



Juvenile Justice and Delinquency Prevention Commission  
October 26, 2021 | 5:15pm – 7:15pm  
Remote Access Only – Public participation instructions attached

## AGENDA

*Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting so that they may be recognized at the appropriate time.*

### I. Administrative Business (5:15-5:25)

- a. Call to Order
- b. Roll Call and Establish Quorum
- c. Welcome and Introductions
- d. Agenda Review and Approval
- e. Approval of Minutes of September 28, 2021
- f. Vote on Resolution re AB361
- g. Vote on Prospective Commissioner Steve Duddy

### II. Oral Communications (5:25-5:30)

*This item provides an opportunity for public comment on items not on the agenda (Time limit – two (2) minutes per person). There will be opportunity for public comment on agenda items as they are considered.*

### III. Updates (5:30-6:00)

- a. Court – Jakubowski
- b. Private Defender Program – Rayes
- c. District Attorney’s Office – Cho
- d. Probation – Clark, Stauffer
- e. County Office of Education - Littrell
- f. Behavioral Health & Recovery Services – Pena
- g. HSA, Children and Family Services – Fong

### IV. Inspections (6:00-6:05)

- a. YSC & School Inspection Updates (Flores)
- b. BSCC Inspection Update (Telleria)

### V. BOS Resolution Establishing a Committee to Modify the YSC – Labouisse (6:05-6:15)

- a. Vote on two community members to serve on new committee

### VI. 2022 Officer Nominations – Wilson (6:15-6:35)

### VII. Social Media Ad Hoc Committee Recommendations (6:35-6:40)

- a. Vote on social media guidelines – Barrack

**Hon. Susan Etezadi**  
Presiding Juvenile  
Court Judge, Superior  
Court

**Judith Holiber**  
Deputy County  
Counsel

#### Commissioners

**Antoinette Barrack**  
Co-Chair

**Debora Telleria**  
Co-Chair

**Rebecca Flores**  
Vice Chair,  
Administration

**Melissa Wilson**  
Vice Chair,  
Membership

**Paul Bocanegra**

**Rocsana Enriquez**

**Karin Huber-Levy**

**Monroe Labouisse**

**Sathvik Nori**

**Johanna Rasmussen**

**Susan Swope**

**Austin Willis**



**VIII. 2021 Project Plan Updates (6:40-6:55)**

- a. Increase School Attendance – Enriquez, Swope
- b. SMC Diversion Programs – Swope, Telleria, Willis
- c. Communicate with Elected Officials – Bocanegra, Labouisse
- d. After School Advocacy – Barrack, Huber-Levy, Telleria
- e. Outreach to Underserved Youth – Rasmussen
- f. Peer Court - Willis

**IX. Commission Report Outs (6:55-7:15)**

- a. Youth Commission – Nori, Parikh-Briggs
- b. Legislation – Bocanegra, Huber-Levy
- c. Membership – Wilson
- d. JJCC – DJJ Realignment – Telleria
- e. Marketing & Social Media – Rasmussen
- f. Police Liaison – Rasmussen
- g. Community Ambassadors

## **JJDPC Meeting, October 26, 2021 – Public Participation Instructions**

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC’s social distancing guidelines which discourage large public gatherings, the Juvenile Justice and Delinquency Commission’s meetings will be held remotely with public access available by videoconference.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81630415183?pwd=aFlwdzZZSllHTC9PaEY1aDhGTmZkdz09>

**Dial by your location** +1 669 900 6833 US  
(San Jose)

**Meeting ID:** 816 3041 5183  
**Passcode:** 717291

**Meeting ID:** 816 3041 5183  
**Passcode:** 717291

**One tap mobile** +16699006833,,  
81630415183#,,, \*717291# US (San Jose)

**Find your local number:**  
<https://us02web.zoom.us/j/81630415183?pwd=aFlwdzZZSllHTC9PaEY1aDhGTmZkdz09>

We highly recommend you use a computer or iPad type device and activate the camera feature vs. calling in only on audio. To call in via phone (preferably, but not necessarily with a camera), see instructions below.

**Next Meeting: Tuesday, November 30, 2021, 5:15 – 7:15 p.m.**  
**Location: Online via Zoom**

MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT SECRETARY TONY BURCHYNS (650) 312-8878 AT LEAST 72 HOURS BEFORE THE MEETING AS NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.

If you wish to speak to the Committee, please fill out a speaker’s slip. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the County Manager who will distribute the information to the committee members.



COUNTY OF SAN MATEO  
Juvenile Justice and Delinquency Prevention Commission  
222 Paul Scannell Drive • San Mateo, CA 94402

## Minutes of the Juvenile Justice & Delinquency Prevention Commission

September 28, 2021 | 5:15-7:15 pm  
Remote Meeting

### MINUTES

**Commissioners Present:** Toni Barrack, Co-Chair; Debora Telleria, Co-Chair; Rebecca Flores, Administrative Co-Chair; Melissa Wilson, Membership Vice Chair; Paul Bocanegra; Rocsana Enriquez; Karin Huber-Levy; Monroe Labouisse; Sathvik Nori; Johanna Rasmussen; Susan Swope; Austin Willis

**Commissioners Absent:** None

#### Additional Attendees:

Judge Susan Etezadi – Juvenile Court

Jehan Clark – Probation

Melanie Stauffer - Probation

Ameya Nori – Youth Commission Liaison

Alex Parikh-Briggs – Youth Commission Liaison

Steve Duddy – Potential Commissioner

Armaan Khare-Arora – Potential Commissioner

Sharon Cho – District Attorney’s Office

Jeneé Littrell – County Office of Education

Ligia Andrade Zúñiga– SMUHSD Board of Trustees

Chelsea Bonini – Commission on Disabilities

Kate Hiester – Fresh Lifelines for Youth

Chris Woo – Project Change

Zachary Kirk – Community Member

#### I. Administrative Business

- a. **Call to Order:** Co-Chair Barrack called meeting to order at 5:15 p.m.
- b. **Roll Call and Establish Quorum:** A quorum was established at 5:15 p.m.
- c. **Welcome and Introductions**
- d. **Agenda Review:** Approved as distributed
- e. **Approval of August 31, 2021 Minutes:** Approved as distributed with corrections of typos, and clarifications.
- f. **Meeting Location Change for Brown Act Compliance:** Going forward the JJDPC will vote on a resolution to remain remote at each monthly meeting.
- g. **Resignation of Commissioner Lecha:** Effective September 20, 2021

#### II. Oral Communication: *None*

#### III. Updates

- a. **Juvenile Court** (Judge Etezadi)
  - All judicial job slots have been filled. Anticipate that Judge Cadet will be assigned to the Juvenile division, will know more in January. Judge Jakubowski will transition out once a new judge has been assigned.
- b. **Private Defender Program** (Barrack)
  - Governor signed AB624 into law and will be effective on January 1, 2022. It creates the immediate right to appeal a juvenile courts transfer to adult court. It fixes the inadequacy in the current law.



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Juvenile Justice and Delinquency Prevention Commission  
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- c. District Attorney Office (Cho)**
  - No update
- d. Behavioral Health & Recovery Services (Pena)**
  - No update
- e. County Office of Education (Littrell)**
  - Sibané Parcels has been promoted to an HR position and assistant principal, Shelly Johnson will become the principal of the Court and Community Schools. Brad Ostrander will be the School Climate coordinator/administrator. He has a background in social emotional learning.
  - Enrollment is down in the facilities. There is an increased number of students at Gateway that have social and emotional mental health needs that have not been met.
  - Continue to work with school districts so that students have support. Transforming Gateway to be a model of restoration with a more active mental health support system. There are currently 10 students at Gateway, but have the capacity to serve 60.
- f. Probation (Stauffer, Clark)**
  - No youth in placement; 11 youth receiving AB12 services; five youth in DJJ and we anticipate one will be paroled next month; three on six-month informal contract; 18 DPOs.
  - 15 youth at YSC (14 male/1 female) and two at Camp Kemp; 148 youth on probation (general, intensive, and specialty cases); 72 youth in the assessment center investigations unit; 12 youth on EMP; 61% of youth are Hispanic/Latino.
  - Operations continue to be the same in terms of school. Still on COVID-19 watchlist and have suspended visits from families and outside service providers until October 4<sup>th</sup>.
- g. HSA, Children and Family Services (Telleria)**
  - As of September 1, 2021 there were 179 youth in placement; 42.5% of youth are placed out of county, with 16% outside of the contiguous Bay Area counties; no youth are placed in a locked facility or out of state; 34% of youth are placed with relatives.
  - Youth in out of home placement: Asian/Pacific Islander 15.1%, Black 14%, Latino 48.6%, White 21.8%, Unknown 6%.
  - Youth in STRTP: Black 50%, Latino 16.7%, White 33.3%.
  - Youth in 241.1 Status: Asian/Pacific Islander 7.1%, Black 14.3%, Latino 57.1%, White 21.4%.

**IV. Inspections (Flores)**

- Review of Camp Kemp Inspection Report. Commissioner Telleria moved to approve the inspection report on behalf of the Camp Kemp inspection team. The motion passed unanimously.



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- Review of Canyon Oaks Inspection Report. Commissioner Swope moved to approve the inspection report on behalf of the Canyon Oaks inspection team. The motion passed unanimously.
- YSC inspection took place on September 24, 2021. Commissioners are working on putting the report together for review and approval.
- School inspections are scheduled for September 23 and 30, 2021.

**V. After School Project Phase II** (Barrack, Huber-Levy)

- The final report for Phase I and the Project Plan for Phase II are complete.
- There is new funding coming through significant grants for after school programs. There is an opportunity to improve the after-school environment with these resources.
- Commissioner Barrack made a motion to distribute the final report for Phase I and to approve the Project Plan for Phase II on behalf of the project team. The motions passed unanimously.

**VI. 2021 Project Plan Updates**

- a. Alternatives to Incarceration** (Bocanegra, Labouisse)
  - The Board of Supervisors will vote on Oct. 5th on the Commission's resolution to form a working group to address the institutional environment at the YSC.
- b. Communicate with Elected Officials** (Bocanegra, Enriquez, Labouisse)
  - Met with San Mateo City Council member and Deputy Mayor, Rick Bonilla and SMC School Board of Trustees member, Noelia Corzo, who is running for Supervisor Carole Groom's position.
  - Setting up meetings with Menlo Park City Council member, Ray Mueller and Redwood City Council member, Mike Smith.
- c. Peer Court** (Willis, Wilson)
  - Met with Supervisors Canepa and Pine and they are interested in funding the program. Continue to explore a relationship with YTJ.
- d. Dashboard** (Barrack, Telleria)
  - Revealed new annual graphs which will also be posted on the JJDP website.
- e. Increase School Attendance** (Enriquez, Swope)
  - Committee met on September 17<sup>th</sup> and are working with the County Office of Education. Project deliverables may change.
- f. Diversion program** (Swope, Telleria, Willis)
  - Have spoken with most of the police departments. Diversion programs vary by city; some cities have no diversion program; some have inactive or recently discontinued programs. There are four active diversion programs in San Mateo County including: Redwood City, San Mateo, Probation and the Sheriff's department.



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**VII. Social Media Ad Hoc Committee** (Barrack)

- Created to establish guidelines for posting and commenting on JJJPC social media accounts. The first meeting was on Sept. 25. Deliverable is a list of guidelines to vote on at the October meeting.

**VIII. Formation of 2022 Nominating Committee** (Barrack)

- Forming a nominating committee to identify a slate of officers (Chair, Vice-Chair, Administration, Vice-Chair, Membership) for the upcoming year. The Nominating Committee will announce the slate of officers in Oct. The vote on them will be in Nov.

**IX. Commission Report Outs**

**a. Youth Commission** (Nori)

- Had their first work group meeting in Sept. and youth were given their subcommittee and liaison assignments.
- Supervisor Canepa presented a resolution on sexual assault to the Youth Commission.

**b. Membership** (Wilson)

- There are two open positions that need to be filled.

**c. Legislation** (Bocanegra, Huber-Levy)

- AB624 Youth Fair Process Act was approved and will go into law.
- Legislation that we have been tracking has been turned over to the governor for signing. Will most likely go into law next year.

**d. Marketing** (Rasmussen)

- Social media program is still on pause.

**e. Police Liaison** (Rasmussen): No update.

**f. Discussion of Commission Retreats** (Rasmussen)

- Commissioner Rasmussen proposed holding an annual JJDPD retreat starting in 2022.

**g. Community Ambassadors:** No update.

**X. Announcements:** *None*

**Meeting adjourned at 7:16 p.m.**

**Next Meeting: Tuesday, October 26, 2021**

## RESOLUTION NO.

### RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR MEETINGS OF THE JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSION (JJDP) WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

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**WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative

body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

**WHEREAS**, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

**WHEREAS**, the County of San Mateo currently has a Community Transmission metric of “substantial” which is the second most serious of the tiers; and,

**WHEREAS**, the JJDPC has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and,

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the JJDPC deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing;

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that

1. The recitals set forth above are true and correct.
2. The JJDPC finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the JJDPC to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

\* \* \* \* \*



# COUNTY OF SAN MATEO

## Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive • San Mateo, CA 94402 • (650) 312-5254

### APPLICATION FOR COMMISSION

Special Requirements: **APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:**

- 1. HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION**
- 2. IS A RESIDENT OF SAN MATEO COUNTY**

*Information provided on this application is public information and may be made available to other applicants, members of the press, or to the general public.*

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE **LAST TUESDAY** OF THE MONTH FROM 5:15 P.M. TO 7:15 P.M.? YES  NO

NAME: **Steven Duddy**

EMAIL: [REDACTED]

PHONE: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: [REDACTED]

CITY: [REDACTED]

NEIGHBORHOOD: [REDACTED]

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: **15+ years**

WHICH MEETINGS HAVE YOU ATTENDED? **Jan 26 & Feb 23 2021**

HOW DID YOU BECOME AWARE OF THE OPENING? **Social Media (Twitter)**

WHY ARE YOU SEEKING THIS APPOINTMENT?

**There are many under-served, less fortunate and challenged youth in the community who would benefit by support, guidance and care (physical/psychological etc.) yet have nowhere to turn. I believe everyone deserves a chance and feel fortunate enough to have the understanding, compassion and skill-set to make a difference for the youth, specifically in San Mateo County.**

EDUCATIONAL BACKGROUND: **BS/Biology Seton Hall University, South Orange NJ**

**PROFESSIONAL EXPERIENCE:**

**Current: CEO @ Corinth MedTech Inc. (Medical Device Company) located in San Jose California.**

**I also have extensive experience working with Boards and Board Members, raising capital (Venture Capital, Private Equity, Debt Equity).**

**Other Experience(s): In addition to my leadership roles I also have C-Level experience in Marketing, New Business Development as well as well Sales and Training.**

**EMPLOYER AND EMPLOYER'S ADDRESS: Corinth MedTech Inc. located @ 1190 Saratoga Avenue, Suite 210, San Jose California 95129**

**CIVIC ACTIVITIES (Please include present or past membership on boards, committees, and participation in the activities of community groups and organizations.):**

**Montville Broncos Wrestling Team (Coach); Montville Broncos Football (Coach); Canyon Creek Little League: Multi-Year Experience Coaching & Director; Boy Scout Troop 1776 - San Ramon CA, Asst. Scout Master; "Self Funded" Thanksgiving Homeless Hand-Out, San Francisco**

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.)

**I believe I have very strong interpersonal skills, the ability to strategically think, reason and plan as well as excellent execution, time management and follow-up skill set. In addition to the intangible assets. I also have a great deal of experience in marketing and can lend some support to the program including branding, creative, copy and some social media experience as needed.**

HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.)

**Having two sons, two step-sons as well as two grand daughters I have spent a significant amount of time in youth programs including coaching, Board of Directors (for youth activities) as well as an Asst Scout Master Position with a troop in San Ramon. I also served as a chaperon for several High School students, taking them to concerts in lieu of their parents (I'd love to share more about this one :)).**

DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE JUSTICE SYSTEM? (Please provide context):

**Have not, although my son is an officer at RWC PD, my wife is a Psychotherapist in San Mateo County (MFT) and my step-son works for Senator Weiner (in Sacramento). Although this is not the same as having experience with someone actually in the system I have more exposure then most to the system, issues within the system and opportunities to improve the system.**

OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?

**Happy to jump in where ever I can be of assistance and needed most.**

HOW MUCH TIME DO YOU HAVE TO DEVOTE TO COMMISSION WORK?

**I have whatever is needed in order to accomplish what needs to get accomplished. I'm an empty nester with above average time management skills so I welcome the opportunity.**

*Steven Duddy*

02/26/21

Signature

Date

*This application may remain on file for six months from the date of submission.*

PLEASE COMPLETE AND RETURN TO:

Juvenile Justice & Delinquency Prevention Commission  
C/O Adriana Castaneda, Administrative Secretary III  
San Mateo County Probation Department  
222 Paul Scannell Drive  
San Mateo, CA 94402



LINDA M. PENNER  
*Chair*

KATHLEEN T. HOWARD  
*Executive Director*

STATE OF CALIFORNIA

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

2590 VENTURE OAKS WAY, SUITE 200 ♦ SACRAMENTO CA 95833 ♦ 916.445.5073 ♦ BSCC.CA.GOV



GAVIN NEWSOM  
*Governor*

September 27, 2021

Attention: **Presiding Juvenile Court Judges and Juvenile Justice Commission Chairs**

**INITIAL SURVEY OF COURT HOLDING FACILITIES – 2021**

The federal Juvenile Justice and Delinquency Prevention Act (JJDP A) was reauthorized in 2018. Among its key amendments, the reauthorization amended the federal definition of “jail or lockup for adults” to include court holding facilities. As a result, whereas court holding facilities were subject to the Separation requirement, such facilities must also comply with the Jail Removal Requirement, also known as the “six hour rule.” See attachment for further information about the JJDP A requirements.

