

Juvenile Justice and Delinquency Prevention Commission

San Mateo County, California

Juvenile Hall and Camp Inspection Report

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Facility Name: Camp Glenwood Date of this Inspection 8/18/15

Address: 400 Log Cabin Ranch Rd, La Honda, CA 94020 Date of Last Inspection: 8/22/14

Contact Person: Chris Bussey Facility Capacity: 60

Phone Number: 650-363-4373 Average Population: ~ 18

Presiding Juvenile Court Judge: Judge Clifford Cretan Current Population: 11

Commission Inspection Team: General Inspection Team: Marianna Klebanov, Al Serrato, Mieke Barrows;
School Inspection Team: Irv Rollins, Susan Swope, Valerie Gibbs

Documents Reviewed

Fire Inspection Report: Yes No Date: 9/12/14

Health Department Report: Yes No Date: Juvenile Facility Health Inspection – 10/1/14;
3/17/14

Medical Department Report: Yes No Date: 3/17/14

Environmental Health Report: Yes No Date: 11/13/14

Nutritional Health Report: Yes No Date: 10/1/14

Facility Safety/Security Report Yes No Date: 8/6/14

Policies & Procedures Manual Yes No Date: 3/2/09

Youth Orientation Materials Yes No Date: rev'd 6/10

Grievance Logs Yes No Date: _____

Serious Incident Reports Yes No Date: _____

Comments: _____

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Persons Interviewed

- Youth
- Superintendent
- Medical Staff
- School Staff
- Supervisor
- Youth Supervisor/Counselor
- Food Services Staff
- Other: _____

General Information

Does the facility house minors under Section 601 of the Welfare & Institutions Code (status offenses)?

- Yes No

If "Yes", are these minors separated from those minors classified under Section 602 of the Welfare and Institutions Code (juvenile delinquency)? Yes No If "Yes", explain: _____

Has the facility exceeded capacity since last inspection? (Section 1343) Yes No If "Yes", explain (by how many, for how long, was BSCC notified if longer than 15 calendar days in a month): _____

Fire Department Pre-Plan for Emergencies (Section 1325): Yes No Date of Last Drill: 3/11/15 – evacuation drill to YSC; coordinated with fire dept and sheriff. In May they evacuated to YSC because of the smell of gas.

Staff Pre-Plan for Emergencies (Section 1327): Yes No Date of Last Drill: 7/21/15

Since Last Inspection

Number of Suicides: 0 Number of Suicide Attempts: 0

Number of Escapes: 3 Number of Escape Attempts: 0

Number of Deaths: 0 Number of Serious Injuries: 0

Comments: The 3 escapes were youth who walked away from camp – all were recovered.

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Staffing (Section 1321, 1328)

Staff to youth ratio: Awake (at least 1:10): 1:5 Sleeping (at least 1:30): 2:11

How, when and how frequently are safety checks conducted? (Section 1328) (There should be direct visual observation of youth at least every 15 minutes during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory) Every 15 minutes

How is staff backup handled during grave-yard shift? ISM is called or 911 if it's an emergency situation

Language support provided in: English, Spanish

Describe general staff and youth interactions: The interactions that we observed between youth and staff were respectful and positive. It was clear from some of the interactions that the youth and staff had a good rapport. From our observations, it seemed clear that the staff care about the youth and several of the staff were always looking at ways to improve programs and opportunities for the youth.

Describe the diversity (ethnicity, language, gender) of staff: Hispanic, African American, Pacific Islander. 2 female GSs – would like to have 1 more. 1 female chef

Describe training of staff (Section 1322): 24 hours of state standard corrections classes; 160 hours juvenile core training; 40 hours PC832 laws of arrest; additional training at camp – shadow and reverse shadow

Does staff have access to a written Policy and Procedures manual? Yes No If "No", explain:

In admin building

If "Yes", does it meet the requirements of Section 1324? Yes No

Comments: _____

Conditions of Grounds and Building Exterior

Lawns: Acceptable Unacceptable: brown because of drought

Playing Fields: Acceptable Unacceptable: _____

Blacktop: Acceptable Unacceptable: basketball court has been repaved

Paint: Acceptable Unacceptable: _____

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Blacktop: Acceptable Unacceptable: _____

