

Kings County Probation Department

Kings County Juvenile Center Policy Manual

Chief's Preface

Kings County Juvenile Center Personnel:

The Probation Department is responsible for the care and supervision of juvenile detainees/wards and the rights of such persons. The Kings County Juvenile Center Manual represents an important tool for each employee in discharging their responsibilities. Adherence to the directives and guidelines contained herein will enable each employee to function in the most efficient manner and provide the appropriate services to our community.

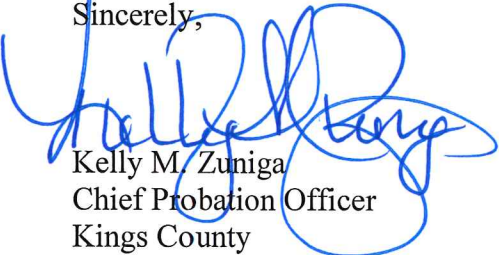
Every profession defines certain behavior and practices by which its members are to conduct themselves. Rules, codes and procedures are developed to provide the members of the profession the protection they need against unjust or unfounded criticism. Conversely, rules, codes and procedures are a protection to the recipient of our services against wrongful professional conduct.

It is fully recognized that rules, practices, procedures and policies may require modification to reflect changes in law, regulations and the need to conduct business in the most efficient and effective manner. This manual shall be appropriately revised to reflect such needed changes.

Thus, this Juvenile Center Manual is a working tool which will hopefully reflect your future suggestions.

The manual contents and all appropriate references represent the rules and practices for which all employees of this department are held accountable.

Sincerely,





Kelly M. Zuniga
Chief Probation Officer
Kings County



KINGS COUNTY JUVENILE CENTER

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Juvenile Center Policy and Procedure Manual

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Juvenile Center Structure and Organization

I. Organizational Structure

Chief Probation Officer
Deputy Chief Probation Officer / Director
Juvenile Corrections Manager
Transitional Deputy Probation Officer
Juvenile Corrections Officer IV
Juvenile Corrections Officer III
Juvenile Corrections Officer I/II
Juvenile Support Clerk

II. Reporting Responsibilities

The Director is responsible for the operation of the Kings County Juvenile Center (KCJC). The Director reports to the Chief Probation Officer. All subordinate staff report through the chain of command, as defined above.

Throughout this manual, if the facility Director is unavailable in the event of an emergency, staff is to contact the Juvenile Corrections Manager or the Chief Probation Officer.

III. Purpose and Responsibilities of Juvenile Facility

The KCJC is established by law to provide a safe and secure environment for youth who have been arrested and detained pursuant to Section 602 of the Welfare and Institutions Code, including a violation of the terms of probation and a commitment to the KCJC. The primary responsibility of staff at the KCJC is to ensure that youth are safe and secure pending the final disposition by the Court.

IV. Ancillary Juvenile Center Programs

The KCJC has on-site staff from Kings County Office of Education and medical provider NaphCare. This staff provides a wide range of services from education, resources, counseling to medical assistance. In addition, several community based organizations, volunteers, and faith based organizations provide a plethora of services to the youth.

V. Institution Record-keeping, Statistics, and Communication/Correspondence

Records, statistics, and communication/correspondence systems are maintained to ensure efficient operation of the facility, legal and proper care of youth, maintenance of individual youth records, and supply of information to the juvenile court and those authorized by the court or by the law, and release of information regarding youth. (*Refer to Chapter 4104, Communications, for a complete review*)

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VI. Emergency Communication System

A. Emergencies

1. Whenever a situation develops which is of a critical nature and requires immediate reinforcement by extra staff, staff are to utilize the issued hand held radio to call for assistance.
2. In the event that staff on duty requires assistance from Probation Personnel or law enforcement, the KCJC Control Clerk will notify the Probation Department and County Dispatch for assistance. The Control Clerk will also immediately notify the Juvenile Corrections Manager and Director.

B. Firearms

1. Firearms are not allowed anywhere in the secure portion of the facility unless an emergency requires a SWAT or law enforcement response. (*Refer to PC 4574 and WIC 871.5*)
2. Law enforcement officers and armed probation officers are to leave their weapons in the lockers outside the door of the facility, or in their vehicles. (*Refer to PC 4574 and WIC 871.5*) This is to include Tasers.

VII. Reporting of Legal Actions

The facility Director will notify the Chief Probation Officer of any legal action pertaining to the KCJC. The Director will submit to the Division of Juvenile Justice a letter of notification on each legal action pertaining to conditions of confinement filed against persons or legal entities responsible for the operation of the facility. The Director will maintain a log of legal action and notifications.

VIII. Digital Video Recordings within the Facility

Portions of the KCJC are under 24-hour video observation (live feed only). The Office of Education installed video recording equipment in the three classrooms. The classroom recordings begin at 0745 hours and end at 1445 hours, Monday through Friday. The recordings may be reviewed for various reasons; including de-briefing of an incident or evidence of a new law violation, as examples. (*Refer to the Memorandum of Understanding between the Office of Education and Kings County Probation.*)

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Program Inspections and Facility Maintenance

I. Inspections

All written reports of facility inspections by outside parties will be reviewed by the Director and/or Juvenile Corrections Manager and maintained on the premises for a period of five years.