Per these federal changes, the Board of State and Community Corrections (BSCC) will survey each court holding facility to determine whether it will be holding minors in secure or nonsecure detention. These surveys have been distributed to the law enforcement agency responsible for your respective court security plans. For your convenience, enclosed is a copy of the survey. No action is needed from you or your department. The enclosed survey requests information relative to how your court holding facility detains minors and assists the BSCC in identifying its inspection responsibilities.

We have also enclosed a list of court holding facilities in your county. This list only includes facilities that hold minors in secure detention. Those facilities that do not hold minors in secure detention or are designated minor only courts are not included.

Additionally, if you learn of courts that do hold minors securely, if you have any questions regarding a particular facility, or other questions, please contact the JJDP A Compliance Monitor, Eloisa Tuitama, at [eloisa.tuitama@bscc.ca.gov](mailto:eloisa.tuitama@bscc.ca.gov) or (916) 445-5073.

Sincerely,

ALLISON GANTER  
Deputy Director  
Facilities Standards and Operations Division

Enclosures

## CALENDAR YEAR 2021 - COURT HOLDING FACILITIES

|                                  |                                                           |
|----------------------------------|-----------------------------------------------------------|
| Chula Vista Court Holding        | 500 3rd Avenue, Chula Vista, CA 92010                     |
| El Cajon Court Holding           | 250 East Main Street, El Cajon, CA 92070                  |
| Hall of Justice                  | 330 West Broadway, San Diego, CA 92101                    |
| Vista Court Holding              | 325 South Melrose Drive #2400, Vista, CA 92083            |
| <b>SAN FRANCISCO</b>             |                                                           |
| Community Justice Center         | Carlton B. Goodlett Pl, Room 456, San Francisco, CA 94102 |
| Hall Of Justice Courthouse       | 850 Bryant Street, San Francisco, CA 94103                |
| S. F. Civic Center Courthouse    | 400 McAllister, San Francisco, CA 94102                   |
| <b>SAN JOAQUIN</b>               |                                                           |
| Lodi Unified Superior Ct.        | 315 W. Elm Street, Lodi, CA 95240                         |
| Manteca Unified Superior Ct.     | 315 East Center Street, Manteca, CA 95336                 |
| Stockton Courthouse              | 180 E. Weber, Stockton, CA 95202                          |
| <b>SAN LUIS OBISPO</b>           |                                                           |
| San Luis Obispo County Court     | 1050 Monterey Street, San Luis Obispo, CA 93401           |
| <b>SAN MATEO</b>                 |                                                           |
| San Mateo Hall of Justice        | 400 County Center, Redwood City, CA 94063                 |
| San Mateo Northern Court Holding | 1050 Old Mission Road, South San Francisco, CA 94080      |



LINDA M. PENNER  
*Chair*

KATHLEEN T. HOWARD  
*Executive Director*

STATE OF CALIFORNIA

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

2590 VENTURE OAKS WAY, SUITE 200 ♦ SACRAMENTO CA 95833 ♦ 916.445.5073 ♦ BSCC.CA.GOV



GAVIN NEWSOM  
*Governor*

September 22, 2021

John Keene, Chief Probation Officer  
San Mateo County Probation Department  
222 Paul Scannell Drive  
San Mateo, CA 94402

**2020 - 2022 Biennial Inspection – Welfare and Institutions Code Sections 209 and 885**

Dear Chief Keene:

On April 13, 2021 the Board of State and Community Corrections (BSCC) inspected the Youth Services Center (YSC) and the Margaret J. Kemp (CK) Girls' Camp. The purpose of these inspections is to assess compliance with Title 15 and Title 24 of the California Code of Regulations (CCR), Minimum Standards for Juvenile Facilities. Our inspection included a review of written policy and procedures, analysis of documentation to verify that practice follows policy and a walk-through of the physical plant. To prepare your management team for the inspection, BSCC held a pre-inspection briefing on February 19, 2021.

The complete inspection report is enclosed and consists of the following: this transmittal letter; a Title 15 Procedures checklist outlining applicable minimum standards for juvenile detention facilities; a Physical Plant Evaluation outlining applicable Title 24 minimum standards for both facility; and a Living Area Space Evaluation (LASE), summarizing the physical plant configuration and outlining the rated capacity for both facility.

Local Inspections:

The BSCC biennial inspection process includes the BSCC inspection and local, specialized inspections mandated by Title 15, Section 1313, and statutes. Local inspections are conducted by the Fire Marshal or a designee, County Health Department, building safety personnel, Superintendent of Schools, Juvenile Court Judge and Juvenile Justice Commission. BSCC reviews these individual reports and includes any areas of non-compliance in this transmittal letter if applicable. See the pages 1-2 on the agency's "*policies and procedures*" checklist for a consolidation of dates for all local reports and evaluations and any non-compliance issues.

Title 15, CCR; Policy, Procedures & Practice (System Wide)

Prior to my on-site visit, I reviewed all relevant policy and procedures as well as some of the supporting documentation to determine compliance with Title 15 regulations standards. I no non-compliance issues were noted.

During the on-site visit, I continued my review of supporting documentation and began evaluating procedures at each facility and comparing them against policy. Those evaluations include a review of documentation related to operations including security logs, shift schedules, local inspection results, classification/housing assignments, incident reports, disciplinary actions,

grievance actions and other records which give insight to the facility's operations. I also spoke with staff throughout my visits to gain more knowledge and understanding of each detention facility. Discussions with both indicate that Title 15 regulations are being consistently adhered to. No noncompliance issues were noted.

Title 24, CCR Physical Plant

There were no changes made to the physical plants and your rated capacity for each facility remains the same (YSC 180 and Girls' Camp 30). Please see the Living Area Space Evaluations and the Physical Plant Evaluations for each facility for more information. No items of noncompliance with Title 24 minimum standards was noted.

Status Offenders

Status offenders are not housed as described in Section 601 of the Welfare and Institutions Code (WIC).

No corrective action plan is needed at this time.

This concludes our inspection report for the 2020 – 2022 inspection cycle. I would like to thank everyone involved in the inspection process for the hospitality and courtesy they extended during the inspection.

If I may be of further assistance to you or your agency, please do not hesitate to call me at (916) 324-9861 or email me at [michael.bush@bscc.ca.gov](mailto:michael.bush@bscc.ca.gov).

Sincerely,



MICHAEL J. BUSH  
Field Representative  
Facilities, Standards and Operations Division

Enclosure

cc: Presiding Judge, Juvenile Court, San Mateo County\*  
Chair, Juvenile Justice Commission, San Mateo County \*  
Chair, Board of Supervisors, San Mateo County\*  
County Manager, San Mateo County\*  
Foreperson, Grand Jury, San Mateo County\*  
Jehan Clark, Superintendent, San Mateo Probation Department  
Cadie Galera, Compliance Manager, San Mateo Probation Department

*Completed inspection reports can be located on BSCC website*

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS**  
**Board of State and Community Corrections**  
**PROCEDURES CHECKLIST<sup>1</sup>**

**BSCC Code: 7550 7551**

|                                                                                             |                                             |
|---------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>FACILITY NAME:</b> Youth Services Center (YSC)                                           | <b>FACILITY TYPE:</b><br>Juvenile Hall: YSC |
| <b>FACILITY NAME:</b> Camp Kemp (CK)                                                        | <b>FACILITY TYPE:</b> Camp<br><br>Camp Kemp |
| <b>PERSON(S) INTERVIEWED:</b> Superintendent Jehan Clark & Compliance Officer Chadie Galera |                                             |
| <b>FIELD REPRESENTATIVE:</b> Mr. Michael Bush                                               | <b>DATE:</b><br>April 13, 2021              |

| TITLE 15 SECTION                                                                                                                                                                                                                          | YES                                 | NO                                  | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                     |
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| <b>1313 COUNTY INSPECTION AND EVALUATION OF BUILDING AND GROUNDS</b><br>On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the following: | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Article 2 Section 1313<br><br>Page 11                                                                                                                                                                                                                        |
| (A) County building inspection by agency designated by the Board of Supervisors to approve building safety;                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 11<br><br>(YSC) 10/01/2019 (CK) 10/0/2019<br><br>No 2020 Inspections, due to COVID-19                                                                                                                                                                   |
| (B) Fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code Section 13146.1 (a) and (b);                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 11<br><br>(YSC) 12-29-2020 (CK) 11-11-2020                                                                                                                                                                                                              |
| (C) Local health officer, inspection in accordance with Health and Safety Code Section 101045;                                                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Page 11<br><br>For each facility.<br><br>(YSC & Girl Camp)<br><b>Environmental</b><br>09/09/2019<br>10/05/2020 (self-Inspection)<br><b>Nutritional</b><br>08/12/2019<br>11/25/2020<br><b>Medical/Mental</b><br>08/21/2019<br>No Inspections, due to COVID-19 |

<sup>1</sup> This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 5 for the complete list and text of regulations.