Roof: Acceptable Unacceptable: _____

Drains and Gutters: Acceptable Unacceptable: _____

General Appearance: Acceptable Unacceptable: _____

Comments: Paint was peeling on several of the posts that hold the covering for the exterior walkways. Staff commented that the youth rub things against the post (books, etc) while they are lined up and that is why the paint is peeling. There is lead paint underneath the exterior paint. There is a plan to replace these posts and Glenwood is waiting to hear from the project manager on a timeline for the replacement.

Condition of Interior of Building

Walls: Acceptable Unacceptable: _____

Paint: Acceptable Unacceptable: _____

Floors: Acceptable Unacceptable: _____

Ceilings: Acceptable Unacceptable: _____

Drains: Acceptable Unacceptable: _____

Plumbing Fixtures: Acceptable Unacceptable: _____

Air Vents/Heating/Windows: Acceptable Unacceptable: _____

Describe storage of Cleaning Fluids/Chemicals: Locked in administration building

Weapon Locker Location: Acceptable Unacceptable: there is no weapons locker – weapons are not allowed. Sheriff's deputies, etc are instructed to leave weapons locked in trunk of car

Recreation/Sports Equipment: Acceptable Unacceptable: _____

Sleeping Rooms: Acceptable Unacceptable: _____

Are Art, Books, Personal Items Allowed in Rooms: Yes No Explain policy: Photos not allowed because they might cause fights. They can have books and appropriate art (no gang/drug/alcohol art unless approved by teacher/GS for project).

Court Holding Area (access to water and toilet?): Acceptable Unacceptable: n/a

Is there graffiti present: Yes No _____

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Bedding Acceptable Unacceptable: _____

Are clean sheets provided at least once a week? Yes No – Initially reported that it was changed every two weeks during our inspection. Followed up with Mr. Bussey would said they were providing clean sheets every week now.

Does each bed have a mattress, pillow, sheets and a blanket? Yes No

Are there ample blankets: Yes No

Study Area: Acceptable Unacceptable: Can study at table in unit or on their beds

Adequate Lighting: Acceptable Unacceptable: _____

Temperature: Acceptable Unacceptable: _____

Are Hallways Clear? Yes No

Any Doors Propped Open? Yes No _____

Comments: Living units were clean. Because of the small population there, the feeling in the units was different than when the population is higher (not all the beds were occupied/made up with bedding)

Intake and Release Procedures

Are there written policies on classification of youth for the purpose of determining housing placement in the facility? (Section 1352): Yes No

Explain: Policy 16.2

Are there written policies for release of youth from custody? (Section 1351): Yes No

Explain: One page entitled "Camp Glenwood Points Program Release Schedule"

Are there written policies for addressing the separation of youth? (Section 1354) Yes No

Explain: Policy #16.2 plus informal policies about not mixing youth of different ages. If fighting, youth are temporarily removed from the section of facility

Are youth held for more than 30 days provided an assessment and plan? (Section 1355) Yes No

Explain: Probation officer creates case plan incorporating programs as appropriate. All youth stay longer than 30 days and go through the Glenwood program

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Are there written policies ensuring the availability of counseling and casework for all youth? (Section 1356) Yes No

Explain: Policy #17.1 (a)

Orientation of Youth (Section 1353)

Are youth oriented to the rules and procedures? How? Yes No

Explain: On intake, met by GS who explains rules and procedures. Often done at YSC prior to arrival. Youth given "Youth Handbook"

Are rules and grievance procedures posted? Yes No

Explain: Grievance forms and boxes posted in all four sections/units

What is in place to ensure that these rules and procedures are understood by youth? One on one contact with counselors, their attorneys, mental health counselors and teachers

Interviewed Youth: Yes No Details: Several of the youth we spoke to commented that they felt that school was not challenging enough. One youth recognized that youth of all different levels come to Glenwood but that he wasn't getting schoolwork that was challenging enough for him.