- A. The premises at the Kings County Juvenile Center (KCJC) are inspected annually by Public Health Department-Environmental Health Division (includes inspections of living units, food preparation/dining facilities, menu review for nutrition standards and Medical/Mental Health Services review), and the Building Department; and every two years the KCJC is inspected by the Fire Department. Kings County Office of Education provides an annual update of staffing levels and programming.
- B. The Judge of the Juvenile Court will conduct annual inspections for suitability and compliance with minimum standards.
- C. The Kings County Grand Jury and Juvenile Justice Commission conduct annual inspections of the programs.
- D. The Board of State and Community Corrections (BSCC) will conduct biennial inspections of the facility to ensure compliance with Titles 15 and 24 Minimum, Standards for Juvenile Facilities.
- E. Every two years the Institute for Medical Quality inspects medical record keeping, procedures and treatment. Medical services in the KCJC are fully accredited by this organization. (*Accreditation Certificate posted in Medical Office*)
 - 1. The Public Health Department conducts an annual pharmacy review.
 - 2. The Public Health Department conducts an annual review of Medical/Mental Health services (see I. A. above).
- F. Monthly Fire and Life Safety and Safety/Security inspections are conducted by the designated Program Coordinator (Juvenile Corrections Officer (JCO)) who completes and maintains the proper documentation.
- G. There will be an annual review and evaluation of the Operations Manual and internal and external security measures which includes a facility walk through by the Director and/or Juvenile Corrections Manager that will be documented by the Director for BSCC approval.

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II. Interior Facility Maintenance

Interior/Exterior maintenance and repairs at the KCJC is the responsibility of the Kings County Public Works Department. A system for computerized work orders allows facility staff to submit repair/replacement requests in a timely fashion.

- A. Electrical, heating, plumbing, air conditioning, fire alarms, vents, and gas fixtures and other maintenance issues not otherwise listed below are responded to by Public Works or outside contract vendors on an as needed basis.
- B. Daily interior maintenance is provided by the KCJC staff, youth and work crews supervised by JCOs. Under staff direction, youth are to wear proper safety equipment (i.e., safety glasses, protective gloves) when working with cleaning materials. Staff will take care not to allow youth to mix chemicals.
 - 1. Youth clean their rooms daily.
 - 2. Living units are cleaned daily by youth supervised by JCO staff.
 - 3. Youth assist in vacuuming carpet.
 - 4. Youth assist JCO staff in sweeping, mopping and or waxing and polishing or vacuuming the unit and hallway floors.
 - 5. Youth assist staff in regular paint and sanding projects as part of the on-going maintenance plan.
 - 6. Unit bathroom/showers are cleaned daily.
 - 7. JCO staff or contract vendors shampoo the carpets.
 - 8. Major clean-up is conducted on Saturdays and Sundays.
- C. First Aid kits are located in all buildings and facility vehicles. They are inspected monthly and the check is documented in the form of a Check-Off List.

III. Exterior Maintenance of Facility and Grounds

- A. The landscape surrounding the KCJC is maintained by JCO staff and youth.
- B. The generators are tested by Public Works.
- C. Water pressure/backflow is checked annually and fire extinguishers are serviced annually. Both of these are scheduled by Public Works. The Program Coordinator (JCO) inspects all facility fire extinguishers on a monthly basis and advises Public Works if a replacement is needed.

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IV. Daily Facility Inspections

Daily inspections of the facility are conducted by the KCJC staff.

- A. The KCJC staff completes interior and exterior grounds inspections every day.
1. Any unsafe conditions, fire hazards, or repairs, including illumination of exit lights, are reported immediately to the Lead Officer and work orders are submitted to Public Works.
 2. Staff noting an unsafe situation will report it to the Lead Officer. If the situation can be easily rectified, staff on duty will do so.
 3. Throughout each shift, the Lead Officer will walk the facility to provide general inspections of the premises.

V. Biohazard Disposal

- A. During normal operations within the KCJC, the use of “sharps” which include razors and needles, as well as dressings that are contaminated with blood or bodily fluids require proper handling and disposal. Based upon OSHA and medical protocol, these items are to be handled and disposed of in a certain fashion. This protocol will address the initial handling, securing, holding area, and disposal of these items.
1. Initial handling of contaminated areas/items
 - a. In accordance with Department protocol, all staff in the Probation Department is required to attend Blood Borne Pathogens Training class. This course will cover blood borne diseases, bodily fluids, their transmission, exposure control plans, personal protective equipment, Hepatitis B vaccine, response to, disposal of, and decontamination routine for emergencies involving blood or bodily fluids, post-exposure evaluation, and follow-up program.
 - b. Staff is directed to abide by the Blood Borne Pathogen guidelines. Whenever blood or bodily fluids are present, it should be considered contaminated. The use of latex gloves in the presence of blood or bodily fluids is always recommended. Cleaning of blood or bodily fluids from environmental surfaces (tables, walls, and floors) should be done using blood spill cleaning kits.

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2. Securing contaminated areas/items
 - a. Contaminated gloves, bandages, gauzes, any type of dressings and all “sharps” will be secured in designated containers provided by medical staff. Storage containers, including bags, will be provided by the facility medical staff and are considered disposable items.
 - b. Cleaning materials, such as towels and mop heads, as well as contaminated clothing, should be properly secured in the red plastic biohazard bags. Red biohazard bags are located in the intake room.
 - c. During regular business hours medical staff will be responsible for securing, transporting and depositing the storage containers. After hours, on-site staff will facilitate this routine.
3. Holding area
 - a. All disposable items will be stored in containers labeled “biohazard.”
 - b. Contaminated cleaning materials and clothing are maintained in red biohazard bags, which are then placed in designated biohazard containers. The contents of each biohazard container will be disposed of properly.
4. Disposal
 - a. Per Prison Health Services Inc. policy, items in the biohazard cans will be picked up for disposal every 12 weeks, which will be coordinated by medical personnel.