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                     |
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| (D) County superintendent of schools on the adequacy of educational services and facilities as required in Section 1370;                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 11<br><u>(YSC)</u><br>03/15/2018<br>03/22/2019                                                                                                                                          |
| (E) Juvenile court as required by Section 209 of the Welfare and Institutions Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 11<br><br>For each facility<br><br><u>(YSC)</u><br>06/21/2019<br>06/08/2020                                                                                                             |
| (F) Juvenile Justice Commission as required by Section 229 of the Welfare and Institutions Code or Probation Commission as required by Section 240 of the Welfare and Institutions Code.                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 11<br><br>(YSC) <span style="float: right;"><u>(YSC)</u></span><br>06/11/2019 <span style="float: right;">07/10/2019</span><br>08/21/2020 <span style="float: right;">08/12/2020</span> |
| <p><b>1320 APPOINTMENT AND QUALIFICATIONS</b><br/> <i>BSCC Note: Compliance with this section is determined by receipt of the Chief Probation Officer's certification letter confirming that all elements of regulation are met.</i></p> <p>(a) Appointment<br/> In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chief John Keene in a letter dated May 22, 2020 attests to the hiring, background and training of detention officers.<br><br>Article 3 Section 1320<br><br>Page 13- 14                       |
| (b) Employee Qualifications<br>Each facility shall:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 13                                                                                                                                                                                      |
| (1) recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 13                                                                                                                                                                                      |
| (2) require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 13                                                                                                                                                                                      |
| (3) adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code; and                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 13- 14                                                                                                                                                                                  |
| (4) conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 et seq. of the Government Code.                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 13- 14                                                                                                                                                                                  |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                        | YES                                 | NO                                  | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                    |
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| (c) 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.                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 13                                                                                                                                                                     |
| <b>1321 STAFFING</b><br><br>Each juvenile facility shall:                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Chief John Keene in a letter dated May 22, 2020 attests to the hiring, background and training of detention officers.<br><br>Article 3 Section 1321<br><br>Page 15, 16, 17  |
| a) have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations;                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Page 16<br><br>(11) GSI's (39) GSII's (26) GSIII's (9) Vacancies<br><br>(34) Extra Help DPO, Probation Officers approved to work overtime at the YSC                        |
| b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 16                                                                                                                                                                     |
| c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 16<br><br>1) Compliance Officer, (1) PREA Compliance, (2) Graveyard, (1) Forrest Building, (1) Pine 4, (1) Pine 5, (2) Camp Kemp, (1) Re-Entry Program, (1) Admissions |
| d) 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;                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 16                                                                                                                                                                     |
| e) have at least one staff member present on each living unit whenever there are youth in the living unit;                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 16                                                                                                                                                                     |
| f) 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 youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source; | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Page 16                                                                                                                                                                     |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                     | YES                                 | NO                       | N/A                                 | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                  |
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| g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility 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, | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16<br><br>1 Administrative Secretary (vacant -not filled) 4 (1) Program Specialist, (1) Full time Clinician, (2) Part time Clinicians (2) Part time Psychiatrists solely for the YSC Utility Workers (4) Medical for both facilities |
| h) 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-staff ratio for the following facility types:                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                                                                                   |
| <b>(1) Juvenile Halls (minimum youth-staff ratio)</b><br>(A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                                                                                   |
| (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                                                                                   |
| (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                                                                                   |
| (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                                                                                   |
| (E) 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.                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                                                                                   |
| <b>(2) Special Purpose Juvenile Halls (minimum youth-staff ratio)</b><br>(A) during hours that youth are awake, one wide-awake youth supervision staff member is on duty for each 10 youth in detention;                                                                                                                             | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Page 16                                                                                                                                                                                                                                   |
| (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;                                                                                                                                                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Page 16                                                                                                                                                                                                                                   |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                       | YES                                 | NO                       | N/A                                 | P/P REFERENCE - COMMENTS                                                                                                                                               |
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| (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,                                                                              | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Page 16                                                                                                                                                                |
| (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.                                                                                                                                                                                                                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Page 16                                                                                                                                                                |
| (E) 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.                                                                                             | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Page 16                                                                                                                                                                |
| <b>(3) Camps (minimum youth -staff ratio)</b><br>(A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                |
| (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth present in the facility;                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                |
| (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                |
| (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                |
| (E) in addition to the minimum staff to youth ratio required in (h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff; | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                |
| (F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 16                                                                                                                                                                |
| <b>1322 YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING</b><br>(a) Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including:                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Chief John Keene in a letter dated May 22, 2020 attests to the hiring, background and training of detention officers.<br><br>Article 3 Section 1322<br><br>Page 18, 19 |
| (1) youth supervision duties;                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 18                                                                                                                                                                |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                               | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                  |
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| (2) scope of decisions they shall make;                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (3) the identity of their supervisor;                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (4) the identity of persons who are responsible to them;                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (5) persons to contact for decisions that are beyond their responsibility; and                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (6) ethical responsibilities.                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (b) 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:                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (1) individual and group supervision techniques;                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (2) regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18                                                                                                                                                                   |
| (3) basic health, sanitation and safety measures;                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 18, 19                                                                                                                                                               |
| (4) suicide prevention and response to suicide attempts                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (5) policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (6) review of policies and procedures referencing trauma and trauma-informed approaches;                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (7) procedures to follow in the event of emergencies;                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (8) routine security measures, including facility perimeter and grounds;                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (9) crisis intervention and mental health referrals to mental health services;                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (10) documentation; and                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (11) fire/life safety training                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (c) 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.                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| (d) Prior to exercising the powers of a peace officer youth supervision staff shall successfully complete training pursuant to Section 830 et seq. of the Penal Code.                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 19                                                                                                                                                                   |
| <b>1323 FIRE AND LIFE SAFETY</b><br>Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 3 Section 1323<br>Page 20<br>All youth supervision staff have attend the Juvenile Corrections Officer Core course that includes fire and life safety instruction. |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                              |
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| <p><b>1324 POLICY AND PROCEDURES MANUAL</b><br/> All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request.<br/> The manual shall include:</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 3 Section 1324<br><br>Page 21, 22<br><br>The facility Policy and Procedure Manual was updated in June 2020 to adhere to the amendments, additions, and deletions to Title 15. |
| (a) table of organization, including channels of communications and a description of job classifications;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 21, 22                                                                                                                                                                           |
| (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;                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (c) responsibilities of all employees;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (d) initial orientation and training program for employees;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (e) initial orientation, including safety and security issues and anti-discrimination policies, for support staff, contract employees, school, mental/behavioral health and medical staff, program providers and volunteers;                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (f) maintenance of record-keeping, statistics and communication system to ensure:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (1) efficient operation of the juvenile facility;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (2) legal and proper care of youth;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (3) maintenance of individual youth's records;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (4) supply of information to the juvenile court and those authorized by the court or by the law; and,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (5) release of information regarding youth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (g) ethical responsibilities;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (h) trauma-informed approaches;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (i) culturally responsive approaches;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |
| (j) gender responsive approaches;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 22                                                                                                                                                                               |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES                                 | NO                       | N/A                                 | P/P REFERENCE - COMMENTS              |
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| (k) a non-discrimination provision that provides 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, 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; | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 22                               |
| (l) storage and maintenance requirements for any chemical agents related security devices, and weapons and ammunition, where applicable;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Chemical Agents are prohibited.       |
| (m) establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth; and,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 22                               |
| (n) establishment of a 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.                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 22                               |
| <b>1325 FIRE SAFETY PLAN</b><br>The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Article 3 Section 1325<br>Page 23, 24 |
| a) a fire prevention plan to be included as part of the manual of policy and procedures;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 31, 32                           |
| b) monthly fire and life safety inspections by facility staff with two- year retention of the inspection record;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 23                               |
| c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 23                               |
| d) an evacuation plan;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 23, 68                           |
| e) documented fire drills not less than quarterly;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 23                               |
| f) a written plan for the emergency housing of youth in the case of fire; and,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 31, 68                           |
| g) development of a fire suppression pre-plan in cooperation with the local fire department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 31                               |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                    | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1326 SECURITY REVIEW</b></p> <p>Each facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 3 Section 1326</p> <p>Page 33, 34</p> <p>Received and reviewed Jan 5, 2018 reports conducted by Sergeant Stephanie Josephson, County wide security unit and October 29, 2019 by Sergeant Scott Grosso, County wide security unit.</p> <p>For a comprehensive and recommendations, please review these reports.</p> |
| <p><b>1327 EMERGENCY PROCEDURES</b></p> <p>The facility administrator shall develop facility-specific policies and procedures for emergencies that shall include, but not be limited to:</p>                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 3 Section 1327</p> <p>Page 47-48</p> <p>Page 49-76</p>                                                                                                                                                                                                                                                             |
| (a) escape, disturbances, and the taking of hostages;                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 51, page 57, page 59                                                                                                                                                                                                                                                                                                     |
| (b) civil disturbance, active shooter and terrorist attack;                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 57                                                                                                                                                                                                                                                                                                                       |
| (c) fire and natural disasters;                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 60, page 64                                                                                                                                                                                                                                                                                                              |
| (d) periodic testing of emergency equipment;                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 75                                                                                                                                                                                                                                                                                                                       |
| (e) emergency evacuation of the facility; and                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 68                                                                                                                                                                                                                                                                                                                       |
| (f) a program to provide all youth supervision staff with an annual review of emergency procedures.                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 76                                                                                                                                                                                                                                                                                                                       |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1328 SAFETY CHECKS</b></p> <p>The facility administrator shall develop and implement policy and procedures that provide for direct visual observation of youth at a minimum of every 15 minutes, at random or varied intervals 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. 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. All safety checks shall be documented with the actual time the check is completed.</p> | ☒   | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 3 Section 1328</p> <p>Page 77, 78, 79</p> <p>BSCC reviewed several months of random safety checks for the year 2020.</p> <p>Checks were originally recorded by handwriting each time-safety checks on a safety check log. At the bottom of the log the unit supervisor would review for required time any late checks. Down at the bottom of the log, the supervisor would sign his/her name. This audit process was effective, and any consistent patterns are handled by supervisor.</p> <p>The department records their safety checks electronically. If there is a late check, it will print out in red and identify which staff conducted the late checks.</p> <p>To be consistent with past practice supervisors should continue to review and sign off on each safety checks logs.</p> |
| <p><b>1329 SUICIDE PREVENTION PLAN</b></p> <p>The facility administrator, in collaboration with the healthcare and behavioral/mental health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. The plan shall include the following elements:</p>                                                                                                                                           | ☒   | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 3 Section 1329</p> <p>Page 82-92</p> <p>There is a suicide prevention plan which was developed with the superintendent, medical director, staff, treatment providers, and the local public health agencies.</p> <p>In all contacts with youth, Correctional Health (CH), Behavioral Health and Recovery Services (BHRS), and institution staff will assess the individual's level of risk by considering the key indicators of self-harm and, where appropriate, by administering the suicide risk assessment instrument. Any treatment interventions utilized will include trauma-informed approaches.</p>                                                                                                                                                                                   |
| <p>(a) Suicide prevention training as required in Section 1322, Youth Supervision Staff Orientation, and Training and the Juvenile Corrections Officer Core Course.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ☒   | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 92</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| TITLE 15 SECTION                                                                                                                                                                       | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (b) Screening, Identification Assessment and Precautionary Protocols<br>(1) All youth shall be screened for risk of suicide at intake and as needed during detention.                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 84                                                                                                                                                                                                                                                                                                                                 |
| (2) All youth supervision staff who perform intake processes shall be trained in screening youth for risk of suicide.                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 92                                                                                                                                                                                                                                                                                                                                 |
| (3) All youth who have been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff for a suicide risk assessment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 84<br>Upon admission, institution staff shall assess the level of risk of each youth by administering the suicide risk assessment instrument and by considering the key indicators of self-harm behavior.                                                                                                                          |
| (4) Precautionary protocols shall be developed to ensure the youth's safety pending the behavioral/mental health assessment.                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 84                                                                                                                                                                                                                                                                                                                                 |
| (c) Referral process to behavioral/mental health staff for assessment and/or services.                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 84                                                                                                                                                                                                                                                                                                                                 |
| (d) Procedures for monitoring of youth identified at risk for suicide.                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 86, 90-91<br>Observation logs are maintained and documented at least in 10-minute intervals for all youth on suicide watch.                                                                                                                                                                                                        |
| (e) Safety Interventions                                                                                                                                                               |                                     |                          |                          | Page 86                                                                                                                                                                                                                                                                                                                                 |
| (1) Procedures to address intervention protocols for youth identified at risk for suicide which may include, but are not limited to:                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                         |
| A. Housing consideration                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 86<br>Classification staff will assign an appropriate housing assignment.<br><br>Pending assessment by a MH Clinician, housing staff shall conduct and document 15-minute safety checks on the youth.<br><br>Housing unit staff will monitor the youth more frequently, up to and including maintaining direct visual supervision. |
| B. Treatment strategies including trauma-informed approaches                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 86<br>The facility has developed a treatment intervention utilized trauma-informed approaches.                                                                                                                                                                                                                                     |
| (2) Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 86, 108, 111-112, 121                                                                                                                                                                                                                                                                                                              |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) Communication<br>(1) The intake process shall include communication with the arresting officer and family guardians regarding the youth's past or present suicidal ideations, behaviors or attempts.                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 121<br><br>The admission forms include several reference areas that include communication with the officer and family.                                        |
| (2) Procedures for clear and current information sharing about youth at risk for suicide with youth supervision, healthcare, and behavioral/mental health staff.                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 84-92                                                                                                                                                         |
| (g) Debriefing of Critical Incidents Related to Suicides or Attempts<br>(1) Process for administrative review of the circumstances and responses proceeding, during and after the critical incident.                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 91                                                                                                                                                            |
| (2) Process for a debriefing event with affected staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 91                                                                                                                                                            |
| (3) Process for a debriefing event with affected youth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 91                                                                                                                                                            |
| (h) Documentation<br>(1) Documentation processes shall be developed to ensure compliance with this regulation                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 90                                                                                                                                                            |
| 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.                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 91<br><br>The facility staff work closely with BH and CH to identify the youths' specific housing needs, programming elements and engagement with other youth |
| <b>1340 REPORTING OF LEGAL ACTIONS</b><br><br>Each facility shall submit to the Board a letter of notification on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 4 Section 1340<br><br>Page 93, 94                                                                                                                          |
| <b>1341 DEATH AND SERIOUS ILLNESS OR INJURY OF A YOUTH WHILE DETAINED</b><br><br>(1) Death of a Youth.<br>(a) The facility administrator, in cooperation with the health administrator and the behavioral/mental health director, shall develop written policies and procedures in the event of the death of a youth while detained, which include notifications to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 4 Section 1341<br><br>Page 95-100                                                                                                                          |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                          | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|---------------------------------------------|
| (b) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure there is a medical and operational review of every in-custody death of a youth. The review team shall include the facility administrator and/or facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 97                                     |
| (c) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 97                                     |
| (d) Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 96                                     |
| (2) <u>Serious Illness or Injury of Youth</u><br>(a) The facility administrator, in cooperation with the health administrator, shall develop written policies and procedures for the notification to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record in the case of a serious illness or injury of a youth.                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 99                                     |
| <b>1342 POPULATION ACCOUNTING</b><br><br>Each juvenile facility shall submit required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 4 Section 1342<br><br>Page 101      |
| <b>1343 JUVENILE FACILITY CAPACITY</b><br><br>When the number of youth detained in a living unit of a juvenile facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the facility administrator shall provide a crowding report to the Board in a format provided by the Board.                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 4 Section 1343<br><br>Page 102, 103 |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1350 ADMITTANCE PROCEDURES</b><br/> The facility administrator shall develop and implement written policies and procedures for admittance of youth that emphasize respectful and humane engagement with youth, and reflect that the admission process may be traumatic to youth who may have already experienced trauma. Policies shall be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth. In addition to the requirements of Sections 1324 and 1430 of these regulations:</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1350-1350.5</p> <p>Page 104-114</p> <p>All youth are screened prior to admission to ensure the youth is medically acceptable for admission.</p> <p>The facility admits youth who have been identified as a risk to community safety or themselves, as screened from the Detention Risk Assessment Instrument, the MAYSI and an internal risk/needs screening tool.</p> |
| (a) the admittance process shall include:<br>(1) Access to two free phone calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627;                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 111                                                                                                                                                                                                                                                                                                                                                                                    |
| (2) Offer of a shower;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 113                                                                                                                                                                                                                                                                                                                                                                                    |
| (3) Documented secure storage of personal belongings;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 110                                                                                                                                                                                                                                                                                                                                                                                    |
| (4) Offer of food upon arrival;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 114                                                                                                                                                                                                                                                                                                                                                                                    |
| (5) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 109                                                                                                                                                                                                                                                                                                                                                                                    |
| (6) Screening for physical and developmental disabilities in accordance with Sections 1329, 1413, and 1430 of these regulations;                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 109</p> <p>During the admission, the physical condition of the youth prior to admission for signs of injury, illness, use of drugs or alcohol within the previous 12 hours, critical mental health issue, intellectual or developmental disabilities and safety issues.</p>                                                                                                         |
| (7) Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability, pursuant to Section 1413; and,                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107, 109-111                                                                                                                                                                                                                                                                                                                                                                           |
| (8) Procedures consistent with Section 1352.5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                             |
| (b) juvenile hall administrators shall establish written criteria for detention that considers the least restrictive environment.                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 105                                                                                                                                                                                                                                                                                                                                                                                    |
| (c) juvenile camps and post-dispositional programs in juvenile halls shall develop policies and procedures that advise the youth of the estimated length of stay, inform them of program guidelines and provide written screening criteria for inclusion and exclusion from the program.                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 107, 108</p> <p>Staff will meet with the youth parents/guardian to orient them to the Camp program. The orientation includes information about the rules, program, expectations, visiting and home pass guidelines</p>                                                                                                                                                              |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                   | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                          |
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| (d) juvenile halls shall develop policies and procedures that advise any committed youth of the estimated length of his/her stay.                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| <b>1350.5. SCREENING FOR THE RISK OF SEXUAL ABUSE</b><br>The facility administrator shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility staff to assess each youth within 72 hours of admission based on the following information: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107<br><br>The facility developed a tool within their classification screening and medical instrument to address youth who are potential perpetrators or victims of sexual assault or abuse. |
| (a) Prior sexual victimization or abusiveness;                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (b) 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;                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (c) Current charges and offense history;                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (d) Age;                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (e) Level of emotional and cognitive development;                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (f) Physical size and stature;                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (g) Mental illness or mental disabilities;                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (h) Intellectual or developmental disabilities;                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (i) Physical disabilities;                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (j) The youth's perception of vulnerability; and,                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| (k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107                                                                                                                                                                                          |
| Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files.          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 107, 112-114                                                                                                                                                                                 |
| The facility administrator shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 114                                                                                                                                                                                          |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                               | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1351 RELEASE PROCEDURES</b></p> <p>The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:</p>                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1351</p> <p>Page 127 – 132</p> <p>The facility staff will coordinate with the assigned DPO for the provision of transitional and reentry services involving, but not limited to, medical and behavioral health, education, probation supervision and community- based services.</p> |
| (a) verification of identity/release papers;                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 127                                                                                                                                                                                                                                                                                                 |
| (b) return of personal clothing and valuables;                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 128                                                                                                                                                                                                                                                                                                 |
| (c) notification to the youth's parents or guardian;                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 128                                                                                                                                                                                                                                                                                                 |
| (d) notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 128                                                                                                                                                                                                                                                                                                 |
| (e) notification of school staff;                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 128                                                                                                                                                                                                                                                                                                 |
| (f) notification of facility mental health personnel.                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 128                                                                                                                                                                                                                                                                                                 |
| <p>The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 129                                                                                                                                                                                                                                                                                                 |
| <p>The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.</p>                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 129                                                                                                                                                                                                                                                                                                 |
| <p><b>1352 CLASSIFICATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility.</p> <p>Such procedures shall:</p>                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1352</p> <p>Page 133-139</p> <p>Facilities admissions staff will assign the youth to a living unit or dorm according to the guidelines.</p>                                                                                                                                         |
| (a) provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings. Housing assignments shall consider the need for single, double or dormitory assignment or location within the dormitory;             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 133                                                                                                                                                                                                                                                                                                 |
| (b) consider facility populations and physical design of the facility;                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 133                                                                                                                                                                                                                                                                                                 |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (c) provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not be limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 133-134, 135                                                                                                                                                                                                                                                                                                                                           |
| (d) provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody; and,                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 135                                                                                                                                                                                                                                                                                                                                                    |
| (e) provide that facility staff shall not separate youth 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 identity, gender expression, mental or physical disability, or HIV status. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 134<br><br>A youth may appeal a housing assignment or security status decision through the facility grievance process. In addition, staff members may appeal a housing assignment or security status decision by notifying an Institutions Services Manager in writing.                                                                                |
| (f) facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 134<br><br>Youth will not be separated from the general population or be assigned 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 identity, gender expression, mental or physical disability, or HIV status. |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1352.5 TRANSGENDER AND INTERSEX YOUTH.</b></p> <p>The facility administrator shall develop written policies and procedures ensuring respectful and equitable treatment of transgender and intersex youth. The policies shall provide that:</p>                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1352.5</p> <p>Page 140-149</p> <p>This Policy establishes operational practices that reinforce the Probation Department’s commitment to respect the dignity of all youth including transgender, intersex, and gender non-conforming youth, creates a safe environment for all youth, and ensures that all youth have equal access to all available services, care and treatment.</p> |
| <p>(a) Facility staff shall respect every youth’s gender identity, and shall refer to the youth by the youth’s preferred name and gender pronoun, regardless of the youth’s legal name. Facilities may prohibit the use of gang or slang names or names that otherwise compromise facility operations as determined by the facility manager or designee, and shall document any decision made on this basis.</p>                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 140</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>(b) Facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity, and shall provide youth with the institution’s clothing and undergarments consistent with their gender identity.</p>                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 140</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>(c) Facility staff shall house youth in the unit or room that best meets their individual needs, and promotes their safety and well-being. Staff may not automatically house youth according to their external anatomy, and shall document the reasons for any decision to house youth in a unit that does not match their gender identity. In making a housing decision, staff shall consider the youth’s preferences, as well as any recommendations from the youth’s health or behavioral health provider.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 140</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>(d) Facility administrators shall ensure that transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.</p>                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 140</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>(e) Consistent with the facility’s reasonable and necessary security considerations and physical plant, facility staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth are using the bathroom or shower, or dressing or undressing.</p>                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 140</p>                                                                                                                                                                                                                                                                                                                                                                                           |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 140-141                                                                                                                                                                                                                                    |
| <b>1353 ORIENTATION</b><br>The facility administrator shall develop and implement written policies and procedures to orient a youth prior to placement in a living area. Both written and verbal information shall be provided and supplemented with video orientation if feasible. Provision shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners. Orientation shall include information that addresses: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 5 Section 1353<br>Page 150-170<br>Youth are provided with a handbook containing all elements of this regulation and as well as PREA standards.<br>Parents/guardians may receive information regarding the youth's stay in the facility. |
| (a) facility rules including contraband and searches and disciplinary procedures;                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 150                                                                                                                                                                                                                                        |
| (b) facility's system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151                                                                                                                                                                                                                                        |
| (c) age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment;                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 158<br>Page 167-170                                                                                                                                                                                                                   |
| (d) identification of key staff and their roles;                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 150, 152, 165-166                                                                                                                                                                                                                          |
| (e) the existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue;                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 161                                                                                                                                                                                                                                        |
| (f) access to legal services and information on the court process;                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 162                                                                                                                                                                                                                                   |
| (g) access to routine and emergency health and mental health care;                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 162                                                                                                                                                                                                                                   |
| (h) access to education, religious services, and recreational activities;                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 163                                                                                                                                                                                                                                   |
| (i) housing assignments;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 163                                                                                                                                                                                                                                   |
| (j) opportunity for personal hygiene and daily showers including the availability of personal care items                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 163                                                                                                                                                                                                                                   |
| (k) rules and access to correspondence, visits and telephone use;                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 164                                                                                                                                                                                                                                   |
| (l) availability of reading materials, programming, and other activities;                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 165                                                                                                                                                                                                                                   |
| (m) facility policies on the use of force, use of restraints, chemical agents and room confinement;                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 165                                                                                                                                                                                                                                   |
| (n) immigration legal services;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 162                                                                                                                                                                                                                                   |