Meals/Nutrition (Sections 1460-1467)

Kitchen (Section 1466: clean, knives and chemicals locked): Acceptable Unacceptable: _____

Have the youth working in the kitchen been trained? (Section 1467): Yes No

Details: They have a Culinary Arts program where youth can earn a Food Service certification

Are meals served cafeteria style? Yes No Details: _____

Are youth permitted to converse during meals? Yes No Details: Youth must be quiet during announcements and beginning of meal while everyone is getting seated but then may converse.

Are staff present and supervising during meals? Yes No Details: _____

Are weekly menus posted? Yes No Details: Menus were supposed to be posted in sections, but were not. Staff corrected this and posted them while we were there.

Are servings ample, nutritious, appetizing (Section 1461)? Yes No Details: The meal we shared while we were there was appetizing. The chef often uses produce from the garden.

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One staff member said that leadership is talking about the possibility of lowering the quality of the food at Glenwood to match the less fresh food in the YSC. The Commission would be concerned about any decrease in food quality. We followed up with Probation who said there were no plans to change the food.

Vulnerable youth protected from having food taken from them? Yes No Details: _____

Length of time allowed to eat (should be at least 20 minutes)?: 25 minutes

Mealtimes (no more than 14 hours between meals without a snack)

Breakfast: 8am Lunch: 12 Dinner: 5pm

Comments: Night snack at 8pm – could be graham crackers, rice crispy treat, granola bars – and milk; 11am snack is fruit

Personal Appearance of Youth

Overall appearance: Acceptable Unacceptable: _____

Showers (Section 1468: daily, privacy, supervised): Acceptable Unacceptable: _____

Condition of clothing (Section 1480-1482: clean, fit, etc.): Acceptable Unacceptable: _____

Clothing appropriate to current weather: Acceptable Unacceptable: _____

Comments: _____

Programs (Sections 1370-1378)

At least 3 hours of recreation, programs and exercise during the week including at least 1 hour of large muscle activity and one hour of daily access to unscheduled activities (such as reading, television, radio, music, video and games)? Yes No

At least 5 hours of recreation, programs and exercise on Saturday, Sunday and other non-school days including at least 1 hour of large muscle activity and one hour of daily access to unscheduled activities (such as reading, television, radio, music, video and games)? Yes No

Access to Religious Services (Section 1372): Acceptable Unacceptable

Describe: One service on Sunday with different denominations coming in to perform the service; If no one from the community comes in, they can watch Joel Osteen. The current services are Christian/Catholic only, but there have been no requests for other types of services.

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Are youth who do not want to attend religious services offered an alternative? Yes No

They can have meditation or quiet time (allowed to read)

Volunteer Program: Yes No

Describe: Youth participate in Habitat for Humanity, Project Rebuild, do YMCA trail cleaning 3x month. In the past they have also done work in the La Honda community to foster their relationship with the community.

Family Reunification Planning: Yes No

Describe: Work on building family relationship from beginning

Substance Abuse Counseling: Yes No

Describe: Drug and Alcohol; Star Vista

Other Counseling Services: Yes No

Describe:

Victim Awareness Classes: Yes No

Describe:

Gang Awareness Classes: Yes No

Details: Second Chance

Sexual Harassment Classes: Yes No

Details: No classes at camp but Probation Officer may assign it

Parenting Classes: Yes No

Details: Once a week for 10 weeks – Jessica Arrellano teaches it when they have a father at camp.

Vocational Classes: Yes No

Details: Glenwood using the Pax and Patterson programs (they have units on laying tile, plumbing, etc) but they are not doing as much of this because the younger kids are not able to understand the safety concerns. Staff reports that there used to be more focus on having and keeping jobs once they youth left Glenwood. In the past, about 80% of the youth would have jobs which was important to their self esteem and their success. It kept a consistency of structure for them. Some staff report feeling that there needs to be more support once youth are released to keep a job and structure.