VI. Smoke-Free Environment

- A. The KCJC is in compliance with state and county laws in regards to maintaining a tobacco-free environment. Tobacco products of any kind are prohibited in the KCJC, including cigarettes, electronic smoking devices, cigars, chewing tobacco, snuff, and pipes.
- B. Youth are not to be exposed to second-hand smoke while in the facility or in custody of staff. Staff shall not smoke in the presence of youth.
- C. “No Smoking” signs are posted outside of the facility.
- D. Designated smoking facilities are located outside of the KCJC.

VII. Safety Drills

Monthly fire drills are conducted by the Program Coordinator (JCO); and additional Emergency Procedures are included in the Youth Handbook reviewed with the youth during the intake process.

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Staff Orientation, Training and Responsibilities

I. Departmental Training

- A. Following the formal interview selection process and passage of the Department's background and screening procedures, full-time Juvenile Corrections Officers (JCOs) are required to receive additional state-mandated training.

Prior to assuming primary responsibility for the supervision of youth, each JCO must complete the requirements of the Juvenile Corrections Officer CORE Course. (*PC 6035*)

Prior to exercising the powers of a Peace Officer, youth supervision staff shall have successfully completed training pursuant to Section 830 et seq. of the Penal Code. (*Title 15, Section 1322(d)*)

- B. During the first year of employment with the department in any JCO classification, the following training is required:
1. 832 P.C. (powers of arrest training) – 40 hours
 2. STC C.O.R.E. training – 160 hours
 3. CPR/First Aid Training – 8 hours (four-hour bi-annual update)
 4. O.C. Pepper Spray – 4 hours
 5. Suicide Awareness Prevention – 4 hours (annual)
 6. Safety Issues & Tactics for Institutions – 16 hours (eight-hour bi-annual update)
- C. All full-time JCO I/II's receive a minimum of twenty-four hours and JCO III/IV's receive a minimum of forty hours of annual training as mandated by State of California Standards and Training for Corrections (STC) guidelines.
- D. All JCOs receive eighty (80) hours of on-the-job training before being considered ready to accept the responsibilities of the position.
- E. All full-time, kitchen, support staff, contract employees, school and medical staff, program providers, and volunteers will complete the Staff Orientation Checklist (*Refer to Attachments 4102 A & B*) with supervisory staff before being considered ready to accept the full responsibilities of their position. The Juvenile Corrections Manager and/or Director will ensure said checklist is completed for each new hire.

II. Program Staff Orientation

- A. New staff at the KCJC, prior to assuming any responsibility for the supervision of youth, will receive an orientation in the following areas from a Juvenile Corrections Officer IV or designee:
1. Chain of command, administrative structure

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2. Position responsibilities, decision-making parameters
 3. Staffing patterns
 4. Security measures and safety precautions
 5. Use of force, OC pepper use, and restraints
 6. Emergency procedures, equipment, vehicle use
 7. Written documentation, location of forms, completion of forms
 8. Communications, including methods and use of equipment
 9. General facility and program operations
 10. General employee information — who to contact for completion of timecards, location of manuals (Juvenile Center, Civil Service, Safety, Administrative), insurance, and appropriate union
 11. Employee conduct, dress code, professional ethics
 12. Ethical responsibilities
 13. On-line HIPAA and Computer Use Policy training
- B. Program and facility orientation for all non-sworn employees, non-probation agency personnel, and volunteers is conducted by the Director or his/her designee.

III. Program In-House Staff Training

- A. In addition to the orientation, and prior to assuming any responsibility for the supervision of youth, all new staff will receive in-house training in the following:
1. Individual, large and small group supervision techniques, procedures and guidelines
 2. Staff teamwork, protocol with staff and youth
 3. Command presence
 4. Program procedures - verbal commands, program terminology, positions for supervision, location of youth, etc.
 5. Vehicle usage: how to search a vehicle, use of radios, routes to take, security precautions, locations of gas stations, use of gas cards, key security, what to do in emergencies. (Transportation Officers only)
 6. Restraints: securing holds, $\frac{1}{2}$ inch between leg and shackles
 7. Fights: procedures to follow, how to safely break them up, use of staff
 8. Youth supervision: expectations, instructions, count, positioning, teamwork
 9. Work details: tool safety and handling
 10. Medications: supervision of youth and medical staff during medication distribution
 11. Transportation: court, hospital, medical appointments, placement, etc.
 12. First aid/CPR training: staff training
 13. Radio procedures: local & Sheriff Channels, facility protocol, call signs, emergency radio protocol

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14. Security: small group, large group, vehicles, and contraband
15. Contact with public: ethics, professionalism, role model
16. Emergency evacuation: fire, flood and earthquake procedures, checklists, chain-of-command, vehicles
17. Power outage: generators, flashlights
18. Escape procedures
19. Contraband: searches, pat-downs, strip searches; facility perimeter and ground searches
20. Confidentiality: with youths and staff, duty to warn
21. Child abuse and neglect: reporting suspected abuse or neglect
22. Media contacts (refer inquiries to Director or in his/her absence Chief Probation Officer)
23. Liability: risk of lawsuit issues
24. Staff: types of authorized searches, testing, etc.
25. Extra-help: restrictions on level of supervision (Title 15)
26. Report writing and documentation
27. Suicidal Prevention: observation, communication, actions to take, who to inform, documentation
28. Crisis intervention and mental health referrals to mental health services
29. Basic health, sanitation and safety measures
30. Use of Spillman case management system
31. Policies relating to discipline and rights of youth pursuant to the law and Title 15, Section 1322
32. Policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints
33. Review of policies and procedures referencing trauma and trauma informed approaches.