| TITLE 15 SECTION                                                                                                                                                                                                                                                     | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (o) emergencies including evacuation procedures;                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151, 160                                                                                                                                                                                                                                                                                                                                                                                   |
| (p) non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151                                                                                                                                                                                                                                                                                                                                                                                        |
| (q) availability of services and programs in a language other than English if appropriate;                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 153, 163                                                                                                                                                                                                                                                                                                                                                                                   |
| (r) the process for requesting different housing, education, programming and work assignments;                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151                                                                                                                                                                                                                                                                                                                                                                                        |
| (s) a process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school and mental health; and, | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 152                                                                                                                                                                                                                                                                                                                                                                                        |
| (t) a process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities.                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 151                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>1354 SEPARATION</b><br>The facility administrator shall develop and implement written policies and procedures that address:                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 5 Section 1354/ 1354.5<br>Page 171<br><br>Any separation of a youth will be logged in the unit logbook and the youth file. A disciplinary due process ticket Informational or incident report must be written and will include the reason for the separation, any statement that the youth made about the separation. Time and outcome of the re-evaluation of the need for separation. |
| (a) separation of youth for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 171                                                                                                                                                                                                                                                                                                                                                                                        |
| (b) consideration of positive youth development and trauma-informed care.                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 171                                                                                                                                                                                                                                                                                                                                                                                        |
| (c) separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 171                                                                                                                                                                                                                                                                                                                                                                                        |
| (d) when the objective of the separation is discipline, Title 15 Section 1390 shall apply.                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 171-174                                                                                                                                                                                                                                                                                                                                                                                    |
| (e) when separation results in room confinement, the separation shall occur in accordance with Welfare and Institutions Code Section 208.3 and Section 1354.5 of these regulations.                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172-174                                                                                                                                                                                                                                                                                                                                                                                    |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172-174<br><br>Lead staff, ISMs, Behavioral Health, Recovery Services (BHRS), and Medical (when involving a medical condition) will note, review and re-review of separations in the unit log.                            |
| <b>1354.5 ROOM CONFINEMENT</b><br><br>(a) The facility administrator shall develop and implement written policies and procedures addressing the confinement of youth in their room that are consistent with Welfare and Institutions Code Section 208.3. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 5 Section 1354-1354.5<br><br>The facility will use alternative programming instead of room confinement for disposition. Alternative program may consist of reading, writing an essay or programing away from the group |
| (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.                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172                                                                                                                                                                                                                       |
| (2) Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172-173                                                                                                                                                                                                                   |
| (3) Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 174                                                                                                                                                                                                                       |
| (b) A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172-174                                                                                                                                                                                                                   |
| (1) Return the youth to general population.                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172                                                                                                                                                                                                                       |
| (2) Consult with mental health or medical staff.                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172                                                                                                                                                                                                                       |
| (3) Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 172                                                                                                                                                                                                                       |
| (4) If room confinement must be extended beyond four hours, staff shall do each of the following:                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 173                                                                                                                                                                                                                       |
| (A) Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when he or she is eventually released from room confinement.                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 173                                                                                                                                                                                                                       |
| (B) Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population.                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 173                                                                                                                                                                                                                       |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------------------|
| (C) Obtain documented authorization by the facility superintendent or his or her designee every four hours thereafter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 173                                |
| (5) This section is not intended to limit the use of single-person rooms or cells for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 174                                |
| (6) This section does not apply to youth or wards in court holding facilities or adult facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 174                                |
| (7) Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 173                                |
| (8) 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.                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 173                                |
| (9) 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 a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or sleeping room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for illness. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 174                                |
| <b>1355 INSTITUTIONAL ASSESSMENT AND PLAN</b><br>The facility administrator shall develop and implement written policies and procedures for assessment and case planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 5 Section 1355<br>Page 1175-176 |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Assessment:<br>The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 175<br><br>BSCC reviewed numerous IAP's that were detailed, inclusive of required elements and documented at timelines which exceed their policy and regulation. Staff articulate needs, strengths, weaknesses and provide reachable and attainable goals, both for in custody and upon release. |
| (b) Institutional Case Plan:<br>(1) A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176                                                                                                                                                                                                                                                                                              |
| (2) The institutional plan shall include, but not be limited to, written documentation that provides:                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176                                                                                                                                                                                                                                                                                              |
| (A) objectives and time frame for the resolution of problems identified in the assessment;                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176                                                                                                                                                                                                                                                                                              |
| (B) a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176                                                                                                                                                                                                                                                                                              |
| (3) periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176                                                                                                                                                                                                                                                                                              |
| (4) a transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176                                                                                                                                                                                                                                                                                              |
| (5) in as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 176<br><br>Youth with developmental disabilities the Probation Officer will contact the Golden Gate Regional Center (Regional Center for the Developmentally Disabled) within 24 hours of admission to a facility.                                                                               |
| <b>1356 COUNSELING AND CASEWORK SERVICES</b><br><br>The facility administrator shall develop and implement written policies and procedures ensuring the availability of appropriate counseling and casework services for all youth. Policies and procedures shall ensure:                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 5 Section 1356<br><br>Page 177-179<br><br>Facility staff document behavior, both positive and negative, in the youth unit folders. This identifies their behavior each shift, as well as their participation in the T15 elements (school, program, exercise, rec) etc.                        |
| (a) youth will receive assistance with needs or concerns that may arise;                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 177                                                                                                                                                                                                                                                                                              |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (b) youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official; and,                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 179                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (c) youth will be provided access to available resources to meet the youth's needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 179                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>1357 USE OF FORCE</b></p> <p>The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline, retaliation or treatment.</p> <p>(a) At a minimum, each facility shall develop policies and procedures which:</p>                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1357</p> <p>Page 180-188</p> <p>We reviewed numerous Use of Force (UF) incidents reports ranging from out of control youth, youth destroying property, assaults between youth, youth self-mutilation, etc.</p> <p>Supervisors review and debrief incidents along with involved staff and the superintendent. Documentation and forms were complete and articulate in terms of all necessary requirements.</p> |
| (1) restricts the use of force to that which is deemed reasonable and necessary, as defined in Section 1302 to ensure the safety and security of youth, staff, others and the facility.                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 180                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (2) outline the force options available to staff including both physical and non-physical options and define when those force options are appropriate.                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 181                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (3) describe force options or techniques that are expressly prohibited by the facility.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 180                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (4) describe the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 182                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (5) define a standardized reporting format that includes time period and procedure for documenting and reporting the use of force, including reporting requirements of management and line staff and procedures for reviewing and tracking use of force incidents by supervisory and or management staff, which include procedures for debriefing a particular incident with 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 the youth involved. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 184                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (6) Include an administrative review and a system for investigating unreasonable use of force.                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 185                                                                                                                                                                                                                                                                                                                                                                                                                           |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                       | YES                                 | NO                       | N/A                                 | P/P REFERENCE - COMMENTS                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------------------------------|
| (7) define the role, notification, and follow-up procedures required after use of force incidents for medical, mental health staff and parents or legal guardians.                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 185                                         |
| (8) describe the limitations of use of force on pregnant youth in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.                                                                                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |                                                  |
| (b) Facilities that authorize chemical agents as a force option shall include policies and procedures that:                                                                                                                                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Chemical agents are prohibited in each facility. |
| (1) identify who is approved to carry and/or utilize chemical agents in the facility and the type, size and the approved method of deployment for those chemical agents.                                                                                                                                                               | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (2) mandate that chemical agents only 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.                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (3) outline the facility's approved methods and timelines for decontamination from chemical agents. This shall include that youth who have been exposed to chemical agents shall not be left unattended until that youth is fully decontaminated or is no longer suffering the effects of the chemical agent.                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (4) define the role, notification, and follow-up procedures required after use of force incidents involving chemical agents for medical, mental health staff and parents or legal guardians.                                                                                                                                           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (5) provide for the documentation of each incident of use of chemical agents, including the reasons for which it was used, efforts to de-escalate prior to use, youth and staff involved, the date, time and location of use, decontamination procedures applied and identification of any injuries sustained as a result of such use. | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (c) Facilities shall develop policies and procedure which require that agencies provide initial and regular training in use of force and chemical agents when appropriate that address:                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (1) known medical and behavioral health conditions that would contraindicate certain types of force;                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |
| (2) acceptable chemical agents and the methods of application.                                                                                                                                                                                                                                                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                  |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES                                 | NO                       | N/A                                 | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (3) signs or symptoms that should result in immediate referral to medical or behavioral health.                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                  |
| (4) instruction on the Constitutional Limitations of Use of Force.                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                  |
| (5) physical training force options that may require the use of perishable skills.                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                  |
| (6) timelines the facility uses to define regular training.                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>1358 USE OF PHYSICAL RESTRAINTS</b></p> <p>The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.</p>                                                                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Article 5 Section 1358</p> <p>Page 189</p> <p>Handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p> <p><b>Reviewed Use of Restraint incident reports that have occurred in 2018. Each were well documented, had the authorizations required by regulation and, given the facts documented in the incident reports.</b></p> |
| 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. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.                                                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Page 189</p> <p>Handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p> <p>Plastic cuffs will be used only in unusual situations where handcuffs are not available.</p>                                                                                                                                                      |
| 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 use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 190                                                                                                                                                                                                                                                                                                                                                                         |
| 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 Section 1358.5, Use of Restraint Devices for Movement Within the Facility.                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Page 191                                                                                                                                                                                                                                                                                                                                                                         |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                   | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Youth shall be placed in restraints only with the approval of the facility manager or designee. The facility manager may delegate authority to place a youth in restraints to a physician. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour.                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 189                 |
| A medical opinion on the safety of placement and 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 hours thereafter.                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 190                 |
| A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment.                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 190                 |
| 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. 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 190                 |
| In addition to the requirements above, policies and procedures shall address:                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 191-192             |
| (a) documentation of the circumstances leading to an application of restraints.                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 191                 |
| (b) known medical conditions that would contraindicate certain restraint devices and/or techniques.                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 191                 |
| (c) acceptable restraint devices.                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 191                 |
| (d) signs or symptoms which should result in immediate medical/mental health referral.                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 192                 |
| (e) availability of cardiopulmonary resuscitation equipment.                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 192                 |
| (f) protective housing of restrained youth. While in restraint devices, all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse.                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 190                 |
| (g) provision for hydration and sanitation needs.                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 190                 |
| (h) exercising of extremities.                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 192                 |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1358.5 USE OF RESTRAINT DEVICES FOR MOVEMENT AND TRANSPORTATION WITHIN THE FACILITY.</b></p> <p>The Facility Administrator, in cooperation with the responsible physician and behavioral/mental health director, shall develop and implement written policies and procedures for the use of restraint devices when the purpose is for movement or transportation within the facility that shall include the following:</p>                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1358.5</p> <p>Page 195-199</p>                                                                                                                                                                                                                                                                                                                                                                                |
| <p>(a) identification of acceptable restraint devices, staff approved to utilize restraint devices and the required training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 195</p> <p>All permanent and core trained youth supervision staff are approved to use restraints within the facility provided</p>                                                                                                                                                                                                                                                                                          |
| <p>(b) the circumstances leading to the application of restraints must be documented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 195</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>(c) an individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, trauma informed approaches, and a process for documentation and supervisor review and approval.</p>                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 195</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>(d) consideration of safety and security of the facility, with a clearly defined expectation that restraint devices shall not be used for the purposes of discipline or retaliation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 190</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>(e) the use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 196</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>1359 SAFETY ROOM PROCEDURES</b></p> <p>(a) The facility administrator, and where applicable, in cooperation with the responsible physician, shall develop and implement written policies and procedures governing the use of safety rooms, as described in Title 24, Part 2, Section 1230.1.13. The room shall be used to hold only 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. A safety room shall not be used for punishment or discipline, or as a substitute for treatment. Policies and procedures shall:</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1359</p> <p>Page 200-207</p> <p>We reviewed 5 safety room placements. The incident reports were clear and concise as to the reason for placement and include an authorization for placement</p> <p>Medical and BH are on site, they respond to ensure the youth was cleared for removal.</p> <p>Each incident revealed compliance with policy and regulation. Administrative review is also accomplished.</p> |
| <p>(1) include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 201</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |

| TITLE 15 SECTION                                                                                                                                                                                                                                                    | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| (2) provide for approval of the facility manager, or designee, before a youth is placed into a safety room;                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 200                 |
| (3) provide for continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 15 minutes, with actual time recorded;                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 201                 |
| (4) provide that the youth shall be evaluated by the facility manager, or designee, every four hours;                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 201                 |
| (5) provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call; and,                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 201                 |
| (6) provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement.                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 201                 |
| (b) The placement of a youth in the safety room shall be accomplished in accordance with the following:                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (1) safety room 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.                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (2) safety room shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (3) safety room shall not be used to the extent that it compromises the mental and physical health of the youth.                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (c) A youth may be held up to four hours in the safety room. After the youth has been held in the safety room for a period of four hours, staff shall do one or more of the following:                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (1) return the youth to general population.                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (2) consult with mental health or medical staff,                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 202                 |
| (3) develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 204                 |
| (d) If confinement in the safety room must be extended beyond four hours, staff shall develop an individualized plan that includes the requirements of Section 1354.5 and the goals and objectives to be met in order to integrate the youth to general population. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 204                 |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                       | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1360 SEARCHES</b></p> <p>The facility administrator shall develop and implement written policies and procedures governing the search of youth, the facility, and visitors. Policies and procedures shall provide that:</p>                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1360</p> <p>Page 208-216</p> <p>Staff are provided training on how to conduct pat-down searches, modified strip searches, and strip searches in a professional and respectful manner and in the least intrusive manner possible.</p> <p>Training also include cross-gender pat downs and searches, as well as searches of transgender and intersex youth.</p>                                                                                                                                          |
| (a) Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth, and staff.                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 208                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (b) Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched, and shall not be conducted for harassment or as a form of discipline or punishment.                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 208-209                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| (c) Strip searches and visual or physical body cavity searches shall comply with Penal Code Section 4030.                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (d) Physical body cavity searches shall only be conducted by a medical professional.                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 211</p> <p>No youth is subjected to a modified strip search or strip search unless there is reasonable suspicion based on specific and articulable facts to believe the youth has a health condition requiring immediate medical attention or is concealing a weapon or other contraband.</p> <p>Except in the case of a medical emergency, no modified strip search or strip search of a youth shall be conducted without prior written authorization from the Officer of the Day, which will be a supervisor.</p> |
| (e) 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 youth is concealing contraband. The reasonable suspicion shall be documented. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (f) Searches of transgender and intersex youth shall comply with Section 1352.5.                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 213-214                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (g) Cross-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 213-214                                                                                                                                                          |
| <b>1361 GRIEVANCE PROCEDURE</b><br><br>The facility administrator shall develop and implement written policies and procedures whereby any youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, food, clothing, bedding, mistreatment, harassment or violations of the nondiscrimination policy. There shall be no time limit on filing grievances. Policies and procedures shall include provisions whereby the facility manager ensures: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 5 Section 1361<br><br>Page 217-223<br><br>We reviewed numerous grievances from each facility. Our review revealed compliance with the regulation's standards. |
| (a) a grievance form and instructions for registering a grievance, which includes provisions for the youth to have free access to the form;                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 217                                                                                                                                                              |
| (b) the youth shall have the option to confidentially file the grievance or to deliver the form to any youth supervision staff working in the facility;                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 218                                                                                                                                                              |
| (c) resolution of the grievance at the lowest appropriate staff level;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 218                                                                                                                                                              |
| (d) provision for a prompt review and initial response to grievances within three (3) business days, grievances that relate to health and safety issues must be addressed immediately;                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 218                                                                                                                                                              |
| (1) The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 221                                                                                                                                                              |
| (2) Provision for a staff representative approved by the facility administrator to assist the youth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 221                                                                                                                                                              |
| (e) provision for a written response to the grievance which includes the reasons for the decisions;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 221                                                                                                                                                              |
| (f) a system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance;                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 221                                                                                                                                                              |
| (g) 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; and,                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 220                                                                                                                                                              |
| (h) the policy shall provide multiple internal and external methods to report sexual abuse and sexual harassment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 222                                                                                                                                                              |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 a specified timeframe.                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 222                                                                                                                                                                                                                                                                                                     |
| <p><b>1362 REPORTING OF INCIDENTS</b></p> <p>A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the facility manager by the end of the shift, unless additional time is necessary and authorized by the facility manager or designee.</p>                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1362</p> <p>Page 224-233</p> <p>We reviewed several reports from each facility. Reports were concise and understandable to the reader. Staff documented youth behavior and responses, as well as staff action. Incident reports are reviewed by administration for critical events.</p> |
| <p><b>1363 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</b></p> <p>(a) Pursuant to Penal Code Section 298.1 authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 5 Section 1363</p> <p>Page 234-237</p> <p>Force will not be used in the collection of samples except as authorized by court order.</p> <p>The OD supervisor will review and approve any use of force. The supervisor shall be present to supervise and document the use of force.</p>             |
| (1) For the purpose of this section, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this section.                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 235                                                                                                                                                                                                                                                                                                     |
| (2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 235                                                                                                                                                                                                                                                                                                     |
| (b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 236                                                                                                                                                                                                                                                                                                     |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>(1) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a court proceeding, the tape shall be retained administratively.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 236</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>1370 EDUCATION PROGRAM</b></p> <p>(a) School Programs</p> <p>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 administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. 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 in the facility.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 6 Section 1370</p> <p>Page 238-251</p> <p>The San Mateo County Office of Education Court and Community School Program provides a student -centered, standards-based curriculum. SMCOE engages in a partnership with the College of San Mateo through Project Change which provides students with unique opportunities to develop college and career readiness skills, complete California's High School requirements for Graduation, and pursue college level courses for college credit.</p> |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS |
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| <p>(b) Required Elements</p> <p>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. 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. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 238-251             |
| <p>All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <p>(1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <p>(2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <p>(3) Youth shall be informed of post-secondary education and vocational opportunities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <p>(4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <p>(5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| <p>(6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, 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.</p>                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS |
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| (7) 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).                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 238-251             |
| (c) School Discipline<br><br>(1) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| (2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| (3) 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 special needs. School staff shall document the other means of correction used prior to imposing expulsion/ suspension if an expulsion/suspension is ultimately imposed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| (4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| (d) Provisions for Special Populations<br><br>(1) 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.                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| (2) Youth identified as 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.                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| (e) Educational Screening and Admission<br><br>(1) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                     |
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| (A) School progress/school history;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 238-251                                                                                                                                                                                                                                                 |
| (B) Home Language Survey and the results of the State Test used for English language proficiency;                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (C) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (D) Discipline problems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The education program is integrated into the juvenile facilities' overall positive behavioral management plan and security program. Any violations committed while participating in the education program will be handled under the Youth Discipline Policy. |
| (2) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (3) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (4) 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 should be informed of the credits they need to graduate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (f) Educational Reporting<br><br>(1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |
| (g) Transition and Re-Entry Planning<br><br>(1) The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                              |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| (h) Post-Secondary Education Opportunities<br><br>(1) The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>1371 PROGRAMS, RECREATION, AND EXERCISE.</b><br>The facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 6 Section 1371<br>Page 252-255<br>The facility has an active program schedule to include opportunities for the youth to participate in structured programs and unstructured activities.                                                                                                                                                                                                                                                                                                                                                                        |
| Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 252                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 252                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Such program, recreation, and exercise schedule shall be posted in the living units.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 252                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| There will 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 253                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| (a) <b>Programs.</b> 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. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such programs may be provided under the direction of the Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health agencies, community based organizations, faith-based organizations or Probation staff.<br><br>Programs may include but are not limited to: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 253<br><br>All youth will participate in programming which will focus on trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or prosocial interventions and activities designed to reduce recidivism.<br><br>Camp Kemp Program is based on gender-responsive principles and centers on the belief in blending accountability and treatment to repair harm done and to heal personal and interpersonal relationships while forming positive connections with the larger community. |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                   |
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| (1) Cognitive Behavior Interventions;<br>(2) Management of Stress and Trauma;<br>(3) Anger Management;<br>(4) Conflict Resolution;<br>(5) Juvenile Justice System;<br>(6) Trauma-related interventions;<br>(7) Victim Awareness;<br>(8) Self-Improvement;<br>(9) Parenting Skills and support;<br>(10) Tolerance and Diversity;<br>(11) Healing Informed Approaches;<br>(12) Interventions by Credible Messengers;<br>(13) Gender Specific Programming;<br>(14) Art, creative writing, or self-expression;<br>(15) CPR and First Aid training;<br>(16) Restorative Justice or Civic Engagement;<br>(17) Career and leadership opportunities; and,<br>(18) Other topics suitable to the youth population. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 253                                   |
| (b) <b>Recreation.</b> All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and include orientation and may include coaching of youth.                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 254                                   |
| (c) <b>Exercise.</b> All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 255                                   |
| The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 254-255                               |
| <b>1372 RELIGIOUS PROGRAM</b><br><br>The facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A youth shall be allowed to participate in an activity outside of their room if he/she elects not to participate in religious programs.<br><br>Religious programs shall provide for:                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 6 Section 1372<br><br>Page 256-262 |
| (a) opportunity for religious services and practices;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 257-258                               |
| (b) availability of clergy; and,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 259                                   |
| (c) availability of religious diets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 259                                   |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                               |
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| <p><b>1373 WORK PROGRAM</b></p> <p>The facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure.</p>                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 6 Section 1373</p> <p>Page 263-266</p>                                                                                                                                                                                                      |
| <p><b>1374 VISITING</b></p> <p>The facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, and children of youth. Other family members, such as grandparents and 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 interest of the youth.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 6 Section 1374</p> <p>Page 267-274</p> <p>Page 268</p> <p><u>Each visit is an hour long.</u><br/>Weekdays visits starts at 5:30pm and through 7:45</p> <p><u>Weekends Visits</u><br/>Weekends visits stats ad 8:30am and through – 7:45</p> |
| <p>All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. Visitation shall not be denied solely based on the visitor's criminal history. The staff shall determine in each case, whether the 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 facility administrator.</p>                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 268</p>                                                                                                                                                                                                                                        |
| <p>Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.</p>                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 268</p>                                                                                                                                                                                                                                        |
| <p>Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits.</p>                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 268-269</p> <p>Page 273</p>                                                                                                                                                                                                                    |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                     | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                                                                                                                                       |
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| The facility may provide access to technology as an alternative, but not as a replacement, to in-person visiting.                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 269-270<br><br>Parents/guardians may have video visits if they are unable to visit in person and must be listed in the department's case management system.<br><br>Other family members, such as grandparents, siblings, supportive adults and service providers may be allowed a video visit with the approval of the Facility Director. |
| <b>1375 CORRESPONDENCE</b><br><br>The facility administrator shall develop and implement written policies and procedures for correspondence which provide that:                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 6 Section 1375<br><br>Page 275-279                                                                                                                                                                                                                                                                                                     |
| (a) there is no limitation on the volume of mail that youth may send or receive;                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 275<br><br>Youth may send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of members, visitors, or other youth, or pose an unreasonable disruption to the orderly operation of the facility                                                                                                 |
| (b) youth may send two letters per week postage free;                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 275                                                                                                                                                                                                                                                                                                                                       |
| (c) youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth; and, | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 275                                                                                                                                                                                                                                                                                                                                       |
| (d) incoming and outgoing mail, other than that described in (c), may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized.                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 275-277                                                                                                                                                                                                                                                                                                                                   |
| <b>1376 TELEPHONE ACCESS</b><br><br>The administrator of each juvenile facility shall develop and implement written policies and procedures to provide youth with access to telephone communications.                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 6 Section 1376<br>Page 280-282                                                                                                                                                                                                                                                                                                         |
| <b>1377 ACCESS TO LEGAL SERVICES</b><br><br>The facility administrator shall develop written procedures to ensure the right of youth to have access to the courts and legal services. Such access shall include:                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Article 6 Section 1377<br>Page 283-284                                                                                                                                                                                                                                                                                                         |
| (a) access, upon request by the youth, to licensed attorneys and their authorized representatives;                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 283-284                                                                                                                                                                                                                                                                                                                                   |
| (b) provision for confidential consultation with attorneys; and,                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 283-284                                                                                                                                                                                                                                                                                                                                   |