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Work Program: Yes No

Describe: Culinary Arts Program – a 4-6 week program where youth get a food handling certificate upon completion. Several have been offered a spot in the EPA job training program. Staff also take kids to job interviews and job fairs; they also do work details at Glenwood – cleaning the units, clearing brush, etc

Other Social Awareness Programs (Section 1378): FLY, yoga, meditation, book club

Under what circumstances can programming be suspended? Safety and security concerns; someone is AWOL; weapons search

How many days since last inspection has programming as a whole been suspended? None

Discipline of Youth (Section 1390, 1391)

Describe the discipline process of youth: They use a point system to earn privileges. They get written up for bad behavior and points or privileges are taken away. They use progressive discipline.

How many incidents were there requiring use of force since the last inspection? (Section 1357): ~21

Details: They consider use of force to be anything that has a staff member laying a hand on a youth.

How many incidents were there requiring use of physical restraints since the last inspection? : ~21

Details: About 21 youth were removed to YSC for varying levels of offenses (from verbal threats to assault/fighting) Youth are always handcuffed when they are removed to YSC .

How many incidents were there requiring use of safety room since the last inspection? n/a

Details: _____

Are all incidents which result in physical harm, serious threat of physical harm, or death reported in writing? Yes No Explain: Yes, but they have never had that happen.

When are searches of youth conducted (Section 1360)? When they arrive at the facility, when they leave the facility and randomly if things are missing

Comments: _____

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Grievances (Section 1361)

Describe the Grievance Process: Acceptable Unacceptable: Youth fills out the grievance form. ISM collects them. The GS3s review them. They can appeal to the ISM.

Number of grievances since last inspection: 18

Trends and/or Comments: No noticeable trends

Correspondence (Section 1375) / Telephone (Section 1376)

Access US Mail? Yes No Details: _____

Postage Free? Yes No Details: _____

Is incoming/Outgoing Mail screened? Yes No

Details: _____

Provisions for Confidential Correspondence: Yes No

Details: _____

Access to Telephone? Yes No

Details: 1 phone call per week for everyone

Comments: _____

Visiting (Section 1374)

Visiting Schedule: Weekdays none Weekends SUN 1:30 – 4pm Special Events _____

Adequate Space: Acceptable Unacceptable: _____

Staff Supervision: Acceptable Unacceptable: _____

Privacy Provided: Yes No Details: _____

Do all youth have access to visitation? Yes No Details: _____

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Under what circumstances would visitation be restricted? Safety or security concern

Are visitation logs kept? Yes No Details: _____

School (Section 1370) (See Also ATTACHMENT 1: SCHOOL SUPPLEMENT)

Number of Full-Time Instructors: _____ 2 Summer; 3 Fall

Number of Full-Time Instructional Aids: _____ 1 Summer; 0 Fall

Frequency of Substitute Teachers: <1/week Number of youth attending School: 10 - 20

Average Classroom Size: 6/12 Max Classroom Size: 20

Number of youth on independent study: 0 Reason: _____

Number of youth not attending school: 0 Reason: If students fail to meet behavioral standards of Camp Glenwood, they are reassigned to the YSC and Hillcrest School

Describe the general atmosphere of the classrooms: Students are well-behaved and teachers appear to have established a positive working relationship with them; relaxed and informal.

Adequate Supplies, Books, Paper, Computer? Acceptable Unacceptable: Teachers report having easy access to what they need.

Access to Computers/Internet? Yes No Details: Glenwood will be fully wireless as soon as Comcast signs off on statewide BIIG Grant work – SMCOE IT will install equipment. The instructional staff reported a need for on-going professional development in the area of computer-based instruction.

Describe the relationship between school and juvenile hall staff: Positive and collegial.

Describe access to school, recreation, etc. for youth confined to their rooms: Students are seldom to never confined to their rooms. Students are engaged in a range of school and recreational activities. Disruptive students are sent to the YSC for 24 to 48 hours.