B. Policy and Procedures Manual

1. Staff will follow written policy and procedures. It is essential for the safe operation of the KCJC that all staff assigned to these facilities read and understand the instructional manuals provided for their use located at Control, the Leads office and on the Juvenile Center H: drive. These manuals are provided to clearly explain the expectations the Department has for the KCJC operations. They are designed to protect staff and the youth in custody.
2. Familiarity with the manual will provide staff with a better understanding of overall institutional operations, and enforcement of written policy and procedures will assist in providing a safe, secure, and consistent environment for staff and youth.
3. Failure to adhere to policies and procedures may result in disciplinary action.

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4. Manuals shall be reviewed by all employees and by the Juvenile Corrections Manager and Director at minimum every two years, and updated as necessary. (*Title 15, Section 1324*) Each revision of the manual is numbered, assigned an issue date and approved by the Director.

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Employee Conduct Policy

I. Conduct Policy

The Kings County Juvenile Center (KCJC) policy manuals, training, department procedure performance standards, state laws, and certain county standards can only provide a general guide to the myriad of situations and employee may encounter in the performance of their duties. The above resources will not meet all contingencies, and therefore, all employees must exercise sound, professional judgment and use creative problem and/or conflict resolution approaches when necessary. If a situation warrants, seek supervisory assistance before making a decision. The fact that certain activities, situations, or actions may not be specifically addressed in the institutions policy manuals, or other documents, does not mean that no action should be taken to solve the problem.

II. Employee Conduct

- A. As an employee of the Probation Department, all employees are in a position of public trust. As a Juvenile Corrections Officer (JCO), staff members are also classified as peace officers. (*Refer to Penal Code 830.5(b)*) Consequently, staff conduct, both on and off the job, should be above reproach. Misconduct on or off the job that reflects unfavorably on you, as an employee of the Probation Department or Kings County may be a basis for disciplinary action.
- B. JCOs and support staff are expected to set a good example for the youth. KCJC staff is not to use profane or vulgar language in the presence of youth or co-workers. KCJC staff is expected to treat all youth with respect and conduct themselves professionally at all times.
- C. The use of personal cell phones while on duty is prohibited and a misuse of County time. In order to maintain a safe, secure, and well-supervised Juvenile Center, staff shall keep their cell phones locked in their personal vehicle or assigned lockers while on duty. Emergency phone calls for staff can be relayed to them through Control or the Probation Department main phone number. Personal cell phones may be used during breaks; however, may not be used in the presence of youth or the institution living units.

III. Employees' Ethical Responsibilities

- A. Perform your duties honestly, with integrity, and without prejudice.
- B. Work professionally and cooperatively with other employees.
- C. Protect and maintain the confidentiality of the youth you serve and the staff you work with.
- D. Be objective and fair in the performance of your duties.
- E. Uphold the law with dignity

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- F. Abide by all policies and procedures of the KCJC and Kings County.
- G. Treat fellow staff members, youth and their families with respect.
- H. Be a positive role model both at work and in the community.
- I. Strive to improve the professional standards of the Kings County Probation Department.
- J. Respect the inalienable rights of all persons.
- K. Conduct your personal life with decorum.
- L. Any negative contact with law enforcement must be reported to your immediate supervisor, the Juvenile Corrections Manager, or Director within 24 hours.

IV. Relationship with Youth

- A. A staff member shall notify his/her immediate supervisor when a relative or friend of the staff member is detained in KCJC, or referred to the Probation Department as an adult or juvenile. Some situations may require special arrangements or reassignment to ensure that no basis exists for a conflict of interest.
- B. It is unacceptable to initiate a close friendship with a client, youth, or their family, which originates after the client has been referred to the department.
- C. The Probation Department prohibits any employee from engaging in or initiating a romantic, business, or social alliance with a probationer/youth. These prohibitions extend throughout the course of the client's probation status.

V. Gifts

- A. Gifts or uncompensated services, for the personal use, possession or gain of an employee, will not be accepted from any client, client's family, or representative. Employees are also prohibited from giving any gifts or providing uncompensated or compensated services to a client, client's family, or representative.

VI. Youth Confidentiality

- A. Youth case information is strictly confidential and is to be shared only with those who have the legal right to know. Access to case information is limited by state statute (*Refer to WIC Sections 827 and 828*), case law, court directive, and department procedure and directives. If there is any question about complying with a request for information on any youth, the immediate supervisor should be consulted.

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- B. Staff shall refrain from needlessly identifying anyone as a client or youth. The identification of any principal in a case (client, victim, perpetrator, etc.) shall be in a manner to minimize embarrassment and humiliation. Cameras of any kind shall not be taken into KCJC without prior approval from the Director. No photographing of youth facial features will be permitted by anyone other than Probation Department staff.