| TITLE 15 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                |
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| (c) unlimited postage free, legal correspondence and cost-free telephone access as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 283-284                                                                                                                                                                                            |
| <p><b>1390 DISCIPLINE</b></p> <p>The facility administrator shall develop and implement written policies and procedures for the discipline of youth that 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 shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of the following is not permitted:</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Article 7 Section 1390</p> <p>Page 285- 293</p> <p>The facility has a structured rule matrix, exposing youth to the expectations of the program, as well as consequences for negative behaviors.</p> |
| (a) bed and bedding;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290-291                                                                                                                                                                                            |
| (b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290                                                                                                                                                                                                |
| (c) full nutrition;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290                                                                                                                                                                                                |
| (d) contact with parent or attorney;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290-291                                                                                                                                                                                            |
| (e) exercise;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290                                                                                                                                                                                                |
| (f) medical services and counseling;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290                                                                                                                                                                                                |
| (g) religious services;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 290-291                                                                                                                                                                                            |
| (h) clean and sanitary living conditions;                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 291                                                                                                                                                                                                |
| (i) the right to send and receive mail;                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 291                                                                                                                                                                                                |
| (j) education; and,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 291                                                                                                                                                                                                |
| (k) rehabilitative programming.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 291                                                                                                                                                                                                |
| <p>The facility administrator shall establish rules of conduct and disciplinary penalties to guide the conduct of youth. Such rules and penalties shall include both major violations and minor violations, be stated simply and affirmatively, and be made available to all youth. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.</p>                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 291-293                                                                                                                                                                                            |
| <p><b>1391 DISCIPLINE PROCESS</b></p> <p>The facility administrator shall develop and implement written policies and procedures for the administration of discipline which shall include, but not be limited to:</p>                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 294</p> <p>Youth Alternative Program</p>                                                                                                                                                        |
| (a) designation of personnel authorized to impose discipline for violation of rules;                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 285                                                                                                                                                                                                |
| (b) prohibiting discipline to be delegated to any youth;                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 286                                                                                                                                                                                                |
| (c) definition of major and minor rule violations and their consequences, and due process requirements;                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 286-287                                                                                                                                                                                            |
| (d) trauma-informed approaches and positive behavior interventions;                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Page 294</p> <p>Administration of discipline shall use trauma-informed approaches and positive behavior interventions.</p>                                                                           |

| TITLE 15 SECTION                                                                                                                                                                                                                                         | YES                                 | NO                       | N/A                      | P/P REFERENCE - COMMENTS                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (e) minor rule violations may be handled informally by counseling, advising the youth of expected conduct imposing a minor consequence. Discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor; and, | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 286<br><br>A disciplinary due process ticket is issued for all minor rule violations, documenting the violation and consequences. All Tickets shall be issued in a timely manner and reviewed by a lead staff person. |
| (f) major rule violations and the discipline process shall be documented and require the following:                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 287<br><br>An incident report for all major rule violations documenting the violation and consequences.                                                                                                               |
| (1) written notice of violation prior to a hearing;                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                            |
| (2) accommodations provided to youth with disabilities, limited literacy, and English language learners;                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 289                                                                                                                                                                                                                   |
| (3) hearing by a person who is not a party to the incident;                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 289                                                                                                                                                                                                                   |
| (4) opportunity for the youth to be heard, present evidence and testimony;                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 288-289                                                                                                                                                                                                               |
| (5) provision for youth to be assisted by staff in the hearing process;                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 288-289                                                                                                                                                                                                               |
| (6) provision for administrative review.                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 289-293<br><br>A youth may choose to appeal a disciplinary action through the grievance process                                                                                                                       |
| (g) violations that result in a removal from camp or commitment program, but not a return to court, will follow the due process provisions in subsection (e) above.                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Page 289-293                                                                                                                                                                                                               |

**REVIEW OF NON REGULATORY REQUIREMENTS**

| <b>GRANT FUNDING OR CODE REFERENCE</b>                                                                                                                                                                                                                                                                    | <b>YES</b>                          | <b>NO</b>                                    | <b>N/A</b>                          | <b>P/P REFERENCE - COMMENTS</b>             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------|-------------------------------------|---------------------------------------------|
| <b>JUVENILE PROBATION AND CAMPS FUNDING (JPCF) (Camps Only)</b>                                                                                                                                                                                                                                           |                                     |                                              |                                     |                                             |
| The programs/services identified on the JPCF – Camp Allocation Eligibility Form are being provided at the facility. (Refer to the JPCF Program Agreement, Attachment B)                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/>            |                                             |
| <b>208.5 WIC CONTACT BETWEEN PERSONS UNDER THE JUVENILE COURT AGES 19- 20 AND MINORS IN THE FACILITY</b>                                                                                                                                                                                                  |                                     |                                              |                                     |                                             |
| The facility houses Juvenile Court Wards 19 years of age and older.                                                                                                                                                                                                                                       | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> |                                             |
| The facility has been approved to hold persons under the juvenile court who are ages 19 through 21.                                                                                                                                                                                                       | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> |                                             |
| The facility continues to comply with the requirements of 208.5 WIC (programming, capacity and security of the facility) as outlined in the county’s application.                                                                                                                                         | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> |                                             |
| <b>JUVENILE JUSTICE DELINQUENCY PREVENTION ACT MONITORING (JJDP)</b>                                                                                                                                                                                                                                      |                                     |                                              |                                     |                                             |
| <b>WIC 206 SEPARATE FACILITIES FOR WIC 300 MINORS</b><br>Dependent or neglected minors who are defined under Section 300 of the Welfare and Institutions Code (WIC) are held only in non-secure, separate and segregated facilities.                                                                      | <input type="checkbox"/>            | <input type="checkbox"/><br><i>Violation</i> | <input checked="" type="checkbox"/> | 300 WIC youth are not held in the facility. |
| <b>DETENTION OF STATUS OFFENDERS (WIC 601) AND FEDERAL MINORS</b><br>Status Offenders (WIC 601) are held in the facility.                                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> | 601 WIC youth are not held in the facility. |
| Status Offenders (WIC 601) are kept separate from Juvenile Delinquents (WIC 602)? (WIC 207[d]).                                                                                                                                                                                                           | <input type="checkbox"/>            | <input type="checkbox"/><br><i>Violation</i> | <input checked="" type="checkbox"/> |                                             |
| Federal Minors (ICE Holds or ORR Contract) are held in the facility.                                                                                                                                                                                                                                      | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> |                                             |
| If yes to the above, the <i>Monthly Report on the Detention of Status Offenders/Federal Minors</i> is submitted to the BSCC.                                                                                                                                                                              | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> |                                             |
| <b>WIC 208 SEPARATION OF MINORS AND ADULT INMATES (JJDP 42 USC 5633, Sec 223, State Plans (a)[12])</b><br>Are adult inmates held in the facility? (When a person in detention is proceeding through the adult court, AND that person is 18 years of age or older that person is an <b>adult inmate</b> .) | <input type="checkbox"/>            | <input type="checkbox"/>                     | <input checked="" type="checkbox"/> | Adult inmates are not held at the facility. |
| If adult inmates are held, they are appropriately separated from minors.                                                                                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/><br><i>Violation</i> | <input checked="" type="checkbox"/> |                                             |
| Adult inmates from an adult facility (e.g. inmate workers or “Scared Straight” programs) are not allowed in the facility in a manner that allows contact with minors.                                                                                                                                     | <input type="checkbox"/>            | <input type="checkbox"/><br><i>Violation</i> | <input checked="" type="checkbox"/> |                                             |

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS  
PHYSICAL PLANT EVALUATION  
Board of State and Community Corrections**

**APPLICABLE TITLE 24 REGULATIONS: 4/98; 2001; 2003**

**BSCC Code: 7550**

|                                                       |              |                |                            |               |
|-------------------------------------------------------|--------------|----------------|----------------------------|---------------|
| <b>FACILITY NAME:</b> San Mateo Youth Services Center |              |                | <b>FACILITY TYPE:</b> JH   |               |
| <b>APPLICABLE REGULATIONS (Check All That Apply):</b> | <b>4/98:</b> | <b>2001:</b> X | <b>2003:</b>               | <b>OTHER:</b> |
| <b>FIELD REPRESENTATIVE:</b> Michael J. Bush          |              |                | <b>DATE:</b><br>04/13/2021 |               |

| <b>TITLE 24 SECTION</b>                                                                                                                                             | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b>                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|---------------------------------------------|
| <b>Reception/Intake Admission (JH; 1.1)</b>                                                                                                                         |            |           |            | At intake sally port and the drop-off lobby |
| Contains a weapons locker as specified in these regulations                                                                                                         | X          |           |            |                                             |
| Contains a secure room for the confinement of minors pending admission to JH                                                                                        | X          |           |            |                                             |
| Provides access to a shower                                                                                                                                         | X          |           |            |                                             |
| Provides a secure vault or storage space for minor's valuables                                                                                                      | X          |           |            |                                             |
| Provides telephone access to minors                                                                                                                                 | X          |           |            |                                             |
| Provides staff access to hot and cold running water                                                                                                                 | X          |           |            |                                             |
| <b>Locked Holding Room (1.2)</b>                                                                                                                                    |            |           |            |                                             |
| Contains a minimum of 15 square feet of floor area per minor                                                                                                        | X          |           |            |                                             |
| Provides no less than 45 square feet of floor area                                                                                                                  | X          |           |            |                                             |
| Contains seating to accommodate all minors as specified in these regulations                                                                                        | X          |           |            |                                             |
| 98: Provides access to a toilet, wash basin and drinking fountain as specified in these regulations                                                                 |            |           |            |                                             |
| 03: Be equipped with a toilet, wash basin and drinking fountain unless a procedure is in effect to provide access                                                   | X          |           |            |                                             |
| Maximizes staff visual supervision                                                                                                                                  | X          |           |            |                                             |
| 03: Outward swinging or lateral sliding door required                                                                                                               |            |           | X          |                                             |
| <b>Natural Light (1.3)</b>                                                                                                                                          |            |           |            |                                             |
| Visual access to natural light is provided in locked sleeping rooms, single and double occupancy sleeping rooms, dormitories and dayrooms.                          | X          |           |            |                                             |
| <b>Corridors (1.4)</b>                                                                                                                                              |            |           |            |                                             |
| Corridors in living areas are at least eight feet wide. When doors are staggered or if rooms are located only on one side, corridors may be at least six feet wide. | X          |           |            |                                             |

| TITLE 24 SECTION                                                                                                                                                                                                                                           | YES | NO | N/A | COMMENTS                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|------------------------------------------------|
| <b>Living Unit (JH; 1.5)</b><br><br>JH living units do not exceed 30 minors and contain sleeping areas and plumbing fixtures, commensurate with the number of minors housed.                                                                               | X   |    |     |                                                |
| <b>Locked Sleeping Rooms (1.6)</b><br><br>98: Have a toilet, wash basin and drinking fountain unless a procedure is in +effect to provide other access to these fixtures<br>03: Toilet, wash basin and drinking fountain required in locked sleeping rooms | X   |    |     |                                                |
| <b>Single Occupancy Sleeping Rooms (1.7)</b><br><br>98: Minimum of 63 square feet of floor area and a clear ceiling height of eight feet<br>03: Minimum of 70 square feet of floor area and a clear ceiling height of eight feet                           | X   |    |     |                                                |
| 98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches.<br>01: View panel size changed to a <u>minimum</u> of 144 inches.                                                                                   | X   |    |     |                                                |
| 03: Outward swinging or lateral sliding door required                                                                                                                                                                                                      |     |    | X   |                                                |
| <b>Double Occupancy Sleeping Rooms (1.8)</b><br><br>Minimum of 100 square feet floor area, a clear ceiling height of eight feet, and a minimum width of seven feet                                                                                         | X   |    |     |                                                |
| 98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches.<br>01: View panel size changed to a <u>minimum</u> of 144 inches                                                                                    | X   |    |     |                                                |
| 03: Outward swinging or lateral sliding door required                                                                                                                                                                                                      |     |    | X   |                                                |
| <b>Dormitories (1.9)</b><br>In JHs and camps, there is a minimum of 50 square feet of floor area per minor, with a minimum dormitory size of 200 square feet and a minimum clear ceiling height of eight feet.                                             |     |    | X   | There are no dormitories in the juvenile hall. |
| In JHs and camps, dormitories are designed for no fewer than four minors.                                                                                                                                                                                  |     |    | X   |                                                |
| 98: JH dormitories for detained minors are designed for no more than 15 minors (NA camps).<br>03: This subsection deleted, eliminating the 15 minor limitation. ( <i>See below.</i> )                                                                      |     |    | X   |                                                |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                              | YES | NO | N/A | COMMENTS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| <p>98: JH dormitories for court commitments are designed for no more than 30 minors (NA Camps).</p> <p>03: No JH dormitory can be designed for more than 30 minors (<i>regardless of whether it is for court commitments or other detained minors</i>).</p>                                                                                                                                                                                   |     |    | X   |          |
| <p><b>Dayrooms (1.10)</b></p> <p>JH dayrooms contain 35 square feet of floor area per minor.</p>                                                                                                                                                                                                                                                                                                                                              | X   |    |     |          |
| <p>Dayrooms in camps and SPJHs contain 30 square feet of floor area per minor.</p>                                                                                                                                                                                                                                                                                                                                                            |     |    | X   |          |
| <p>All dayrooms provide access to toilets, wash basins, drinking fountains and showers.</p>                                                                                                                                                                                                                                                                                                                                                   | X   |    |     |          |
| <p><b>Physical Activity and Recreation Spaces (NA SPJH; 1.11)</b></p> <p>98: Facilities with a capacity of less than 41 minors have a minimum of 9,000 square feet dedicated indoor-outdoor space.</p> <p>01: Facilities with a capacity of 40 minors or less have a minimum of 9,000 square feet dedicated indoor-outdoor space.</p>                                                                                                         |     |    | X   |          |
| <p>98: Facilities with a capacity of 41 to 100 minors have a minimum of 9,000 square feet dedicated indoor-outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet.</p> <p>01: Facilities with a capacity of 41-274 minors have a minimum of 225 square feet of dedicated indoor-outdoor space per minor, up to 61,650 feet.</p>                                                 |     |    | X   |          |
| <p>98: Facilities with a capacity over 100 minors have a minimum of 18,000 square feet dedicated indoor-outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet.</p> <p>01: Facilities with a capacity of 275 or more minors have 61,650 square feet dedicated indoor-outdoor space, plus 145 square feet for each minor beyond 274 (up to a maximum of 87,120 square feet).</p> | X   |    |     |          |
| <p>98: At least one half of the dedicated indoor-outdoor space is a paved or "like" surface.</p> <p>01: Changed from one-half to one-quarter of the space</p>                                                                                                                                                                                                                                                                                 | X   |    |     |          |
| <p>A portion of the dedicated physical activity and recreation space is out-of-doors, and is equipped and of a sufficient size to comply with Title 15, § 1371.</p>                                                                                                                                                                                                                                                                           | X   |    |     |          |
| <p>01: The required recreation area has no single dimension less than 40 feet.</p>                                                                                                                                                                                                                                                                                                                                                            | X   |    |     |          |
| <p>Outdoor recreation area lighting allows for evening activities and provides security.</p>                                                                                                                                                                                                                                                                                                                                                  | X   |    |     |          |