When is school held on the unit instead of in the classroom? Never

Comments: There is much more freedom at Camp Glenwood than at YSC. Staff use MAP to identify student levels of achievement. The program identified appropriate work for the student, keyed to ability, and measures academic progress. The COE coordinates the mental health services for disabled students if they are part of an IEP. Other mental health services are provided by the County Department of Mental Health.

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Camp Glenwood School serves young men on the grounds of the San Mateo Hills on the San Francisco Peninsula. The environment is clean and well kept, though aged. Student work and projects are displayed in classrooms. Students and instructors take full advantage of their forest setting. Physical education often takes place out of doors and when the JJDC inspection was conducted, faculty played baseball with the students. The school is fully wired for the internet. Camp Glenwood, along with sister schools, Hillcrest and Camp Kemp, are in the process of acquiring WASC accreditation.

Medical Health Services (Section 1400-1439)

Describe the Health Services Staffing (number, qualifications): Nurse is on site once a week. Staff distributes medication

Describe Physical Health Screenings (Section 1430, 1432) (confidential, trained staff, access, etc.):

Done at YSC

Describe availability of Medical Health Services (how do youth request/receive care)

Youth put a medical request in the medical box and they let staff know that they did. If it is something serious staff will notify medical right away. For medical care, they bring youth to YSC. If it's an emergency, they bring them to the San Mateo medical center.

Describe availability of Dental Services (maintenance, for emergencies)

Staff bring them to YSC

Describe Medication Access & Distribution (Section 1438, 1439): The GS staff are trained once a year by the Nurses from YSC on how to distribute medication. The lead staff confirms the 4 rights: Right person, right time, right med, and right dosage. If a youth requests any other medications such as cold medicine or allergy pills, staff will contact the medical department and they will review the chart and then fax over a med sheet with the right medications to give the youth. If the illness is bad (flu, stomach virus) staff will put them on bed rest and they are checked every 15 minutes while being given plenty of fluids. Staff would then check their temperature every few hours.

Describe 24/7 on-call emergency medical and health services: They can call the San Mateo County Medical center late at night. If there is an emergency, they would call 911. San Mateo County Sheriff can also take youth to emergency room.

Comments: _____

Mental Health Services (Section 1437)

Describe the Mental Health Staffing (number, qualifications): There is still only one half-time mental

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health clinician there on staff (Marcos Chacon). He is a 20 hour per week employee who only comes in Tuesdays and Thursdays for clinical work and now Wednesdays for new multi-disciplinary team meetings (note that his 20 hours include commute time and meetings). There is one psychiatrist from BHRS who comes once every three weeks to monitor everyone's medications.

The ISMs reported an intention to hire one other mental health clinician based on what has been being said in general about the need to improve mental health services.

Jessica Wu, from StarVista, is funded to do work at Glenwood through StarVista's substance abuse contract with Probation and she has been providing individual therapy to the boys. Two of the boys we spoke to referred to having Jessica as their therapist and liking her. Marcos Chacon said that she is authorized to provide individual therapy through the substance abuse contract when there is a dual diagnosis situation. It sounded like Jessica works quite a bit there and Marcos mentioned working together with her on determining what's best for each youth

Describe Mental Health Screenings (confidential, trained staff, access, etc.):

There is a psychiatric evaluation only if the court orders it. Otherwise, Mr. Chacon reviews any relevant documents, including court orders.

How is crisis intervention handled? Youth report issues to Marcos or staff. If necessary, there is 24/7 mental health professional on call. Or they would take them to YSC if necessary

What therapy services and preventative treatment is offered? Individual therapy ; Two families have started family therapy per court order, and three more were reported to be in progress on that. Drug and alcohol treatment is provided by StarVista's Insight's program.

Does the facility have a suicide prevention plan (Section 1329)? Yes No Details:

Describe the 24/7 on-call mental health services: BHRS has a 24/7 on-call clinician

Comments:

Overall Impressions, Comments, and/or Concerns

General comments or concerns that should be noted that haven't already been addressed?

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Glenwood has applied for a grant that would fund a GS3 for furlough youth to help their transition back home. They are also hoping to get a grant to fund a shop teacher.

