explorer Observation Log. As the severity of the problem dictates, staff shall take necessary steps to secure the safety of a gravely disabled youth such as placing them on Suicide Watch status and/or requesting the Institution Supervisor approval for separation to the Safety Room.

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### Provider Responsibilities

C. It shall be the responsibility of the Juvenile Detention Facility Mental Health staff to initiate a mental status assessment for any youth referred for a mental health evaluation. Upon receiving a referral from a staff member or any other person, a mental health worker shall evaluate the referral to determine the level of response to be taken.

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D. Any youth taking prescribed psychotropic medication(s) while detained at Juvenile Detention Facility shall be assessed regularly by the Psychiatrist/ Psychologist assigned by the contracted medical provider at intervals deemed appropriate by the Psychiatrist/ Psychologist.

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## 8.13.2 Mental Health / Psychiatric Referrals *(continued)*

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Medication Support Services	<p>E. Youth who exhibit symptoms of acute mental instability, and immediate care is necessary, shall be referred by mental health staff to the on-duty Psychiatrist.</p> <ol style="list-style-type: none"><li>1. During non-business hours, when mental health staff are not available, the nurse shall be contacted.</li><li>2. Youth, whose psychiatric needs exceed the treatment capability of the Juvenile Detention Facility, shall be referred to mental health for possible placement in a psychiatric facility.</li></ol>
Emergency Services	<ol style="list-style-type: none"><li>3. Youth with mental disorders, who appear to be a danger to themselves or others or to be gravely disabled, shall be evaluated pursuant to Penal Code Section 4011.6 or Welfare and Institutions Code Section 6551. Absent an emergency, all services shall be provided on a voluntary basis. Voluntary mental health admissions may be sought pursuant to Penal Code Section 4011.8 or Welfare and Institution Code Section 6552.</li></ol>
Information Sharing	<p>F. Any treatment plan or physician orders for a youth, that requires the involvement of custodial staff or which shall impact dorm security and safety, shall be promptly relayed to the Institution Supervisor.</p>
Mental Disorders	<p>G. Youth with documented mental disorders shall be referred to mental health staff immediately upon discovery of the disorder for ongoing treatment.</p>
Elective Treatment/ Psychiatric Deterioration	<p>H. All youth may submit a request to see mental health staff at any time. In addition, staff shall submit a referral to mental health on the youth's behalf, if they notice a deterioration in the youth's emotional state or social skills.</p>
Transition Planning	<p>I. Mental health staff and probation staff will cooperate to provide transition planning for youth undergoing mental health treatment, including arrangements for continuation of medication and therapeutic services upon the youth's release from the Juvenile Detention Facility.</p>



<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Suicide Prevention and Response</b></p> <p><b>Section: 8.14</b></p> <p><b>Authority: Title 15; Section 1450</b></p>
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## **8.14.0 Suicide Recognition and Prevention**

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Intro      The following Suicide Prevention and Response policies are part of a comprehensive plan developed by the Health Administrator in cooperation with the Juvenile Detention Facility Administration.

- A. Probation, mental health, and medical staff shall share information and collaborate closely in arriving at ways of jointly identifying youth who are in jeopardy and assessing their need for the extraordinary precautions of Close Watch and Suicide Watch Status. To ensure communication between Probation Staff, Mental Health Staff, and Medical Staff:
1. During the intake process, Intake Probation Officers will administer the Suicide Prevention tool, the MAYSI. Results of the assessment shall be reported to Mental Health staff via a Mental Health Referral Form, and verbally to the on duty nurse and Institution Supervisor, if it is determined the youth's risk level requires intervention or that the youth is a danger to him/herself. The Intake Officer shall also document the Mental Health Referral as an Intake Mental Health Referral Log in Caseload Explorer.
  2. Medical staff completing the prescreening or medical screening shall inform the BIR Officer or Institution Supervisor if he/she discovers the youth is at risk for self-harm or suicide.
  3. The MAYSI assessment results shall be incorporated into the youth's Case Plan to provide a reference for ongoing care.
  4. Youth shall be monitored by all staff and re-assessed on an as needed basis during their stay at the Juvenile Detention Facility. Any youth identified as at risk or suicidal in a housing unit shall be immediately referred to Mental Health and the Institution Supervisor.
-

### 8.14.1 Suicide Prevention Program

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#### Training

In-custody youth are at high risk for suicide and self-harm. Suicide Prevention and Response to Suicides training sessions shall be conducted for all new staff during orientation, as part of the Juvenile Corrections Officer Core Course, and on a yearly basis thereafter. Staff shall be trained regarding:

- Recognition of youth at risk for suicidal behavior and prevention of suicide;
- Critical stress periods;
- Warning signs for suicide and use of Close Watch status;
- Barriers to effective suicide prevention;
- Procedures for protecting youth on Suicide Watch;
- Suicide and suicide attempt intervention;
- Response to suicides and suicide attempts;
- Reporting and debriefing for suicides and suicide attempts.