| <b>TITLE 24 SECTION</b>                                                                                                                                                                                   | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|-----------------|
| <b>Academic Classrooms (NA SPJH; 1.12)</b>                                                                                                                                                                |            |           |            |                 |
| Classrooms are designed for a maximum of 20 minors.                                                                                                                                                       | X          |           |            |                 |
| There is a minimum of one classroom in each facility<br>2001: Dedicated classroom space is available for every juvenile in the facility. The primary purpose for the academic classroom is for education. | X          |           |            |                 |
| Each classroom contains a minimum of 160 square feet of floor space for the teacher's desk and work area, and a minimum of 28 square feet floor space per minor.                                          | X          |           |            |                 |
| There is a communication system in each classroom that allows for immediate response to emergencies.                                                                                                      | X          |           |            |                 |
| <b>Safety Room (1.13)</b>                                                                                                                                                                                 |            |           |            |                 |
| Provides a minimum of 63 square feet of floor space and a minimum clear ceiling height of eight feet                                                                                                      | X          |           |            |                 |
| Limited to one minor                                                                                                                                                                                      | X          |           |            |                 |
| Padded as specified in these regulations                                                                                                                                                                  | X          |           |            |                 |
| There are one or more vertical view panels constructed of security glazing. Panels provide a view of the entire room and are no more than four inches wide and at least 24 inches long.                   | X          |           |            |                 |
| Audio monitoring system as specified in these regulations                                                                                                                                                 | X          |           |            |                 |
| Access to a toilet, wash basin and drinking fountain is provided.                                                                                                                                         | X          |           |            |                 |
| 03: Be equipped with a variable intensity security-type lighting fixture, with controls outside the room                                                                                                  |            |           | X          |                 |
| 03: Any wall- or ceiling-mounted devices are designed to prohibit the occupant's access.                                                                                                                  |            |           | X          |                 |
| <b>Medical Examination Room (NA SPJH; 1.14)</b>                                                                                                                                                           |            |           |            |                 |
| There is a minimum of one suitably equipped medical examination room in every juvenile facility. The examination room provides the following:                                                             | X          |           |            |                 |
| Space for routine and emergency examinations that is used for no other purpose;                                                                                                                           | X          |           |            |                 |
| Privacy for minors;                                                                                                                                                                                       | X          |           |            |                 |
| Lockable storage for medical supplies;                                                                                                                                                                    | X          |           |            |                 |
| Not less than 144 square feet floor space with no single dimension less than seven feet;                                                                                                                  | X          |           |            |                 |
| Hot and cold running water; and,                                                                                                                                                                          | X          |           |            |                 |
| 01: Smooth, non-porous, washable surfaces.                                                                                                                                                                | X          |           |            |                 |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                   | YES | NO | N/A | COMMENTS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| <p><b>Pharmaceutical Storage (1.15)</b></p> <p>There is lockable storage space for medical supplies and pharmaceutical preparations as specified by Title 15 § 1438.</p>                                                                                                                                                                           | X   |    |     |          |
| <p><b>Dining Areas (NA SPJH; 1.16)</b></p> <p>There is a minimum of 15 square feet floor space and sufficient tables and seating for each person being fed (including minors, staff and visitors).</p>                                                                                                                                             | X   |    |     |          |
| <p>Dining areas do not contain toilets or showers in the same room, unless there is an appropriate visual barrier.</p>                                                                                                                                                                                                                             | X   |    |     |          |
| <p><b>Visiting Space (1.17)</b></p> <p>Visiting space is provided.</p>                                                                                                                                                                                                                                                                             | X   |    |     |          |
| <p><b>Institutional Storage (1.18)</b></p> <p>There is a minimum of 80 cubic feet of storage space per minor for institutional clothing, bedding, supplies and activity equipment, in one or more storage rooms.</p>                                                                                                                               | X   |    |     |          |
| <p><b>Personal Storage (1.19)</b></p> <p>Each minor has a minimum of nine cubic feet of secure storage space for personal clothing and belongings.</p>                                                                                                                                                                                             | X   |    |     |          |
| <p><b>Safety Equipment Storage (1.20)</b></p> <p>There is a secure area for storing safety equipment, such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.</p>                                                                                                                             | X   |    |     |          |
| <p><b>Janitor Closet (1.21)</b></p> <p>There is at least one securely lockable janitorial closet containing a mop sink and sufficient area for storing cleaning implements within the security area.</p>                                                                                                                                           | X   |    |     |          |
| <p><b>Audio Monitoring System (1.22)</b></p> <p>There is an audio monitoring system capable of actuation by the minor to alert staff in: safety rooms; locked holding rooms, locked sleeping rooms; single and double occupancy sleeping rooms and dormitories of JHs and in locked sleeping rooms and single occupancy rooms of secure camps.</p> | X   |    |     |          |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                                                                                   | YES | NO | N/A | COMMENTS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| <p><b>Emergency Power (1.23)</b></p> <p>There is an emergency power source capable of providing minimal lighting in all living units, activity areas, corridors, stairs, and central control points, to maintain fire and life safety, security, communications and alarm systems. The power source conforms to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code (CCR).</p> | X   |    |     |          |
| <p><b>Confidential Interview Room (1.24)</b></p> <p>Contain a minimum of 60 square feet of floor area and provide for confidential consultation with minors</p>                                                                                                                                                                                                                                                    | X   |    |     |          |
| <p>There is a minimum of one suitably furnished interview room for each 30 minors in JHs.</p>                                                                                                                                                                                                                                                                                                                      | X   |    |     |          |
| <p>There is a minimum of one suitably furnished interview room in each camp.</p>                                                                                                                                                                                                                                                                                                                                   |     |    | X   |          |
| <p><b>Court Holding Room for Minors (1.26)</b></p> <p>Contains a minimum of 10 square feet of floor area per minor</p>                                                                                                                                                                                                                                                                                             | X   |    |     |          |
| <p>Limited to no more than 16 minors</p>                                                                                                                                                                                                                                                                                                                                                                           | X   |    |     |          |
| <p>Provides 40 square feet of floor area and a minimum clear ceiling height of eight feet</p>                                                                                                                                                                                                                                                                                                                      | X   |    |     |          |
| <p>Contains seating to accommodate all minors</p>                                                                                                                                                                                                                                                                                                                                                                  | X   |    |     |          |
| <p>Contains a toilet, wash basin and drinking fountain as specified in these regulations</p>                                                                                                                                                                                                                                                                                                                       | X   |    |     |          |
| <p>Maximizes staffs' visual supervision of minors</p>                                                                                                                                                                                                                                                                                                                                                              | X   |    |     |          |
| <p><b>Toilets/Urinals (2.1)</b></p> <p>Toilets are available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked holding rooms. One toilet and one urinal may be substituted for every 15 boys. Toilet areas provide modesty for the minors without mitigating staff's ability to supervise.</p>                                                                                            | X   |    |     |          |
| <p><b>Wash basins (2.2)</b></p> <p>Wash basins must provide hot and cold or tempered water and be available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked sleeping rooms.</p>                                                                                                                                                                                                         | X   |    |     |          |
| <p><b>Drinking Fountains (2.3)</b></p> <p>Drinking fountains are accessible to minors and staff in living areas and indoor-outdoor recreation areas.</p>                                                                                                                                                                                                                                                           | X   |    |     |          |

| TITLE 24 SECTION                                                                                                                                                                                             | YES | NO | N/A | COMMENTS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 01: The drinking fountain bubbler is activated by mechanical means and is at an angle that prevents waste water from flowing over the bubbler.                                                               | X   |    |     |          |
| <b>Showers (2.4)</b><br><br>Showers provide tempered water and are available on living units at a ratio of at least one shower or bathtub to every six minors.                                               | X   |    |     |          |
| Shower areas provide for inmate privacy without mitigating staff's ability to supervise.                                                                                                                     | X   |    |     |          |
| <b>Beds (2.5)</b><br><br>Beds are at least 30 inches wide and 76 long and are of a pan-bottom type or constructed of concrete.                                                                               | X   |    |     |          |
| Beds are at least 12 inches of the floor and spaced no less than 36 inches apart.                                                                                                                            | X   |    |     |          |
| <b>Lighting (2.6)</b><br><br>There is at least 20 foot-candles (216 lx) of illumination at desk level in locked sleeping rooms, single and double occupancy rooms, dormitories, dayrooms and activity areas. | X   |    |     |          |
| Night lighting in the above areas provides good visibility and is conducive to sleep.                                                                                                                        | X   |    |     |          |
| <b>Padding (2.7)</b><br><br>Padding in safety rooms covers the floor, door and walls to a clear height of eight feet. Benches or platforms are not placed on the floor of safety rooms.                      | X   |    |     |          |
| Padded rooms are equipped with a tamper-resistant fire sprinkler as approved by the State Fire Marshal (SFM).                                                                                                | X   |    |     |          |
| The padding is approved by the SFM and is: non-porous; at least one-half inch thick; of a unitary or laminated construction; firmly bonded to all padded surfaces; and, is without exposed seams.            | X   |    |     |          |
| <b>Seating (2.8)</b><br><br>Seating is designed for the level of security. When bench seating is used, 18 inches of bench seating is allowed for each person.                                                | X   |    |     |          |
| <b>Weapons Locker (2.9)</b><br><br>Weapons lockers are located outside the security perimeter of the facility. (Personnel do not bring any weapon into the security area.)                                   | X   |    |     |          |
| Lockers are equipped with individual compartments, each with their own locking device.                                                                                                                       | X   |    |     |          |
| <b>Assess for New Construction/Remodel or Repair:</b>                                                                                                                                                        |     |    |     |          |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES | NO | N/A | COMMENTS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| <p><b>Security Glazing (2.10)</b> <i>(Added in 2003)</i><br/> <i>(Note to inspector: This will typically be assessed from specifications provided at plan review.)</i></p> <p>Security glazing complies with the minimum requirements of one of the following test standards: American Society for Testing and Materials, ASTM F 1233-98, Class III glass; California Department of Corrections, CDC 860-94d, Class C glass; or, H. P. White Laboratory, Inc., HPW-TP-0500.02, Forced Entry Level III.</p> | X   |    |     |          |
| <p><b>Design Requirements (201(c)6)</b></p> <p>Design requirements as specified in Title 24, Part 1, 201(c)6 are met.</p> <p><i>(Note to inspector: See regulation for specific requirements. Note areas of non-compliance that are <u>applicable to the facility type and construction date</u> in the "comments" section.)</i></p>                                                                                                                                                                       | X   |    |     |          |

**JUVENILE HALLS, SPECIAL PURPOSE HALLS AND CAMPS  
LIVING AREA SPACE EVALUATION  
Board of State & Community Corrections Inspection**

**BSCC Code: 7550**

|                                                  |                            |                |
|--------------------------------------------------|----------------------------|----------------|
| <b>FACILITY:</b> San Mateo Youth Services Center | <b>TYPE:</b> JH            | <b>RC:</b> 185 |
| <b>FIELD REPRESENTATIVE:</b> Michael J. Bush     | <b>DATE:</b><br>04/13/2021 |                |

| ROOMS                                                                                                                                                                             |           |                      |         | EACH ROOM |      |          |                                       |           |   |   |   | COMMENTS                                                     |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|---------|-----------|------|----------|---------------------------------------|-----------|---|---|---|--------------------------------------------------------------|----------------------------|
| Unit Designation                                                                                                                                                                  | Room Type | Applicable Standards | # Rooms | Each Room |      | Total RC | Size (L x W x H) or Square/Cubic Feet | FIXTURES* |   |   |   |                                                              |                            |
|                                                                                                                                                                                   |           |                      |         | # Beds    | RC   |          |                                       | T         | U | W | F |                                                              | S                          |
| <b>Intake</b>                                                                                                                                                                     |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| Pre- Receiving                                                                                                                                                                    | Interview | 2001                 | 1       |           | (0)  | (0)      | 9.4 x 8 x 9<br>75 square feet         |           |   |   |   |                                                              |                            |
| Note: This room is not rated. This room is for arresting officers to complete forms and/or reports. Seating is provided by the 7.8 foot bench located in the sally port entrance. |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| 261 Holding 1                                                                                                                                                                     | Holding   | 2001                 | 1       |           | (5)  | (5)      | 13.2 x 9.7 x 9<br>115 square feet     | 1         |   | 1 | 1 | Includes less 13 square feet for the irregular shape.        |                            |
| Note: 7.5 foot bench limits capacity                                                                                                                                              |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| 268 Holding 2                                                                                                                                                                     | Holding   | 2001                 | 1       |           | (4)  | (4)      | 8.4 x 9.3 x 9<br>70 square feet       | 1         |   | 1 | 1 | Includes less 8.5 square feet for the irregular shape.       |                            |
| Note: 6.5 foot bench limits capacity                                                                                                                                              |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| 236, 237 Holding 3, 4                                                                                                                                                             | Holding   | 2001                 | 2       |           | (4)  | (4)      | 7.5 x 9.8 x 9<br>68 square feet       | 1         |   | 1 | 1 | Includes less 5.6 square feet for the irregular shape.       |                            |
| Note: 6.5 foot bench limits capacity                                                                                                                                              |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| 239 Transport Staging                                                                                                                                                             | Holding   | 2001                 | 1       |           | (21) | (21)     | 24.8 x 13 x 9<br>322 square feet      |           |   |   |   | Fixtures are accessible in the intake area.                  |                            |
| Note: 32 foot bench                                                                                                                                                               |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
|                                                                                                                                                                                   | Safety    | 2001                 | 1       |           | (1)  | (1)      | 7.8 x 8.6 x 8.5<br>67 square feet     | 1         |   |   |   | Floor toilet.                                                |                            |
| <b>Forest</b>                                                                                                                                                                     |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| Unit 1                                                                                                                                                                            | Single    | 2001                 | 5       | 1         | 1    | 5        | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 | One room will be vacant for dorm resident to use comby unit. |                            |
|                                                                                                                                                                                   | Double    | 2001                 | 2       | 2         | 2    | 4        | 12.4 x 9.3 x 9                        | 1         |   | 1 | 1 |                                                              |                            |
|                                                                                                                                                                                   | Dayroom   | 2001                 | 1       |           |      |          | 1750 sq. ft.                          |           |   |   | 2 | 2                                                            | Tables and seating for 16. |
|                                                                                                                                                                                   | Dorm      | 2009                 | 1       | 6         | 6    | 6        | 19 X 17 x 9                           |           |   |   |   |                                                              |                            |
|                                                                                                                                                                                   | Safety    |                      | 1       |           | (1)  | (1)      | 10.2 x 6.8 x 9                        | 1         |   |   |   | Floor toilet. Used as storage.                               |                            |
| Unit 1 closed during 14/16 inspection cycle. MJB                                                                                                                                  |           |                      |         |           |      |          |                                       |           |   |   |   |                                                              |                            |
| Unit 2                                                                                                                                                                            | Single    | 2001                 | 20      | 1         | 1    | 20       | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 | Unit 2 is the special management unit.                       |                            |