VII. Professional Appearance

- A. The attire and appearance of all employees shall project a positive and professional image and be appropriate to the job assignment and work location, and shall be in conformance with this policy. Extremes in fashion and grooming shall be avoided and attire and appearance must not detract from or interfere with the professional services and operation of our department. It is the responsibility of the immediate supervisor to provide guidance for, and gain compliance with, acceptable and appropriate standards of dress and appearance.

- B. Institutions Attire:

Institutions attire is to be worn by all JCO personnel assigned to the KCJC. Attire for all JCOs is limited to tucked-in navy blue polo shirts/T-shirts (polo shirt - badge logo left chest and JCOs last name and title on right side of chest), tan BDU style pants and black boots. BDU pants are not to be tucked into boots or bloused. Denim pants are not to be worn on duty by any institutions personnel. Shorts are not permitted to be worn by JCO staff. A black, waist length field jacket is the approved outerwear, and must have the badge logo left chest and last name and title on right chest. Shoulder patches and the large probation back patch are optional for the jacket. Hats must be a black baseball style hat with no flat bill and must have the badge logo in the front; last name embroidered in the back or side is optional. BDU style pants must not be bloused. Clerical staff may, at their own expense, choose to wear tan BDU style pants and a navy blue polo shirt with the appropriate badge logo, name and title; however, they are not required to wear a uniform.

VIII. Political Activities of Staff

- A. Limitations on political activity will be in accordance with the following prohibitions:
1. No employee shall solicit or receive funds or other contributions on behalf of any candidate or elective office while on duty.
 2. There shall be no entry into any Kings County property for the purpose of using the premises for conducting political assessment, subscriptions, or securing contributions.
(Refer to County of Kings Policy Manual Section 10-3, "Code of Ethics, Political Activities and Outside Employment")

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IX. Prohibited Associations

- A. Employees shall not have on-going personal associations or dealings with persons whom they know to be under criminal investigation or indictment, who are on probation or parole, are inmates of juvenile or adult correctional institutions, or who have a reputation in the community or the department for involvement in felonious or other criminal behavior. This policy does not apply where contact is unavoidable because of personal family relationships with the employee or where the department may require such contact with such persons for official duties.
- B. Employees shall not knowingly trade, barter, lend or otherwise engage in any other personal transactions with any probationer, parolee, juvenile ward, or inmate of a juvenile or adult correctional institution.
- C. Employees shall not, directly or indirectly, give to or receive from any adult of juvenile probationer, parolee, or inmate of an adult or juvenile correctional institution, or member of the family of any of the above, anything in the nature of gratuity, gift or promise of a gift.
- D. Employees shall not take or send, either to or from, any youth or inmate of a correctional institution any verbal or written message or any item, except as part of the employee's official duties.
- E. Employees shall not visit youth or inmates of correctional institutions except when conducted as part of their official duties. Any other visits must be approved by the Department through the immediate supervisor.
- F. Employees shall not manage, hold for safekeeping, sell or attempt to sell, any real or personal property of any probationer, parolee, youth, or inmate of a correctional institution when not required by state law, county ordinance, or court order.
- G. Employees may not be ordered or requested by supervisors or Department managers to perform any work for the personal benefit of that supervisor or manager unless their participation is completely voluntary.
- H. Probationers may be ordered to or may volunteer to perform certain work functions for rehabilitative purposes. Probationers may not perform any personal service pursuant to this program for any employee of the Probation Department, or their immediate families, or engage in any activity which would primarily benefit the employee.

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X. Employee Discipline

- A. Employees of the KCJC are covered by County Personnel Rules; which are located on the county's internet page.
- B. Employees may be disciplined for a variety of actions, including being consistently late to work, insubordination, failure to follow established policies, law violations, failure to report law violations, removing KCJC property from the premises, etc. The employee may receive a verbal warning from his/her immediate supervisor, a letter of instruction, a letter of reprimand, which would be placed in the permanent personnel file, or following required and prescribed procedure, or be suspended without pay or terminated. *(For more information, refer to the County Of Kings Personnel Rules, Chapter 10 and the applicable MOU)*

XI. Employee Responsibilities

- A. Corporal Punishment:

Corporal punishment is prohibited and use of such action by any staff member could result in immediate suspension from duty and will result in discipline up to and including termination. Any other physical contact with a youth is prohibited other than the minimal force necessary to restrain that youth in compliance with the Use of Force Policy. *(Refer to Chapter 4119 – Use of Force)*

- B. Employees are NOT to enter a youth's room alone, unless in exigent circumstances. Otherwise, they are required to have a back-up at room entrance.

- C. Maintenance of discipline and order:

It shall be the responsibility of the staff members on duty to maintain order and discipline at all times. In doing so, staff must conform to established policies and procedures and all incidents of disciplinary action against youth are to be documented in the form of an Incident Report in the case management system, Spillman for approval by the Lead Officer and final approval by the Juvenile Corrections Manager. In the absence of the Juvenile Corrections Manager, the Director will provide final approval. Under no circumstances is group discipline allowed.

- D. As a childcare custodian, as defined under Section 11166.5 PC, JCOs have reporting responsibilities for victims of child abuse or neglect which come to their attention during the course of their employment. Accordingly, any suspected cases of child abuse or neglect shall be reported immediately; through the completion of a SCAR Report.