Additionally, specific training for screening and recognizing youth at risk for suicide or self-harm, shall be provided for all staff responsible for orientation or intake duties.

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### 8.14.2 Critical Stress Period

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#### Critical Periods

Youth are more vulnerable to suicidal ideation, self-harm, and acting-out behaviors during certain critical times. This does not mean that suicidal risk is unsubstantial at other times. But the situations listed below are ones to which special attention should be given:

1. First 72 hours of incarceration;
  2. First 72 hours of detoxification from substance use;
  3. First 72 hours following court appearance with an unwanted placement, disposition of True Finding;
  4. First 72 hours following a disturbing visit or phone call with a family member.
-

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**8.14.2 Critical Stress Period** *(continued)*

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**Historical and Current Factors Predictive of High Suicide Risk in Incarcerated Juveniles****A. Historical Information:**

- History of previous suicide attempts or thoughts;
- Family history of suicide;
- History of family arrest;
- Family history of cocaine abuse.

**B. Behavior Information:**

- Three or more previous arrests;
  - Feelings of hopelessness about the future with or without sad affect;
  - External focus of control, the belief that fate or luck rules their life;
  - Family domestic violence;
  - Association with a suicidal peer;
  - Current arrest is for violation of probation;
  - Appearing depressed, violent, or agitated upon entry into the Juvenile Detention Facility.
- 

**8.14.3 Warning Signs for Suicide and Close Watch Status**

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A	Any threat or attempt of suicide, no matter what the emotional component may be (e.g., the youth may claim it is a joke).	
	1	Towels, sheets, clothing around the neck.
	2	Vague suicidal comments by a psychotic, confused, or agitated youth.
B	History of previous attempts or hospitalization for suicidal behavior, ideation, or chronic depression.	
	1	Self-mutilation behavior (e.g., cutting on self with sharp objects, etc.).
C	Charges of a very serious felony involving:	
	1	Sexual assault
	2	Attempted murder or murder
	3	Arson
	4	Any other 707(b) offense(s) for which the youth is being tried as an adult.
D	Extreme anger and agitation (e.g., slamming doors, hitting walls).	

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**8.14.3****Warning Signs for Suicide and Close Watch Status** *(continued)*

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F	Withdrawal from prolonged drug abuse, particularly methamphetamine and cocaine.
G	Lack of parental visits.
H	First admission to JDF
I	Disposition to the Division of Juvenile Justice (DJJ) or other unwanted placement
J	History of drug rehabilitation or psychiatric care.
K	History of severe physical and/or sexual abuse.
L	Death of a parent or very close relative.
M	Incarceration of a parent.
N	Multiple placement failures.
O	“Street” existence with prostitution or other violence.
P	Docile demeanor with little interaction or eye contact.
Q	Non-participation in the program for prolonged periods.
R	Sleep (e.g., wakefulness, nightmares, etc.) or eating disturbances (e.g., hunger strikes, loss of appetite, etc.).
S	Hallucinations (e.g., auditory and/or visual) and confusion.
T	Degenerated physical appearance, poor self-care, and hygiene.
U	Noticeable mood swings or behavior changes

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## 8.14.4 Attempted Suicide, Suicide Threat or Gesture Response *and Intervention*

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Youth that are placed on a Suicide Watch, Close Watch, or even those that have not displayed signs of suicide risk, may attempt or threaten to harm themselves while in custody.

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Threat or  
Gesture

A. Suicide Threat/Gesture-A Suicide Gesture is a verbal indication that a youth is going to hurt themselves or a motion that the youth displays that could not cause harm if their action was not stopped. For example, a youth may tell an officer, "I want to kill myself." In the event a youth informs the officer that he/she has an idea, plan, or thoughts of harming themselves, the staff member shall:

- Instruct the youth to go into the cover position on the ground.
  - Immediately contact the Duty IS and ask for assistance at the youth's location.
  - Remain with the youth, keeping a Direct Visual Observation of him/her.
  - When responding staff arrive, place the youth in restraints.
  - Give a briefing of the youth's action to responding Mental Health or Medical Staff.
  - Remain with the youth until advised to exit the scene by the Institution Supervisor.
- 