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

| ROOMS                                             |           |                      |         |           |     |          | EACH ROOM                             |           |   |   |   | COMMENTS |                                                               |
|---------------------------------------------------|-----------|----------------------|---------|-----------|-----|----------|---------------------------------------|-----------|---|---|---|----------|---------------------------------------------------------------|
| Unit Designation                                  | Room Type | Applicable Standards | # Rooms | Each Room |     | Total RC | Size (L x W x H) or Square/Cubic Feet | FIXTURES* |   |   |   |          |                                                               |
|                                                   |           |                      |         | # Beds    | RC  |          |                                       | T         | U | W | F |          | S                                                             |
|                                                   | Dayroom   | 2001                 | 1       |           |     |          | 3806 sq. ft.                          | 1         |   | 1 | 1 | 4        | Tables and seating for 22.                                    |
|                                                   | Class     | 2001                 | 1       |           |     |          | 25 x 15.9                             |           |   |   |   |          | Center room divider.                                          |
|                                                   | Rec Yard  | 2001                 | 1       |           |     |          | 1620 sq. ft.                          |           |   |   |   |          | Irregular shape.                                              |
| Unit 3                                            | Single    | 2001                 | 29      | 1         | 1   | 29       | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Single    | 2001                 | 1       | 1         | 1   | 1        | 13.5 x 7.3 x 9                        | 1         |   | 1 | 1 | 1        | One single room is handicap accessible with shower.           |
|                                                   | Dayroom   | 2001                 | 1       |           |     |          | 3775 sq. ft.                          | 1         |   | 1 | 2 | 6        | Tables and seating for 30.                                    |
|                                                   | Class     | 2001                 | 1       |           |     |          | 16.6 x 16.2                           |           |   |   |   |          |                                                               |
|                                                   | Rec Yard  | 2001                 | 1       |           |     |          | 2288 sq. ft.                          |           |   |   |   |          | Irregular shape.                                              |
| Unit 3 closed during 147/16 inspection cycle. MJB |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                               |
| <b>Pine</b>                                       |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                               |
| Unit 4                                            | Single    | 2001                 | 9       | 1         | 1   | 9        | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Single    | 2001                 | 1       | 1         | 1   | 1        | 16 x 7.3 x 9                          | 1         |   | 1 | 1 | 1        | One single room is handicap accessible with shower.           |
|                                                   | Double    | 2001                 | 10      | 2         | 2   | 20       | 12.4 x 9.3 x 9                        | 1         |   | 1 | 1 |          | Each room has 2 desks and 2 seats.                            |
|                                                   | Safety    | 2001                 | 1       |           | (1) | (1)      | 10.2 x 6.8 x 9                        | 1         |   |   |   |          |                                                               |
|                                                   | Dayroom   | 2001                 | 1       |           |     |          | 5175 sq. ft.                          | 1         |   | 1 | 2 | 6        | Tables and seating for 32.                                    |
|                                                   | Class     | 2001                 | 1       |           |     |          | 35.5 x 22.7                           |           |   |   |   |          |                                                               |
|                                                   | Rec Yard  | 2001                 | 1       |           |     |          | 2200 sq. ft.                          |           |   |   |   |          | Irregular shape.                                              |
| Unit 5                                            | Single    | 2001                 | 1       | 1         | 1   | 1        | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Single    | 2001                 | 1       | 1         | 1   | 1        | 16 x 7.3 x 9                          | 1         |   | 1 | 1 | 1        | One single room is handicap accessible with shower.           |
|                                                   | Double    | 2001                 | 14      | 2         | 2   | 28       | 12.4 x 10.3 x 9                       | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Dayroom   | 2001                 | 1       |           |     |          | 5175 sq. ft.                          | 1         |   | 1 | 2 | 6        | Tables and seating for 32.                                    |
|                                                   | Class     | 2001                 | 1       |           |     |          | 32.7 x 16                             |           |   |   |   |          |                                                               |
|                                                   | Rec Yard  | 2001                 | 1       |           |     |          | 2200 sq. ft.                          |           |   |   |   |          | Irregular shape.                                              |
| <b>Elm</b>                                        |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                               |
| Unit 6                                            | Single    | 2001                 | 9       | 1         | 1   | 9        | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Single    | 2001                 | 1       | 1         | 1   | 1        | 10.4 x 9.5                            | 1         |   | 1 | 1 |          | One single room is handicap accessible                        |
|                                                   | Double    | 2001                 | 10      | 2         | 2   | 20       | 12.4 x 9.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Dayroom   | 2001                 | 1       |           |     |          | 4500 sq. ft.                          | 1         |   | 1 | 2 | 6        | Tables and seating for 32. One shower is handicap accessible. |
|                                                   | Class     | 2001                 | 1       |           |     |          | 33 x 16                               |           |   |   |   |          |                                                               |
|                                                   | Rec Yard  | 2001                 |         |           |     |          | 1760 sq. ft.                          |           |   |   |   |          | Irregular shape.                                              |
| Unit 7                                            | Single    | 2001                 | 9       | 1         | 1   | 9        | 10.4 x 7.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Single    | 2001                 | 1       | 1         | 1   | 1        | 10.4 x 9.5                            | 1         |   | 1 | 1 | 1        |                                                               |
|                                                   | Double    | 2001                 | 10      | 2         | 2   | 20       | 12.4 x 9.3 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                   | Dayroom   | 2001                 | 1       |           |     |          | 4500 sq. ft.                          | 1         |   | 1 | 2 | 6        | Tables and seating for 32. One shower is handicap accessible. |
|                                                   | Class     | 2001                 | 1       |           |     |          | 33 x 16                               |           |   |   |   |          |                                                               |
|                                                   | Rec Yard  | 2001                 | 1       |           |     |          | 1760 sq. ft.                          |           |   |   |   |          | Irregular shape.                                              |

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

| ROOMS                                                                                                                                                                                                       |           |                      |         |           |     |          | EACH ROOM                             |           |   |   |   | COMMENTS |                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|---------|-----------|-----|----------|---------------------------------------|-----------|---|---|---|----------|--------------------------------------------------------------|
| Unit Designation                                                                                                                                                                                            | Room Type | Applicable Standards | # Rooms | Each Room |     | Total RC | Size (L x W x H) or Square/Cubic Feet | FIXTURES* |   |   |   |          |                                                              |
|                                                                                                                                                                                                             |           |                      |         | # Beds    | RC  |          |                                       | T         | U | W | F |          | S                                                            |
| <b>Court Holding</b>                                                                                                                                                                                        |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                              |
| 236, 237                                                                                                                                                                                                    | Holding   | 2001                 | 2       |           | (3) | (6)      | 10.5 x 8 x 9<br>84 square feet        | 1         |   | 1 | 1 |          | Juvenile holding room                                        |
| Note: 5 ft. bench limits capacity.                                                                                                                                                                          |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                              |
| 235                                                                                                                                                                                                         | Holding   | 2001                 | 1       |           | (3) | (3)      | 10.5 x 8 x 9<br>84 square feet        | 1         |   | 1 | 1 |          | Adult holding cell or juvenile holding room.                 |
| Note: 5 ft. bench limits capacity                                                                                                                                                                           |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                              |
| Note: Minors not considered a security risk are allowed to sit in the large open area in the center of the court holding area. Interview rooms and a youth restroom are available. Theater seating is used. |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                              |
| <b>Building 4</b>                                                                                                                                                                                           |           |                      |         |           |     |          |                                       |           |   |   |   |          |                                                              |
|                                                                                                                                                                                                             | Gym       | 2001                 | 1       |           |     |          | 90 x 62                               |           |   |   |   |          |                                                              |
|                                                                                                                                                                                                             | Class     | 2001                 | 6       |           |     |          | 38.75 x 18.1                          |           |   |   |   |          |                                                              |
|                                                                                                                                                                                                             | Class     | 2001                 | 1       |           |     |          | 20.5 x 38.75                          |           |   |   |   |          | Computer classroom                                           |
|                                                                                                                                                                                                             | Class     | 2001                 | 1       |           |     |          | 31 x 15.9                             |           |   |   |   |          | Special education classroom                                  |
|                                                                                                                                                                                                             | Class     | 2001                 | 1       |           |     |          | 25.5 x 38.75                          |           |   |   |   |          | Resource room/library                                        |
|                                                                                                                                                                                                             | Class     | 2001                 | 1       |           |     |          | 32.2 x 35.5                           |           |   |   |   |          | Vocational classroom                                         |
|                                                                                                                                                                                                             | Yard      | 2001                 | 1       |           |     |          | Over 61,650 sq. ft.                   |           |   |   |   |          | Oval shape with running track at the perimeter.              |
|                                                                                                                                                                                                             | Dining    | 2001                 | 1       |           |     |          | 3312.5 square feet                    |           |   |   |   |          | Dining room will convert to Girl's camp program room. (2011) |

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS  
PHYSICAL PLANT EVALUATION  
Board of State and Community Corrections**

**APPLICABLE TITLE 24 REGULATIONS: 4/98; 2001; 2003**

**BSCC Code: 7551**

|                                                              |              |                |                            |               |
|--------------------------------------------------------------|--------------|----------------|----------------------------|---------------|
| <b>FACILITY NAME:</b> San Mateo Margaret Kemp Camp for Girls |              |                | <b>FACILITY TYPE:</b> Camp |               |
| <b>APPLICABLE REGULATIONS (Check All That Apply):</b>        | <b>4/98:</b> | <b>2001:</b> X | <b>2003:</b>               | <b>OTHER:</b> |
| <b>FIELD REPRESENTATIVE:</b> Michael J. Bush                 |              |                | <b>DATE:</b><br>06/26/2020 |               |

| <b>TITLE 24 SECTION</b>                                                                                                                                                                                                  | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b>                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|---------------------------------------------------------------------------------------------|
| <b>Reception/Intake Admission (JH; 1.1)</b>                                                                                                                                                                              |            |           |            |                                                                                             |
| Contains a weapons locker as specified in these regulations                                                                                                                                                              | X          |           |            |                                                                                             |
| Contains a secure room for the confinement of minors pending admission to JH                                                                                                                                             |            |           | X          | All minors are transferred to the camp from the intake unit at the juvenile hall.           |
| Provides access to a shower                                                                                                                                                                                              | X          |           |            |                                                                                             |
| Provides a secure vault or storage space for minor's valuables                                                                                                                                                           | X          |           |            |                                                                                             |
| Provides telephone access to minors                                                                                                                                                                                      | X          |           |            | Access is provided in the juvenile hall or upon housing in the camp.                        |
| Provides staff access to hot and cold running water                                                                                                                                                                      | X          |           |            |                                                                                             |
| <b>Locked Holding Room (1.2)</b>                                                                                                                                                                                         |            |           |            |                                                                                             |
| Contains a minimum of 15 square feet of floor area per minor                                                                                                                                                             |            |           | X          | There are no locked holding rooms in the camp.                                              |
| Provides no less than 45 square feet of floor area                                                                                                                                                                       |            |           | X          |                                                                                             |
| Contains seating to accommodate all minors as specified in these regulations                                                                                                                                             |            |           | X          |                                                                                             |
| 98: Provides access to a toilet, wash basin and drinking fountain as specified in these regulations<br>03: Be equipped with a toilet, wash basin and drinking fountain unless a procedure is in effect to provide access |            |           | X          |                                                                                             |
| Maximizes staff visual supervision                                                                                                                                                                                       |            |           | X          |                                                                                             |
| 03: Outward swinging or lateral sliding door required                                                                                                                                                                    |            |           | X          |                                                                                             |
| <b>Natural Light (1.3)</b>                                                                                                                                                                                               |            |           |            |                                                                                             |
| Visual access to natural light is provided in locked sleeping rooms, single and double occupancy sleeping rooms, dormitories and dayrooms.                                                                               | X          |           |            | Skylights and windows are located in the dormitories, dayrooms, sleeping rooms and the gym. |

| TITLE 24 SECTION                                                                                                                                                                                                                                                     | YES | NO | N/A | COMMENTS                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----------------------------------------------------------|
| <p><b>Corridors (1.4)</b></p> <p>Corridors in living areas are at least eight feet wide. When doors are staggered or if rooms are located only on one side, corridors may be at least six feet wide.</p>                                                             |     |    | X   | Dayrooms are used in lieu of corridors.                   |
| <p><b>Living Unit (JH; 1.5)</b></p> <p>JH living units do not exceed 30 minors and contain sleeping areas and plumbing fixtures, commensurate with the number of minors housed.</p>                                                                                  |     |    | X   |                                                           |
| <p><b>Locked Sleeping Rooms (1.6)</b></p> <p>98: Have a toilet, wash basin and drinking fountain unless a procedure is in effect to provide other access to these fixtures</p> <p>03: Toilet, wash basin and drinking fountain required in locked sleeping rooms</p> |     |    | X   | The sleeping rooms are not locked.                        |
| <p><b>Single Occupancy Sleeping Rooms (1.7)</b></p> <p>98: Minimum of 63 square feet of floor area and a clear ceiling height of eight feet</p> <p>03: Minimum of 70 square feet of floor area and a clear ceiling height of eight feet</p>                          | X   |    |     |                                                           |
| <p>98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches.</p> <p>01: View panel size changed to a <u>minimum</u> of 144 inches.</p>                                                                                  | X   |    |     |                                                           |
| <p>03: Outward swinging or lateral sliding door required</p>                                                                                                                                                                                                         |     |    | X   |                                                           |
| <p><b>Double Occupancy Sleeping Rooms (1.8)</b></p> <p>Minimum of 100 square feet floor area, a clear ceiling height of eight feet, and a minimum width of seven feet</p>                                                                                            |     |    | X   | There are no double occupancy sleeping rooms in the camp. |
| <p>98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches.</p> <p>01: View panel size changed to a <u>minimum</u> of 144 inches</p>                                                                                   |     |    | X   |                                                           |
| <p>03: Outward swinging or lateral sliding door required</p>                                                                                                                                                                                                         |     |    | X   |                                                           |
| <p><b>Dormitories (1.9)</b></p> <p>In JHs and camps, there is a minimum of 50 square feet of floor area per minor, with a minimum dormitory size of 200 square feet and a minimum clear ceiling height of eight feet.</p>                                            | X   |    |     |                                                           |
| <p>In JHs and camps, dormitories are designed for no fewer than four minors.</p>                                                                                                                                                                                     | X   |    |     |                                                           |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                   | YES | NO | N/A | COMMENTS                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-------------------------------------------------------------------------------|
| 98: JH dormitories for detained minors are designed for no more than 15 minors (NA camps).<br>03: This subsection deleted, eliminating the 15 minor limitation. <i>(See below.)</i>                                                                                                                                                                                                                                                |     |    | X   |                                                                               |
| 98: JH dormitories for court commitments are designed for no more than 30 minors (NA Camps).<br>03: No JH dormitory can be designed for more than 30 minors <i>(regardless of whether it is for court commitments or other detained minors).</i>                                                                                                                                                                                   |     |    | X   |                                                                               |
| <b>Dayrooms (1.10)</b><br><br>JH dayrooms contain 35 square feet of floor area per minor.                                                                                                                                                                                                                                                                                                                                          |     |    | X   |                                                                               |
| Dayrooms in camps and SPJHs contain 30 square feet of floor area per minor.                                                                                                                                                                                                                                                                                                                                                        | X   |    |     |                                                                               |
| All dayrooms provide access to toilets, wash basins, drinking fountains and showers.                                                                                                                                                                                                                                                                                                                                               | X   |    |     |                                                                               |
| <b>Physical Activity and Recreation Spaces (NA SPJH; 1.11)</b><br><br>98: Facilities with a capacity of less than 41 minors have a minimum of 9,000 square feet dedicated indoor-outdoor space.<br>01: Facilities with a capacity of 40 minors or less have a minimum of 9,000 square feet dedicated indoor-outdoor space.                                                                                                         | X   |    |     | Indoor: Gymnasium 30 x 50.<br>Outdoor: Irregular shape over 9000 square feet. |
| 98: Facilities with a capacity of 41 to 100 minors have a minimum of 9,000 square feet dedicated indoor-outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet.<br>01: Facilities with a capacity of 41-274 minors have a minimum of 225 square feet of dedicated indoor-outdoor space per minor, up to 61,650 feet.                                                 |     |    | X   |                                                                               |
| 98: Facilities with a capacity over 100 minors have a minimum of 18,000 square feet dedicated indoor-outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet.<br>01: Facilities with a capacity of 275 or more minors have 61,650 square feet dedicated indoor-outdoor space, plus 145 square feet for each minor beyond 274 (up to a maximum of 87,120 square feet). |     |    | X   |                                                                               |
| 98: At least one half of the dedicated indoor-outdoor space is a paved or "like" surface.<br>01: Changed from one-half to one-quarter of the space                                                                                                                                                                                                                                                                                 | X   |    |     |                                                                               |
| A portion of the dedicated physical activity and recreation space is out-of-doors, and is equipped and of a sufficient size to comply with Title 15, § 1371.                                                                                                                                                                                                                                                                       | X   |    |     |                                                                               |
| 01: The required recreation area has no single dimension less than 40 feet.                                                                                                                                                                                                                                                                                                                                                        | X   |    |     |                                                                               |