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XII. Contact with the News Media

- A. The Chief Probation Officer and Deputy Chief Probation Officers act as official spokespersons for the department. Under limited circumstances, other employees may be requested to speak with the media or other news organizations. All requests must be cleared by the Director or the Chief Probation Officer.

XIII. Shifts and Hours

- A. The KCJC is staffed twenty-four (24) hours a day seven (7) days a week, to include weekends and holidays. Shifts are divided as follows: Day shift 0500-1300 hours; Swing shift 1300-2100 hours; and, Graveyard shift 2100-0500 hours.
- B. Shift Bidding – Juvenile Corrections Officer I and IIs

Shifts will be for a duration of six (6) months and will be effective in the first full pay period of January and July each year.

1. Shift sign-ups will occur by classification/rank (highest to lowest) based on seniority (hours in service) within the department.
2. Employees will not be allowed to sign-up for the same shift for a subsequent rotation. A cycle of three (3) rotations must be completed prior to signing up for a shift previously held.
3. Employees may not sign up for the same days off within each shift option as they rotate but are expected to alternate with other employees.
4. To initiate the shift rotation, the Juvenile Corrections Manager will post and/or distribute the current Department seniority by service hours. Employees will be given a specific time slot to make their shift selection by rank in seniority order. An employee may provide their preferences in writing in advance in lieu of being called at their option if they are working graveyards or on approved time off, and the department will make every effort to accommodate those selections if the employee cannot be reached. However, if the employee fails to respond at their designated time, the department will consider their request at the time received. If no request is received prior to completion of the bidding process, the department will assign the shift.

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5. Employees on initial probation will not be permitted to participate in the bidding process. The department will assign the shift of such employees at the beginning of the process to ensure appropriate supervision is provided during the probationary period.
 6. The completed schedule will be posted at least 30 days prior to the scheduled implementation date of shift rotation to permit sufficient notice to employees with considerations for childcare, school, transportation, etc.
 7. The County reserves the right to re-assign an employee to a different shift to maintain required staffing. This may result in the requirement to maintain a female on shift, or the need to accommodate other employees' medical or workers' compensation needs, or the operational business necessities.
- C. In the event adequate staffing is not available on a shift, the Lead Officer will be required to mandate an officer to stay over. Firstly, all extra help JCO staff will be contacted in an attempt to cover the vacant shift. Secondly, full-time staff will be offered the over-time shift and as a last resort Deputy Probation Officer's who have received JCO Core will be contacted in an attempt to cover the vacant shift. If all efforts fail to cover a vacant shift, on-duty staff shall be mandated to hold over.
- D. On each shift, a rotational list will be established. The hold-over will be done in reverse order, meaning the least senior JCO (only time as a JCO will be considered, not overall time with the County) will be the first held over on that shift working up to Juvenile Corrections Officer III. Any occurrence of a mandatory hold-over will be reported to the Director and Juvenile Corrections Manager.
- E. Hold-overs will be for the entire shift, unless coverage is subsequently found.
- F. Juvenile Corrections Officer IV's will not be subject to shift bidding, but instead will work 12-hour shifts on a rotating basis. These shifts are from 0500-1700 and 1700-0500 daily, 7 days per week. Juvenile Corrections Officer IV's rotate their shifts every four months.
- G. Juvenile Corrections Officer III's will not be subject to shift bidding, but instead will work 8-hour shifts on a rotating basis. These shifts are from 0500 to 1300, 1300 to 2100 and 2100 to 0500 daily, 7 days per week. Juvenile Corrections Officer III's rotate their shifts every six months.

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XIV. Juvenile Center

- A. Staff shall follow the KCJC policy. It is critically important for the safe operation of the KCJC that all staff assigned to this facility read and understand the instructional manuals provided for their use. This manual is provided to clearly explain the expectations the department has for operating this institution. It is designed to protect the staff and youth in our custody.
- B. Failure to adhere to policies and procedures can result in disciplinary action.
- C. KCJC manuals are reviewed at least annually for accuracy by the Juvenile Corrections Manager and/or Director, and documentation of said review and any revisions is maintained in the front of each manual. Each revision of the manual is subject to the approval of the Director.

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Communication: Passdown Log, Unit Log, Record Keeping, Statistics, Reports, Intercoms, Incident Reporting and Reporting Legal Actions

I. Logbooks

- A. The logbooks (office and unit) are official County documents, which may be subpoenaed into Court. It is imperative that entries are accurate, professional, objective and suitable for possible Court subpoena. All logbook pages must be numbered.
- B. Log entries are to be made when a staff wants something recorded for present or future reference. They alert staff to possible dangerous conditions, unstable youth, equipment failures, procedural changes, and other vital information.
- C. Typical entries include:
 - 1. Admissions/releases
 - 2. Notification to parents regarding booking, use of force and serious injury.
 - 3. Strange or noteworthy behavior patterns of youth
 - 4. Important Departmental announcements with relevance to the Juvenile Center.
 - 5. General behavior pattern of the group:
 - a. When youth on room placement were exercised and counseled
 - b. When meals are refused
 - c. Other pertinent information
 - 6. All entries must be legibly written or printed, and shall include the following:
 - a. Date (each day is clearly marked on the page and all entries below that date pertain to that certain day)
 - b. Time (in left margin)
 - c. The initials and call number of the person who makes the entry (in right margin)
 - d. Particulars as to time, place, persons involved, outcome, etc.
- D. A unit logbook is to be kept in each unit. It is never to be viewed by the youth.