Attempt

B. Suicide Attempt-A Suicide Attempt is a physical action by the youth to cause harm or loss of life to one's self. For example, a youth may tie a sheet around his/her neck and attempt to hang from the bunk frame. In the event an officer observes a youth attempting to inflict self-harm, the officer shall:

- Instruct the youth to go into the cover position on the ground.
  - Immediately contact the Duty IS and ask for assistance at the youth's location.
  - Attempt to verbally de-escalate the situation.
  - Remain with the youth, keeping a Direct Visual Observation of him/her. If it is safe to do so, stop the youth from inflicting self-harm. If not;
  - When responding staff arrive, stop the youth from inflicting self-harm.
  - Place the youth in restraints.
  - Give a briefing of the youth's action to responding Mental Health or Medical Staff.
  - Remain with the youth until advised to exit the scene by the Institution Supervisor.
- 

Report

C. An incident report in Caseload Explorer must be written prior to the end of the officer's shift for any Suicide Gesture or Attempt Incident.

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Debriefing

D. Following Suicide Attempts or Suicide Gestures, the Institution Supervisor shall review the facts and video footage of the incident. A debriefing of incidents related to suicides or attempted suicides requires:

1. There shall be an Administrative Review of the circumstances and responses proceeding, during, and after the incident;
  2. The Institution Supervisor shall conduct a Critical Incident Debriefing with all staff on duty;
  3. The Institution Supervisor in conjunction with Mental Health staff shall conduct a debriefing with affected youth;
  4. All debriefings shall be documented in Caseload Explorer.
-

## 8.14.5

### Procedures for *Monitoring and Protecting* Youths on Suicide Watch

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#### Precautionary Protocols

- A. Suicide precautions are instituted on the least restrictive means necessary to ensure the safety of the individual. Restrictions are based on the recommendations of mental health professionals.

In the absence of a mental health professional, all actively suicidal youth or those making suicidal statements are placed in a restrictive environment on Suicide Watch.

#### Suicide Watch

1. All youth who make a suicide threat, gesture, or attempt shall be placed on Suicide Watch.
2. The Duty Institution Supervisor, and Mental Health/Crisis shall be notified.
3. The youth shall be placed in a Suicide Gown for the entire time on Suicide Watch.
4. A Suicide Watch Log with 5 (five) minute checks shall be immediately started.
5. Staff shall notify the facility RN who will complete a Mental Health evaluation and Suicide/Close Watch Form, and notify Mental Health Staff for priority evaluation
6. Staff shall complete an Institution Incident Report prior to ending their shift unless otherwise directed by the Institution Supervisor.
7. The youth shall be housed downstairs in a room by his/herself.
8. All items shall be removed from the room (i.e., mattress, books, sheets, clothes).
9. The youth shall not be allowed to participate in activities outside their room ~~cell~~.
10. The youth shall only be allowed appropriate safety items only unless otherwise instructed by the Institution Supervisor or Mental Health.
11. Staff shall use trauma informed approaches when interacting with the youth.

#### Trauma Informed Approaches

- B. Upon notification, the Mental Health Professional will complete a suicide risk evaluation and develop a Suicide/Close Watch Form. (See attached form). The plan will be presented to custody staff and a copy will be placed in the youth's medical record. The Suicide/Close Watch form is a recommendation to custody staff only. The final decision as to restrictions and youth placement is the responsibility of facility administration.

- C. Only the Mental Health Professional may alter the recommendations listed on the Suicide/Close Watch form including the removal of the youth from Suicide Precautions. The Institution Supervisor may require a more restrictive environment as needed based on the escalating behavior of the youth. The Duty Institution Supervisor is responsible for the notification of parent(s) or guardian(s) of the youth's status. Mental Health Staff may be consulted for the notification as necessary.

#### Housing Consideration

- D. Youth placed on Suicide Watch or Close Watch shall be housed in a single occupancy room. Each time they enter their room, they shall be placed into a safety smock. To ensure privacy, these youth are not eligible to have a roommate. In the event a youth is removed from Suicide Watch or Close Watch, Mental Health Staff and the Institution Supervisor shall determine if having a roommate would be beneficial to the youth and help with the treatment strategy. Youth on Suicide Watch may be moved to the Safety Cell in the BIR Unit or a room in the Medical Unit if a higher level of monitoring and supervision is needed.