| TITLE 24 SECTION                                                                                                                                                                                       | YES | NO | N/A | COMMENTS                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|--------------------------------------|
| Outdoor recreation area lighting allows for evening activities and provides security.                                                                                                                  | X   |    |     |                                      |
| <b>Academic Classrooms (NA SPJH; 1.12)</b>                                                                                                                                                             |     |    |     |                                      |
| Classrooms are designed for a maximum of 20 minors.                                                                                                                                                    | X   |    |     |                                      |
| There is a minimum of one classroom in each facility 2001: Dedicated classroom space is available for every juvenile in the facility. The primary purpose for the academic classroom is for education. | X   |    |     |                                      |
| Each classroom contains a minimum of 160 square feet of floor space for the teacher's desk and work area, and a minimum of 28 square feet floor space per minor.                                       | X   |    |     |                                      |
| There is a communication system in each classroom that allows for immediate response to emergencies.                                                                                                   | X   |    |     |                                      |
| <b>Safety Room (1.13)</b>                                                                                                                                                                              |     |    |     |                                      |
| Provides a minimum of 63 square feet of floor space and a minimum clear ceiling height of eight feet                                                                                                   |     |    | X   | There is no safety room in the camp. |
| Limited to one minor                                                                                                                                                                                   |     |    | X   |                                      |
| Padded as specified in these regulations                                                                                                                                                               |     |    | X   |                                      |
| There are one or more vertical view panels constructed of security glazing. Panels provide a view of the entire room and are no more than four inches wide and at least 24 inches long.                |     |    | X   |                                      |
| Audio monitoring system as specified in these regulations                                                                                                                                              |     |    | X   |                                      |
| Access to a toilet, wash basin and drinking fountain is provided.                                                                                                                                      |     |    | X   |                                      |
| 03: Be equipped with a variable intensity security-type lighting fixture, with controls outside the room                                                                                               |     |    | X   |                                      |
| 03: Any wall- or ceiling-mounted devices are designed to prohibit the occupant's access.                                                                                                               |     |    | X   |                                      |
| <b>Medical Examination Room (NA SPJH; 1.14)</b>                                                                                                                                                        |     |    |     |                                      |
| There is a minimum of one suitably equipped medical examination room in every juvenile facility. The examination room provides the following:                                                          | X   |    |     |                                      |
| Space for routine and emergency examinations that is used for no other purpose;                                                                                                                        | X   |    |     |                                      |
| Privacy for minors;                                                                                                                                                                                    | X   |    |     |                                      |
| Lockable storage for medical supplies;                                                                                                                                                                 | X   |    |     |                                      |
| Not less than 144 square feet floor space with no single dimension less than seven feet;                                                                                                               | X   |    |     | 14.1 x 10.5                          |
| Hot and cold running water; and,                                                                                                                                                                       | X   |    |     |                                      |
| 01: Smooth, non-porous, washable surfaces.                                                                                                                                                             | X   |    |     |                                      |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                   | YES | NO | N/A | COMMENTS                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Pharmaceutical Storage (1.15)</b></p> <p>There is lockable storage space for medical supplies and pharmaceutical preparations as specified by Title 15 § 1438.</p>                                                                                                                                                                           | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Dining Areas (NA SPJH; 1.16)</b></p> <p>There is a minimum of 15 square feet floor space and sufficient tables and seating for each person being fed (including minors, staff and visitors).</p>                                                                                                                                             | X   |    |     | 587 square feet                                                                                                                                                                                             |
| <p>Dining areas do not contain toilets or showers in the same room, unless there is an appropriate visual barrier.</p>                                                                                                                                                                                                                             | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Visiting Space (1.17)</b></p> <p>Visiting space is provided.</p>                                                                                                                                                                                                                                                                             | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Institutional Storage (1.18)</b></p> <p>There is a minimum of 80 cubic feet of storage space per minor for institutional clothing, bedding, supplies and activity equipment, in one or more storage rooms.</p>                                                                                                                               | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Personal Storage (1.19)</b></p> <p>Each minor has a minimum of nine cubic feet of secure storage space for personal clothing and belongings.</p>                                                                                                                                                                                             | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Safety Equipment Storage (1.20)</b></p> <p>There is a secure area for storing safety equipment, such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.</p>                                                                                                                             | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Janitor Closet (1.21)</b></p> <p>There is at least one securely lockable janitorial closet containing a mop sink and sufficient area for storing cleaning implements within the security area.</p>                                                                                                                                           | X   |    |     |                                                                                                                                                                                                             |
| <p><b>Audio Monitoring System (1.22)</b></p> <p>There is an audio monitoring system capable of actuation by the minor to alert staff in: safety rooms; locked holding rooms, locked sleeping rooms; single and double occupancy sleeping rooms and dormitories of JHs and in locked sleeping rooms and single occupancy rooms of secure camps.</p> |     |    | X   | <p>This is not a secure camp. The perimeter fence is secured only to keep out unauthorized visitors. The fence is not secure to prevent escapes.</p> <p>There are no locked sleeping rooms in the camp.</p> |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                                                                                   | YES | NO | N/A | COMMENTS                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----------------------------------------------|
| <p><b>Emergency Power (1.23)</b></p> <p>There is an emergency power source capable of providing minimal lighting in all living units, activity areas, corridors, stairs, and central control points, to maintain fire and life safety, security, communications and alarm systems. The power source conforms to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code (CCR).</p> | X   |    |     |                                               |
| <p><b>Confidential Interview Room (1.24)</b></p> <p>Contain a minimum of 60 square feet of floor area and provide for confidential consultation with minors</p>                                                                                                                                                                                                                                                    | X   |    |     |                                               |
| <p>There is a minimum of one suitably furnished interview room for each 30 minors in JHs.</p>                                                                                                                                                                                                                                                                                                                      |     |    | X   |                                               |
| <p>There is a minimum of one suitably furnished interview room in each camp.</p>                                                                                                                                                                                                                                                                                                                                   | X   |    |     |                                               |
| <p><b>Court Holding Room for Minors (1.26)</b></p> <p>Contains a minimum of 10 square feet of floor area per minor</p>                                                                                                                                                                                                                                                                                             |     |    | X   | There are no court holding rooms in the camp. |
| <p>Limited to no more than 16 minors</p>                                                                                                                                                                                                                                                                                                                                                                           |     |    | X   |                                               |
| <p>Provides 40 square feet of floor area and a minimum clear ceiling height of eight feet</p>                                                                                                                                                                                                                                                                                                                      |     |    | X   |                                               |
| <p>Contains seating to accommodate all minors</p>                                                                                                                                                                                                                                                                                                                                                                  |     |    | X   |                                               |
| <p>Contains a toilet, wash basin and drinking fountain as specified in these regulations</p>                                                                                                                                                                                                                                                                                                                       |     |    | X   |                                               |
| <p>Maximizes staffs' visual supervision of minors</p>                                                                                                                                                                                                                                                                                                                                                              |     |    | X   |                                               |
| <p><b>Toilets/Urinals (2.1)</b></p> <p>Toilets are available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked holding rooms. One toilet and one urinal may be substituted for every 15 boys. Toilet areas provide modesty for the minors without mitigating staff's ability to supervise.</p>                                                                                            | X   |    |     |                                               |
| <p><b>Wash basins (2.2)</b></p> <p>Wash basins must provide hot and cold or tempered water and be available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked sleeping rooms.</p>                                                                                                                                                                                                         | X   |    |     |                                               |
| <p><b>Drinking Fountains (2.3)</b></p> <p>Drinking fountains are accessible to minors and staff in living areas and indoor-outdoor recreation areas.</p>                                                                                                                                                                                                                                                           | X   |    |     |                                               |

| TITLE 24 SECTION                                                                                                                                                                                         | YES | NO | N/A | COMMENTS                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-------------------------------------------------------------------------|
| 01: The drinking fountain bubbler is activated by mechanical means and is at an angle that prevents waste water from flowing over the bubbler.                                                           | X   |    |     |                                                                         |
| <b>Showers (2.4)</b><br>Showers provide tempered water and are available on living units at a ratio of at least one shower or bathtub to every six minors.                                               | X   |    |     |                                                                         |
| Shower areas provide for inmate privacy without mitigating staff's ability to supervise.                                                                                                                 | X   |    |     |                                                                         |
| <b>Beds (2.5)</b><br>Beds are at least 30 inches wide and 76 long and are of a pan-bottom type or constructed of concrete.                                                                               | X   |    |     | The beds are 35 x 19 pan bottom fiberglass and are secured to the wall. |
| Beds are at least 12 inches of the floor and spaced no less than 36 inches apart.                                                                                                                        | X   |    |     |                                                                         |
| <b>Lighting (2.6)</b><br>There is at least 20 foot-candles (216 lx) of illumination at desk level in locked sleeping rooms, single and double occupancy rooms, dormitories, dayrooms and activity areas. | X   |    |     |                                                                         |
| Night lighting in the above areas provides good visibility and is conducive to sleep.                                                                                                                    | X   |    |     |                                                                         |
| <b>Padding (2.7)</b><br>Padding in safety rooms covers the floor, door and walls to a clear height of eight feet. Benches or platforms are not placed on the floor of safety rooms.                      |     |    | X   |                                                                         |
| Padded rooms are equipped with a tamper-resistant fire sprinkler as approved by the State Fire Marshal (SFM).                                                                                            |     |    | X   |                                                                         |
| The padding is approved by the SFM and is: non-porous; at least one-half inch thick; of a unitary or laminated construction; firmly bonded to all padded surfaces; and, is without exposed seams.        |     |    | X   |                                                                         |
| <b>Seating (2.8)</b><br>Seating is designed for the level of security. When bench seating is used, 18 inches of bench seating is allowed for each person.                                                | X   |    |     |                                                                         |
| <b>Weapons Locker (2.9)</b><br>Weapons lockers are located outside the security perimeter of the facility. (Personnel do not bring any weapon into the security area.)                                   | X   |    |     |                                                                         |
| Lockers are equipped with individual compartments, each with their own locking device.                                                                                                                   | X   |    |     |                                                                         |
| <b>Assess for New Construction/Remodel or Repair:</b>                                                                                                                                                    |     |    |     |                                                                         |

| TITLE 24 SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES | NO | N/A | COMMENTS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| <p><b>Security Glazing (2.10)</b> <i>(Added in 2003)</i><br/> <i>(Note to inspector: This will typically be assessed from specifications provided at plan review.)</i></p> <p>Security glazing complies with the minimum requirements of one of the following test standards: American Society for Testing and Materials, ASTM F 1233-98, Class III glass; California Department of Corrections, CDC 860-94d, Class C glass; or, H. P. White Laboratory, Inc., HPW-TP-0500.02, Forced Entry Level III.</p> |     |    | X   |          |
| <p><b>Design Requirements (201(c)6)</b></p> <p>Design requirements as specified in Title 24, Part 1, 201(c)6 are met.</p> <p><i>(Note to inspector: See regulation for specific requirements. Note areas of non-compliance that are <u>applicable to the facility type and construction date</u> in the "comments" section.)</i></p>                                                                                                                                                                       | X   |    |     |          |

**JUVENILE HALLS, SPECIAL PURPOSE HALLS AND CAMPS  
LIVING AREA SPACE EVALUATION  
Corrections Standards Authority Inspection**

CSA Code: 7551

|                                                         |                   |                            |
|---------------------------------------------------------|-------------------|----------------------------|
| <b>FACILITY:</b> San Mateo Margaret Kemp Camp for Girls | <b>TYPE:</b> Camp | <b>RC:</b> 30              |
| <b>FIELD REPRESENTATIVE:</b> Michael J. Bush            |                   | <b>DATE:</b><br>04/13/2021 |

| ROOMS                                           |                           |                      |         |           |    |          | EACH ROOM                             |           |   |   |   | COMMENTS |                                                               |
|-------------------------------------------------|---------------------------|----------------------|---------|-----------|----|----------|---------------------------------------|-----------|---|---|---|----------|---------------------------------------------------------------|
| Unit Designation                                | Room Type                 | Applicable Standards | # Rooms | Each Room |    | Total RC | Size (L x W x H) or Square/Cubic Feet | FIXTURES* |   |   |   |          |                                                               |
|                                                 |                           |                      |         | # Beds    | RC |          |                                       | T         | U | W | F |          | S                                                             |
| A                                               | Dormitory                 | 2001                 | 1       | 7         | 7  | 7        | 28 x 18 x 9                           | 1         |   | 3 |   |          |                                                               |
|                                                 | Dayroom                   | 2001                 | 1       |           |    |          | 28 x 11.6                             |           |   |   |   |          |                                                               |
| B                                               | Dormitory                 | 2001                 | 1       | 5         | 5  | 5        | 20 x 13 x 9                           | 2         |   | 2 |   |          |                                                               |
|                                                 | Dayroom                   | 2001                 | 1       |           |    |          | 17 x 6                                |           |   |   |   |          |                                                               |
| C                                               | Dormitory                 | 2001                 | 1       | 8         | 8  | 8        | 28 x 18 x 9                           | 1         |   | 3 |   |          |                                                               |
|                                                 | Dayroom                   | 2001                 | 1       |           |    |          | 28 x 10                               |           |   |   |   |          |                                                               |
| D                                               | Dormitory                 | 2001                 | 1       | 7         | 7  | 7        | 22 x 20 x 9                           | 2         |   | 3 |   |          |                                                               |
|                                                 | Dayroom                   | 2001                 | 1       |           |    |          | 22 x 4                                |           |   |   |   |          |                                                               |
|                                                 |                           |                      |         |           |    |          |                                       |           |   |   |   | 6        | The six showers are accessible and shared by all dormitories. |
| 1                                               | Single                    | 2001                 | 1       | 1         | 1  | 1        | 7.5 x 10.2 x 9                        | 1         |   | 1 | 1 |          |                                                               |
| 2                                               | Single                    | 2001                 | 1       | 1         | 1  | 1        | 7.2 x 10.2 x 9                        | 1         |   | 1 | 1 |          |                                                               |
| 3                                               | Single                    | 2001                 | 1       | 1         | 1  | 1        | 8.5 x 10.2 x 9                        | 1         |   | 1 | 1 |          |                                                               |
|                                                 | Dayroom                   | 2001                 | 1       |           |    |          | 10 x 23                               |           |   |   |   | 1        |                                                               |
| Note: The three sleeping rooms are not secured. |                           |                      |         |           |    |          |                                       |           |   |   |   |          |                                                               |
|                                                 | Dayroom/<br>Multi-purpose | 2001                 | 2       |           |    |          | 56 x 19                               |           |   |   | 2 |          | Central open areas separated by the staff station.            |
|                                                 | Multi-purpose             | 2001                 | 2       |           |    |          | 20 x 22                               |           |   |   |   |          | Group rooms at each end of the housing building.              |
| 1060                                            | Multi-purpose             | 2001                 | 1       |           |    |          | 13.7 x 18.5                           |           |   |   |   |          | Group/interview room near officer's station.                  |
| 1095                                            | Classroom                 | 2001                 | 1       |           |    |          | 30 x 19.5                             |           |   |   |   |          |                                                               |

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

| ROOMS                                                                                                       |                     |                      |         |           |    |          | EACH ROOM                             |           |   |   |   | COMMENTS |                                              |
|-------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------|-----------|----|----------|---------------------------------------|-----------|---|---|---|----------|----------------------------------------------|
| Unit Designation                                                                                            | Room Type           | Applicable Standards | # Rooms | Each Room |    | Total RC | Size (L x W x H) or Square/Cubic Feet | FIXTURES* |   |   |   |          |                                              |
|                                                                                                             |                     |                      |         | # Beds    | RC |          |                                       | T         | U | W | F |          | S                                            |
| 1090                                                                                                        | Classroom           | 2001                 | 1       |           |    |          | 30 x 19.5                             |           |   |   |   |          |                                              |
| 1085                                                                                                        | Library             | 2001                 | 1       |           |    |          | 30 x 21                               |           |   |   |   |          | Tables and chairs available for programming. |
|                                                                                                             | Dining              | 2001                 | 1       |           |    |          | 587 square feet                       |           |   |   |   |          | Also has a kitchen instructional area.       |
| Gym                                                                                                         | Recreation Exercise | 2001                 | 1       |           |    |          | 30 x 50                               |           |   |   |   |          |                                              |
| Outdoor yard                                                                                                | Recreation Exercise | 2001                 | 1       |           |    |          | > 9000 square feet<br>Irregular shape |           |   |   |   |          | Grass area and hard surface.                 |
| Note: The camp perimeter fence is not secured from the inside. Exit doors have a delayed egress panic bars. |                     |                      |         |           |    |          |                                       |           |   |   |   |          |                                              |

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

**JJDPC – Update on Key Bills Impacting Juvenile Justice in San Mateo County**  
**Summary of 2020-21 Legislative Session**

**Bills Passed into Law:**

**\*AB46 California Youth Empowerment Act:**

Establishes a 13 member state Youth Empowerment Commission of 14-25 year olds to provide meaningful opportunities for actual civic engagement to improve quality of life for California’s disconnected and disadvantaged youth. Commissioners will make recommendations to Legislature, Governor and Superintendent of Public Instruction.

**\*AB333 The Step Forward Act – Gang Enhancements:**

Reducing list of crimes that qualify for gang offense and adult sentencing enhancements. Eliminates burglary, looting, vandalism, credit card theft and other nonviolent crimes, and modifies ‘pattern of criminal gang activity’ criteria, and other proof for sentencing enhancement.

**\*AB624 Youth Fair Process Act – Juvenile Transfer to Adult Court:**

Strengthens existing mechanism for review of juvenile court’ order transferring youth from juvenile to adult court, based on writ petition filed by youth’s lawyer – creates a new pathway for appeal of a court order transferring a juvenile to jurisdiction of adult criminal court.

**\*SB383 Juvenile Justice Diversion Act:**

Increases access to diversion programs for youth that commit non-violent felonies and removes procedural barriers that restrict diversion services for youth who commit a crime not in their county of residence.

**\*SB81 Judicial Guidance on Sentence Enhancements:**

Provides clear guidance on when to apply enhancements, to improve fairness in sentencing and ensure penalties more closely reflect circumstances of the crime.

**\*SB73 Probation vs. Mandatory Minimum Sentences for Non-Violent Drug Offences:**

Permits court to grant probation for specified drug offences which are currently ineligible or presumptively ineligible for probation. Authorizes the court to grant probation for drug offenses involving minors only where the interests of justice would best be served.

**Bills Put on 2 Year Track (coming back in ‘21-‘22 session):**

**X AB503 Limit on Juvenile Probation Supervision to 6 months:**

Provides that juvenile who is ward of court cannot be placed on probation supervision in community for longer than six months; exception allowed for up to further six months where court finds, at noticed hearing by clear and convincing evidence that it is ‘in ward’s best interest’; conditions imposed on probation must meet new criteria, including developmentally appropriate and reasonable, and enhancing ward’s reformation and rehabilitation.

**X AB1127 Juvenile Three Strike Reform:**

Takes an offense committed by juvenile out of consideration for extended sentence under Three Strikes Law, a move toward reforming overly punitive and racially unjust sentencing practices. A person whose sentence was enhanced due to prior juvenile felony adjudication can petition the Superior Court to have that vacated and be resentenced on remaining counts.

**X SB493 The Promise Act (Overhaul of Juvenile Justice Crime Prevention Act):**

Proposes 3 main reforms: (1) 95% of all JJCPA funds be allocated to community-based agencies, or public agencies that are not law enforcement; (2) JJCC required to have 50% members who are non-governmental community representatives, including local service providers and formerly justice-involved persons; and (3) strengthen county reporting and evaluations by BSSC by including critical evidence such as youth served and program effectiveness.