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II. Institution Record-keeping, Statistics, and Communication/Correspondence

The following records, statistics, and communication/correspondence systems are maintained to ensure efficient operation of the facility; legal and proper care of youth; maintenance of individual youth records; supply of information to the Juvenile Court and those authorized by the court or by the law; and release of information regarding youth.

A. Records and statistics:

1. Juvenile Center/Programs Report (Monthly/Quarterly)
2. BSCC Juvenile Detention Profile Survey (Monthly/Quarterly)
3. BSCC Camp Population Report (Monthly)
4. Juvenile EMS Report (Monthly)
5. Use of Force Report (Monthly)
6. Juvenile Institutions Report
7. BSCC Crowding Assessment Report
8. Bed Days Report
9. CPOC JPCF Allocation Report
10. 777 WIC Analysis Report
11. Incident Report Review

B. Institution logs/Rosters

1. Passdown Log
2. Unit Log
3. Observation Log
4. Control Log
5. Fire & Life Safety Building Inspections
6. Shift Assignment Log
7. Emergency Drill Log (fire/earthquake/evacuation drills)
8. Visitor/Guest Log
9. Transportation Log

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10. Authorized Visitation Log
11. Group Class Roster
12. Daily Roster
13. Daily Admission Roster
14. Money Box Log

C. In addition to the above, information is communicated throughout the facility via Incident Reports, the Spillman Detentions Management System, the Passdown Log, e-mail (Outlook), directives, and memos.

D. Case confidentiality

Juvenile Probation records, including all petitions filed, reports of the Probation Officer, and all other documents contained in the file that are submitted to the Court may be inspected by the following:

1. Court personnel
2. The youth who is subject of the proceedings
3. The youth's parents or guardian
4. The attorneys for those parties
5. Any other person designated by Section 827 et. seq. Welfare and Institutions Code
6. District Attorneys in conducting a criminal investigation
7. Child Protective Services in conducting dependency proceedings
8. School official pursuant to the provisions of Sections 827(b) (1) through 827(e) W&I Code.

Probation files on occasion are subject to a Subpoena Duces Tecum, which is a legal document to produce records. When such a subpoena is received, the Director must be notified immediately. If the Subpoena Duces Tecum is signed by a Judge and the requests for records are ordered to be delivered to Court either by mail or in person, the subpoena must be obeyed. If the subpoena has been issued by an attorney, law firm, or process server, the requestor should be notified that the information may not be released except in compliance with a valid court order. In most cases, a Subpoena Duces Tecum is delivered directly to the Juvenile Services Unit at the Kings County Probation Department.

E. Any Probation, facility, or Court documents released as outlined in section D above shall be documented in detail in the youth's case file.

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F. Purging of Probation records

Probation records may be purged 5 years after the termination of probation/ Juvenile Court jurisdiction and 8 years for Division of Juvenile Justice (DJJ) cases.

III. Reports and Memos

A. Incident Reports

Incident Reports shall be filed to report the following:

1. Youth voluntarily returned to room.
2. Medical isolation and/or other medical conditions that limit, restrict, etc., the youth's full participation in normal activities.
3. Accidents and injuries occurring on institution property to youth, other persons, and staff (Incident Reports, Occupational Injury Form, Workers' Compensation Benefit forms, and Auto/Other Liability Notice are to be completed as appropriate), as well as other situations or incidents that pose a potential liability to the county. These reports are to be submitted to the Kings County Juvenile Center (KCJC) Director by the end of the shift during which the incident occurred.
4. Reports must be filed concerning any unusual or significant matter. When in doubt, staff should confer with their supervisor as to the necessity for filing a report.
5. Reports should indicate who, what, when, where, how, and list witnesses.
6. All reports are to be completed on the Spillman Detention Management System. Incident reports will be maintained on Spillman. Hard copies will be made available to the courts upon request.
 - a. These reports are to be reviewed and approved initially by the shift leader prior to final approval by the Director or Juvenile Corrections Manager.
 - b. If the subject of the incident report affects the operations of the institution, a log entry must be made indicating the fact of the incident report's existence and the consequences it specifies.

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7. Youth are not permitted to read Incident Reports.
8. Youth referred for Mental Health services shall be documented on an Incident Report. If a youth received medical treatment outside the facility, an Incident Report must be completed.

B. Behavioral Summary

1. At times a Deputy Probation Officer (DPO) may request a progress report prior to their completing a Disposition Report for the Court. In such case, a progress report will be prepared. Said report shall be typed and submitted to the DPO requesting information about the youth's behavior while in the KCJC. The DPO may also speak with a JCO regarding a youth's behavior and use information from that interview rather than requesting a formal written report.
 - a. A copy of the written report shall be retained in the youth's file. If information is given to a DPO verbally, an incident report shall be written indicating which JCO provided said information. The incident report shall include the date and approximate time the information was provided.
 - b. JCOs are to record observed behavior. When opinions or conclusions are expressed, they are to be clearly differentiated from observed behavior.

C. Memos

1. For general communications within the county, or between specific persons, e-mail on the computer is the preferred method. However, when written communication is required, memo sheets are available.