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### 8.14.5 Procedures for *Monitoring and Protecting* Youths on Suicide Watch *(continued)*

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Staff Input	E. Probation staff are encouraged to have input into the recommendations made by mental health staff. Direct input by phone or in person is also encouraged when appropriate.
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Reassess	F. Mental health staff shall re-assess all youth on a Suicide/Close Watch every day that they are onsite. The facility Registered Nurse shall assess each youth on a Suicide/Close Watch each shift, not less than every 12 hours. Each shift of facility staff shall complete the Suicide Watch form for each Suicide Watch youth.
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G. Safety checks of Suicide Watch youth shall regularly occur at no more than 5 (five) minutes intervals, per normal procedure, and be entered in the log form, in addition, the Guard 1 Pipe shall be utilized as per Policy Section 7.7.9. On a case-by-case basis the interval for hall checks may be altered by consensus decisions of the Duty Supervisor, Mental Health staff and unit personnel.

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Difference of opinion	H. If custody staff and professional staff are unable to resolve differences between themselves regarding the management of youth, the staff member shall take the disagreement to the Duty Institution Supervisor, who shall decide the matter. The Institution Supervisor will contact the Supervising Probation Officer or Division Manager before mental health instructions are altered in any way.
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I. Only professional staff shall remove a youth from Suicide Watch. If the youth was transported to Juvenile Detention Facility and once a youth has been removed from Suicide Watch, he/she may re-enter population.

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J. Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services or activities for youth at risk of suicide shall be documented and approved by the facility manager.

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## 8.14.6 Placing a Youth into the Safety Gown

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- A. When it has been determined that a youth is to be placed on Suicide Precaution Treatment Plan as per Policy and Procedure Manual Section 8.14 the Institution Supervisor shall be immediately notified and a constant visual shall be maintained on the youth.
- 

- B. Upon arrival of the Institutional Supervisor or designee the following procedure shall be adhered to for placing a youth in a safety gown as indicated or recommended by the Mental Health Professional in the Suicide/Close Watch form. Custody staff will advise the Supervising Probation Officer and/or Division Manager as soon as it is safe to do so.

A	Youths are to be placed in a gown only by an officer/person of the same sex as the youth.
B	The initiating Probation Correctional Officer (PCO) shall make verbal contact with the youth through the door of the cell and ask the youth if he/she will voluntarily place him/herself into the safety gown.
C	If the youth agrees to put the safety gown on without staff assistance the PCO will inform the Institutional Supervisor.
1	With at least two PCO's and the <u>Institutional Supervisor</u> present the cell door shall be opened and the safety gown given to the youth.
2	The door shall be secured and a PCO shall observe the youth remove all clothing through the cell window.
3	The PCO shall observe the youth as the safety gown is put on his/her body and verbally confirm that the youth has removed all clothing.
4	The PCO shall instruct the youth to "Cover" through the cell door.
5	Once the youth is in the "Cover" position the PCO shall enter the cell and remove all items from the youth's possession. The PCO shall ensure the safety gown is properly secured on the youth's body.
6	If the youth refuses to "Cover" refer to Policy and Procedures Manual <u>Section 7.13</u> for the Continuum of Force policy. The decision to enter a non-compliant youth's cell must be made by the Institutional Supervisor.

Refusal  
By youth  
Requires  
Direct  
Visual  
Supervision

- C. In a situation where a youth verbally states that he/she will not put the safety gown on, or is non-responsive to the PCO's request, the youth shall be supervised by staff in a Direct Visual Supervision one-on-one capacity. Direct Visual Supervision (One-on-One Supervision) is defined as a staff member is constantly in the presence of the youth.
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### 8.14.7 Levels of Suicide Watch

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Youth that are having mental health issues and have been evaluated by mental health or medical staff, can be placed on Direct Visual Supervision Watch, Suicide Watch, or Close Watch.

A. Youth that are actively attempting to harm themselves need the most protection and supervision. A youth that is attempting suicide, or is causing injury to him/herself, shall be restrained in such a way that self-harm is no longer possible. Restraining a suicidal youth can be accomplished by a combination of, or one of the following ways:

- Handcuffs and Ankle Restraints
- The Wrap
- Safety Cell
- Safety Helmet

1. Only the Duty Institution Supervisor or higher ranking Officer can approve a youth to be placed into restraints.
2. Continuous Direct Visual Supervision shall be conducted by an Officer in a One-on-One capacity for any youth restrained, to prevent him/her from further self-harm or to monitor for medical conditions that could occur as a result of placing the youth in restraints.
3. While in restraint devices, all youth shall be clothed or in a safety smock.
4. Youth in restraints may be moved to the Medical Unit for observation.
5. Youth may be placed in the Safety Cell in the BIR Unit if the Wrap and Safety Helmet do not offer enough protection from self-harm.
6. When it is determined by Mental Health Staff and the Duty Institution Supervisor, that the youth is no longer a danger to him/herself, the youth can be removed from restraints and placed in a safety smock on Suicide Watch.