The numbers at Glenwood are currently quite low. As one staff member commented, it changes the atmosphere from feeling like a camp to feeling more like a group home. That staff member also commented that when the population is higher, youth can be more motivated by competition between the sections. Sections would compete to see who did the best job cleaning their unit, for example. And the section that came in last place didn't get the same perks that the other sections did. Because of these low numbers, there has also been a drop in fighting and disputes between the youth.

One staff member said that leadership is talking about the possibility of lowering the quality of the food at Glenwood to match the less fresh food in the YSC. The Commission would be concerned about any decrease in food quality.

The book collection looked quite old as well as small and limited. The library could use some more and newer books.

Summary: Overall impression of the program, areas of concern and areas of excellence:

We were impressed with Glenwood program and the dedication of their staff. They work hard to help the youth and always have a number of programs/projects that keep the youth engaged. There were a few minor areas of concern (as mentioned earlier in this report):

Follow up with (and support for) youth after they return home. We hope that the grant application for a GS3 to help with that transition will be successful.

Old and small library collection. The library could use more books.

The fact that there are low numbers have changed the character of the camp.

Signature of Commissioner(s) preparing this report:

<u>Mull Barrows</u>	Date: <u>12/8/15</u>
<u>Susan Swope</u>	Date: <u>12/8/15</u>
<u>Joyce G. Rollins, Jr.</u>	Date: <u>12-8-15</u>
<u>Ant Bruto</u>	Date: <u>12-8-15</u>
<u>Valerie Thomas</u>	Date: <u>12-8-15</u>
<u>/s/ Marianna Klebanov</u>	Date: <u>12/8/15</u>

ATTACHMENTS

ATTACHMENT 1: SCHOOL SUPPLEMENT

How/Where do students receive instruction when school is over-crowded or it is raining?

Students are not confined to their room when it rains, as passage to their classroom are via a covered walkway.

How many minutes of instruction per week do students receive?

All students receive the required minutes of instruction as stipulated in the California Education Code.

Do students attend school within three (3) days of placement?

Students enrolling in Camp Glenwood School from San Mateo County benefit from an immediate electronic transfer of student records. (School transcript and required instructional modification in order to accommodate the educational needs of the student; i.e., English-Language and Special Education requirements.) It is the goal of the school to enroll and to develop an Educational Plan for all students within 3 days of placement.

How are limited English-speaking students identified and served? How soon are these services provided once the student has been identified as non English proficient.

English-Language proficiency status is identified upon enrollment for all San Mateo County residents. Students are assessed in order to identify their English-Language proficiency if this information is not readily available from the home school district. All instructors are trained and qualified to provide instruction for students with limited English-language proficiency.

Propose areas of Commendation and improvement for the school program.

Commendation: Camp Glenwood is commended for facilitating social, emotional, and educational growth for students. The school program is further recognized for establishing a partnership with San Mateo Community College to facilitate and support college entrance.

Improvement: It is recommended that staff be provided with on-going professional development in the area of computer-based instructional programs.

An ability to read, calculate and spell within the average range for the student's age is central to acquiring vocational skills and or to successfully complete high school. It is therefore recommended that the Individual Learning Plans developed for students be modified to include, by percentile, current levels of mastery of basic skills; reading, spelling, and mathematics.

Ask students about their school experience while attending Court Schools.

- **What are you studying?** Students receive instruction in the core curriculum (math, science, English, and social science) and were engaged in math and English classes when observed.

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- ***Compare the Court School program to that of your home school.*** Generally most students found instructional levels to be appropriate. However, some students felt that the curriculum and teacher expectations were less rigorous than at their home schools.
- ***What do you like about the Court School?*** All students interviewed expressed pride in their academic achievement, and mastery of the basic core curriculum and/or acquisition of credit toward graduation. Students also commented that they appreciated how their teacher in the court schools care about them, thereby encouraging/improving greater achievement.
- ***What do you miss about your home school?*** Most students reported missing their families and friends.
- ***How could your Court School experience be improved?*** Some students recommended raising teacher expectations for their achievement along with increased academic rigor.