Suicide  
Watch

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B. Suicide Watch-Youth who have attempted to harm themselves or are threatening to harm themselves, can be placed on Suicide Watch, which is less restrictive than a Direct Visual Supervision in restraints. For youth placed on Suicide Watch, the following procedure shall be adhered to:

1. A five (5) minute room check shall be completed on the youth and documented on the Suicide Watch Log Form.
2. The youth is not allowed to have any items in the room other than a mattress, safety smock, and safety blankets.
3. The youth is not allowed to participate in any unit programming.

**8.14.7**

**Levels of Suicide Watch (*continued*)**

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4. The youth may only conduct hygiene under direct visual supervision of staff.
  5. The youth is separated from all other youth in the unit.
  6. The youth shall be housed downstairs.
- 

Close  
Watch

C. Close Watch-Youth who have made gestures or statements indicating self-harm, or those youth who have previously been on Suicide Watch and have shown progress toward stabilization, can be placed on Close Watch, which is less restrictive than Suicide Watch. For youth placed on Close Watch, the following procedure shall be adhered to:

1. A 10 (ten) minute room check shall be completed on the youth and documented on the Suicide Watch Log Form, anytime the youth is in his/her cell.
2. The youth is not allowed to have any items in the room other than a mattress, safety smock, and safety blankets.
3. The youth MAY participate in unit programming.
4. The youth may only conduct hygiene under direct visual supervision of staff.
5. The youth shall be housed downstairs.

Special Note: Including these youth in the unit program may require that they will be going back and forth to their room. Probation staff must be vigilant. Some youth may use this opportunity to gain access to materials with which to harm themselves. Any youth required to wear a safety gown in his/her cell, must remove all clothing each time he/she enters the cell. His or her clothes must be searched carefully for hidden objects before being returned and placed in a Safety Gown. Additionally, the room itself must be searched completely at least once each shift. Staff must be on the alert for anything with even the slightest potential for self-harm.

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## 8.14.8 Suicide Attempt, Critical Illness, Injury, or Death of a Youth

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This section shall focus on the procedures that are executed when faced with an emergency medical or a critical situation.

### Institution Policy

- A. In the event of a suicide attempt, critical illness, or injury, (especially in situations where the individual is unconscious, has experienced severe blood loss, has stopped breathing, or has no pulse), every effort and available resource must be immediately utilized to sustain life. Using approved first aid methods, while simultaneously obtaining medical assistance, shall be staff's primary and initial responsibility.

In the event a youth appears to be non-responsive to first aid/resuscitation measures and staff believes death has occurred, lifesaving procedures shall still be maintained. Juvenile Detention Facility staff are prohibited from undertaking the responsibility for determining the existence of life or death. Under current guidelines, the determination of life or death is a medical function. If a youth is found to be in respiratory/cardiac arrest, staff shall assume the condition has just occurred and begin immediate resuscitation procedures. The resuscitation procedures shall continue until such a time that trained medical personnel arrives at the scene.

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### Emergency Response

- B. Any staff member who encounters a suicide attempt or medical emergency will need to exercise sound judgment and action. Staff must provide life- sustaining first aid and obtain the assistance of additional staff and medical personnel.

The first staff member on the scene of a critical situation shall initiate, as necessary, first aid and/or CPR. Youth, who happen to be in the vicinity of the emergency situation, may assist in summoning additional staff. However, utilizing youth to assist with first aid or CPR measures is prohibited.

When staff assistance is obtained, activation of the "Medical Emergency" response procedures shall be activated, to summon medical personnel Emergency Manual Section 1.4. Prior to the arrival of medical personnel, the officer at the scene shall designate the use of personnel and resources to provide life sustaining measures. Staff shall not relinquish their efforts to provide life-sustaining measures until relieved by medical staff.

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## 8.14.8 Suicide Attempt, Critical Illness, Injury, or Death of a Youth *(continued)*

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- Emergency C. Emergency transportation and/or ambulatory services shall be summoned at the direction of the Institution Supervisor.

Summoning an ambulance is accomplished by dialing 9-911. The procedures associated with summoning emergency transportation is outlined in the Emergency Procedures Manual.

The first staff member on the scene of a critical situation shall initiate, as necessary, first aid and/or CPR. Youth, who happen to be in the vicinity of the emergency situation, may assist in summoning additional staff. However, utilizing youth to assist with first aid or CPR measures is prohibited. When staff assistance is obtained, activation of the “Medical Emergency” response procedures shall be activated to summon medical personnel Emergency Manual Section 1.4. Prior to the arrival of medical personnel, the officer at the scene shall designate the use of personnel and resources to provide life sustaining measures. Staff shall not relinquish their efforts to provide life sustaining measures until relieved by medical staff.

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- Notification of Next of Kin Procedures D. The notification of a youth’s next of kin (e.g., parents, legal guardian, etc.) is required, should a youth incur a serious injury, illness, or die while in the protective custody of the Juvenile Detention Facility. The responsibilities and procedures for the notification process are as outlined below:

Hospitalization of a Youth 1. Whenever a serious illness or injury results in a youth being taken to the hospital, the Institution Supervisor or designee shall be responsible for contacting the youth’s next of kin. The next of kin will be provided the Juvenile Detention Facility Infirmary’s number if they wish to call and receive information on the medical issues.

Suicide Attempt 2. Whenever a youth attempts suicide, the Institution Supervisor or designee shall immediately contact the Division Manager. Under the direction of the Division Manager, the Institution Supervisor will contact the youth’s parent or guardian.

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- E. In addition to the above notification, the Division Manager or designee shall notify:

1. The Presiding Judge of the Juvenile Court;
  2. The youth’s Attorney of record.
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## 8.14.9 Death of a Youth

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Death of a  
Youth

- A. In the event a youth is pronounced dead at the Juvenile Detention Facility or on arrival at the hospital, the Sheriff's Department must be notified. If the death occurs en route to the hospital, the Juvenile Detention Facility Division Manager contact the Sheriff's Department to report the death.

Deaths involving a youth in a juvenile institution must be investigated by the Coroner's office, which is part of the Tulare County Sheriff's Department.

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Staff  
Notification  
Responsibilities

- B. If a death has occurred in the Juvenile Detention Facility, the Institution Supervisor shall immediately notify the Division Manager and medical services. The Division Manager shall notify the Chief Probation Officer, the Presiding Judge of the Juvenile Court, and the Director of Health Services.
- 

- C. In addition to notifying the persons listed above, Juvenile Detention Facility staff, under the direction of the Division Manager, shall compile the necessary documentation for notifying and filing required reports with the following agencies:

1. The Juvenile Justice Commission;
2. The Board of State and Community Corrections;
3. The Presiding Judge of the Juvenile Court;
4. The parent, guardian or person standing in loco parentis;
5. The youth's Attorney of record.

All documentation intended for these agencies shall be filed through the office of the Chief Probation Officer.

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Unusual  
Circumstances  
Death

- D. In the event of suspicious circumstances, apparent violence causing serious injury, and/or in the event the Deputy Coroner is not satisfied the death was the result of natural causes, the Tulare County Sheriff's Department shall be immediately notified as well as the Juvenile Detention Facility Division Manager and Chief Probation Officer through the chain of command.
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### 8.14.9 **Death of a Youth** *(continued)*

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E. Additional Notification:

Documentation

1. The Division Manager or their designee shall be responsible for immediately contacting the youth's next of kin. This notification shall include the name and location of the hospital, if the youth was relocated.
2. If a youth's next of kin cannot be immediately located or notified, the Institution Supervisor shall enter this fact in Caseload Explorer. The Supervising Probation Officer shall arrange for an in person notification at the youth's parent/guardian residence.
3. Per Title 15, the Division Manager of the facility shall provide to the Board of State and Community Corrections (BSCC) a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to BSCC within ten calendar days after the death.
  - a. Upon receipt of a Report of Death of a youth, BSCC may, within 30 calendar days, inspect and evaluate the juvenile facility. Any inquiry made by BSCC shall be limited to standards and requirements set forth in these regulations.
4. A report must also be filed with the Juvenile Justice Commission in a prompt and timely fashion.

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F. The Juvenile Detention Facility Division Manager or designee shall be responsible for the coordination of all required documentation.

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G. The Health Administrator, in cooperation with the facility administration, will ensure that there is a medical and operational review of every in-custody death of a youth pursuant to 1341 of Title 15. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician, and other health care and supervision staff who are relevant to the incident.

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<p style="text-align: center;"><b>Tulare County Probation Department</b></p> <p style="text-align: center;"><b>JUVENILE DETENTION FACILITY</b></p> <p style="text-align: center;"><b>Policies and Procedures</b></p>	<p><b>Subject: First Aid for Medical Emergencies</b></p> <p><b>Section: 8.15</b></p> <p><b>Authority: Title 15; Section 1412</b></p>
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## 8.15 First Aid for Medical Emergencies

### Intro

Primary and official first aid kits shall be housed in the Medical Clinic and maintained by medical staff. Secondary First Aid kits shall be maintained in each POD, BIR, Central Control, Reception and the Kitchen/Laundry areas and will be maintained by Probation Staff. Probation staff at the Juvenile Detention Facility are responsible for administering first aid at the scene of a medical emergency until relieved by qualified medical personnel. The objective of any first aid measure is to prevent further injury and to save a life. Staff at the Juvenile Detention Facility shall receive training in Basic First Aid and CPR, in accordance with the mandates as specified in Section 4280 of the California Administrative Code and Minimum Standards for Juvenile Halls and Camps.

This section provides a reference guide for non-medical personnel regarding first aid instruction applicable to a variety of medical emergencies.

### 8.15.1 General Guidelines

In the event of a medical emergency, injury, or illness, the following general guidelines shall structure the administering of first aid:

A	Remain calm.
B	Alert other staff and the medical clinic by activating the “Medical Emergency” procedures. (See <a href="#">Emergency Manual Section 1</a> ).
C	Clear and maintain an open airway and check for breathing.
D	Check the pulse rate. If necessary, initiate CPR.
E	If the victim is bleeding, try to stop or impede the blood flow.
F	Protect any open wounds.
G	Initiate treatment or preventative measures for shock.
H	Summon trained medical personnel or transport the victim to the medical clinic.
I	Upon reporting a medical emergency, provide responding personnel with the following information:
	1 The youth’s name;
	2 The nature of the injury/illness and the patient’s condition;
	3 The injury site;
	4 The patient’s condition.

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## 8.15.2 Medical Restrictions and Limitations for Youth

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The following practices shall be adhered to by all staff regarding medically imposed physical activity restrictions:

Physical  
Activity  
Limitations

- A. All youth are required to participate on a daily basis in some form of physical activity, unless their medical condition prohibits and/or restricts such activity.
- 

Light Duty  
Status

- B. A youth who has an injury or illness, which prevents participation in exercise and/or other physical activities, shall be assigned a light duty status by the medical clinic.
- 

Doc. in  
Caseload  
Explorer

- C. The medical staff shall provide the Unit Officer with a medical restriction form, detailing what limitations the light duty youth has imposed. The Probation Correction Officer supervising sick call appointments with medical staff shall complete a Caseload Explorer entry, documenting the start and end date for the light duty status, as well as the restrictions listed. Youth listed as light duty may be restricted from participating in physical, recreational activities, or their participation may be limited.
- 

Medical Staff  
Only May Take  
Youth Off  
Light Duty  
Status

- D. Under NO circumstances shall dorm staff remove a youth from light duty. Only medical personnel shall determine when a youth is able to participate in a physical activity.
- 

Individualized  
Treatment  
Plan

- E. Any youth, who may have special needs when using showers and toilets or dressing and undressing, shall be provided with a written Individualized Treatment Plan that includes instructions and guidance for staff that supervise the youth on how to meet the youth's needs.
-



### 8.15.3 Youth Limitations as a Health Care Worker

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Intro Legal restraints and certification requirements limit the use of youth as workers in the area of health care services. All staff should be aware of the limitations associated with allowing youth to work in this capacity. Therefore, the restrictions and prohibitions affecting the utilization of a youth as a health care worker are outlined below:

#### A. Restrictions and Prohibitions

- |                           |   |
|---------------------------|---|
| Not Clean Areas           | 1. Youth are prohibited from assuming responsibility for tasks associated with health care. Youth may <u>not</u> clean areas which were previously occupied by another person who was classified as a “Medical Separation” or infected with a contagious disease. |
| Clean-Up of Bodily Fluids | 2. Youth may <u>not</u> be assigned housekeeping tasks associated with the clean-up or decontamination procedures of bodily fluids or blood products.   |
| Serve Meals               | 3. Youth may <u>not</u> be assigned duties which require them to serve meals to other youth on “Medical Separation.”  |
| No Direct Clinic Access   | 4. Youth may <u>not</u> be utilized as a worker with direct access to the medical clinic.   |
- 

#### B. Permitted Tasks

- |                          |   |
|--------------------------|---|
| Non-Medical Housekeeping | 1. Youth may be assigned janitorial and housekeeping chores, provided the tasks are not associated with health or medical services. |
|--------------------------|---|
-

<p><b>Tulare County Probation Department</b></p> <p><b>JUVENILE DETENTION FACILITY</b></p> <p><b>Policies and Procedures</b></p>	<p><b>Subject: Forensic Evidence and Sexual Assaults</b></p> <p><b>Section: 8.16</b></p> <p><b>Authority: Title 15; Section 1452, 1453</b></p>
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### 8.16.1 Collection of Forensic Evidence

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The collection of forensic evidence and forensic medical services for the purpose of prosecution are to be collected by appropriately trained medical personnel who are not responsible for providing ongoing health care to the youth.

- A. The Tulare County Sheriff's Department will be contacted to investigate serious crimes, including sexual assaults, should they occur within the Juvenile Detention Facility.
  - B. The investigating agency will be responsible for the collection of all forensic evidence.
  - C. Evidentiary exams and evidence collection will not occur at the facility.
  - D. If there are injuries requiring immediate medical attention, an ambulance will be requested with facility medical staff oversight.
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### 8.16.2 Sexual Assaults

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The Probation Department has policies and procedures in place for preserving the crime scene in the event of alleged sexual abuse (Policy Section 3.5.3-3.5.5). These policies include contacting the Tulare County Sheriff's Office to initiate an investigation and completing a referral to mental health for immediate contact. The Division Manager shall coordinate actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators, and the PREA Coordinator.

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- A. Upon learning of an allegation that a youth was sexually assaulted in custody, the first staff member to respond to the incident shall be required to take action to preserve the crime scene and chain of evidence as per Policy Sections 3.5.5 and 7.11.7.
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## 8.16.2 Sexual Assaults (*continued*)

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B. The Institution Supervisor shall direct the staff to implement the following actions:

1. Remove all involved youth from the area in which the crime occurred; separate the victim(s) and the suspect(s) into isolated areas to await the arrival of Tulare County Sheriff's Office. The victim shall not be placed in a holding cell.
  2. Secure the door of the room where the crime occurred, and do not let anyone enter in order to preserve the crime scene. If it did not happen in a cell or restricted room, use the caution tape to mark off the area the alleged incident occurred and move youth to another housing or common area. If it is necessary, for some reason, to have staff enter the area, list their name, time of entry and exit, and the purpose of entering the room on a crime scene log. Also list any items removed from the area. The area is not to be released for regular use until released by the investigating agency.
  3. If there is physical evidence, immediately move youth from the area and preserve the crime scene. Request that the alleged victim and suspect not take any actions that could destroy physical evidence, including as appropriate, washing, brushing teeth, changing clothes, using the bathroom, drinking, or eating.
  4. The victim shall remain one-on-one with a staff member. Checks shall be documented on close watch room check log and via Guard1.
  5. Any injury shall be referred to medical, the nurse shall respond to the location of the injured youth, and an ambulance will be requested.
  6. Mental health staff shall be contacted immediately.
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C. Upon arrival at the Juvenile Detention Facility as part of the intake process, the youth shall be provided a medical screening. During the medical screening, the youth shall be asked about sexual victimization. If a youth discloses prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the youth is offered a follow-up appointment with a medical or mental health practitioner within 24-hours of the intake screening.

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D. In addition to providing access to onsite mental health services, the investigating department will also provide victims with access to community-based advocates for emotional support services related to sexual abuse. Rape Crisis will be contacted for immediate response in the event of a sexual assault. Rape Crisis, along with victim advocates available through the Victim/Witness Program operated by the District Attorney's Office, is available for additional support services as requested.

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## 8.16.2 Sexual Assaults (*continued*)

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- E. All victims of sexual abuse within a custodial setting have access to emergency medical and mental health services at no cost. The facility shall offer ongoing medical and mental health evaluation and treatment to all youth who, during their present incarceration, have been victimized by sexual abuse. The evaluation and treatment of sexual abuse includes timely follow-up services consistent with the community level of care.
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- F. Female youth who are victims of sexual abuse shall be offered pregnancy tests and emergency contraception. If pregnancy results, such victims shall receive timely information about and access to all pregnancy related services that are lawfully provided in the community. Information is currently available in the housing units and medical unit regarding reproductive rights and access to community services as per Policy Section 8.7.1.
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- G. 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. Appropriate follow-up services, treatment plans, and when necessary, referrals for continued care following transfer to or placement in other facilities, or release from custody, shall be included as services to the victim.
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- H. Medical and mental health practitioners shall inform youth of their duty to report any sexual abuse and the limitation of confidentiality at the initial medical screening at Juvenile Detention Facility.
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- I. Medical staff shall offer victims of sexual abuse tests for sexually transmitted diseases, as appropriate.
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- J. Any incidents of sexual abuse that occurred within the facility that are reported to medical or mental health staff shall be reported to the PREA Coordinator, Division Manager, PREA Compliance Manager, or Duty Institution Supervisor immediately.
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- K. Youth who have disclosed prior history or sexually abusing another youth, or have committed sexual abuse while in custody, will be referred to mental health for an evaluation and possible treatment.
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