D. Requests of youth

1. When a youth requests to see a Probation Officer, a minister or other professional, staff will telephone and/or email the requested agency and inform the requested party to contact the youth, upon approval from the Lead Officer.
2. A youth can also complete a written request to speak to their attorney, Probation Officer, Juvenile Corrections Manager or the Director.

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- a. Under normal circumstances staff are not to call Probation Officers for the purpose of immediately placing the youth in contact with the Probation Officer. All requests to speak with a Probation Officer shall be routed through the assigned KCJC Transitional Probation Officer.

E. Request for Medical Attention

1. The confidential medical box, in each unit, is checked by medical staff twice daily.

F. Mental Health Referral/Contact forms

1. The Mental Health Referral form is to be completed and forwarded to Mental Health staff whenever a youth is in need of Mental Health's attention.
2. Staff may also notify Mental Health if a youth is displaying behavior that appears out of the ordinary.

IV. Reporting of Incidents

- A. All incidents, which result in physical harm, serious threat of physical harm, or death to an employee or youth in the KCJC, will be documented in a written report and submitted to the Director by the end of the shift. Any critical incident requiring investigation, follow up and review by the Director shall be submitted immediately, but no later than the end of shift.
1. Incident reports are critical for the accurate collection of information and investigations regarding serious incidents.
 2. Documentation through written reports of incidents provides assistance to staff or facility administrators when called to remediate operations or recount past incidents.
 3. The Chief Probation Officer, Judge of the Juvenile Court, Director and Juvenile Corrections Manager must be notified immediately of any fatalities, serious occupational illness, exposure incident, or serious injuries to staff, contracted personnel or private persons, including youths, injured on our premises. (*Title 15, Section 1340*)

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V. Emergency Communication System

In the case of a facility emergency, staff is to utilize their radios for communication purposes. The Control Clerk shall notify County Dispatch and/or call 9-911 for incidents that require the assistance of the Sheriff or Emergency Medical Personnel. The Control Clerk shall also notify the Director and Juvenile Corrections Manager who will notify the Chief Probation Officer, if deemed appropriate.

A. Radios

1. Radios have been issued to each JCO staff member and one radio issued to Juvenile Support Clerks. The radio is the sole responsibility of each JCO staff member; to include but not limited to, properly handling, charging and reporting any malfunction.

B. Control Cellular Telephone

1. A cellular telephone has been issued for the sole use by Control. In emergency situations, if the radios and/or landline are inoperable, the person assigned to Control will have the ability to contact various resources, including law enforcement, fire, dispatch, Chief Probation Officer, Director or Juvenile Corrections Manager. This cellular telephone is not to leave Control.

VI. Reporting of Legal Actions

The Director will notify the Chief Probation Officer of any legal action pertaining to the KCJC. The Director will submit to the Board of State and Community Corrections (BSCC), a letter of notification on each legal action pertaining to conditions of confinement filed against persons or legal entities responsible for the operation of the KCJC. The Director will maintain a log of legal actions and notifications.

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Criminal Justice Process For Juvenile Offenders

I. Introduction

- A. This chapter is a brief overview of the Juvenile Justice process for the juvenile offender. As a Juvenile Center employee, the staff has a significant role in the Juvenile Justice system. (*Refer to Chapter 4108*)
- B. Unlawful conduct comes within the provisions of the following codes:
 - 1. Welfare and Institutions Code
 - a. 601 WIC, Status offenses such as truancy, out of control behavior, and running away
 - b. 602 WIC, delinquency proceedings
 - 2. Penal Code
 - 3. Education Code
 - 4. Vehicle Code
 - 5. Fish and Game Code
 - 6. Health and Safety Code
 - 7. Business and Professions Code

II. Chronology of Processing Juvenile Offenders

Law enforcement agencies investigate alleged offenses and collect evidence. (*Refer to Chapter 4108*)

- A. Referrals to Probation
 - 1. Criminal charges, referred to the Probation Department by law enforcement will be submitted via a Pro-190 referral with a citation or crime report. (*Refer to 653.7 and 652 of the Welfare and Institutions Code*)
 - 2. The Probation Officer shall notify law enforcement of the outcome of each referral which could include:
 - a. Close at intake with a letter or meeting with the parent/youth, or referral to a community-based organization
 - b. Informal Probation per 654 WIC
 - c. Referral to the District Attorney for filing of a petition.

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3. The District Attorney has the discretion to initiate proceedings in Juvenile Court in certain cases.

B. Motion to Transfer (MTT)

1. Certain serious violent offenses pursuant to Section 707(b) of the Welfare and Institutions Code qualify for Motion to Transfer by the District Attorney to Adult Court, if the youth is 16 years of age or older at the time of the offense.

C. Detention/Release procedures

1. If law enforcement decides not to release a youth after an investigation, and delivers the youth to the Kings County Juvenile Center (KCJC), law enforcement shall provide the KCJC staff with a concise statement of facts with probable cause regarding law offense(s).
2. For intakes during normal business hours, the Transitional Deputy Probation Officer will review all intake paperwork, including booking sheet and Probable Cause form. The Transitional Deputy Probation Officer will interview the youth and utilize the assessment tool, Noble to determine the youth's risk to reoffend. Additionally, the Detention Risk Assessment Instrument (DRAI) will be used to determine if the youth should be released or remain detained. Once a determination is made, the Transitional Deputy Probation Officer will contact the Juvenile Corrections Manager and/or Director for final approval for release or continued detention. During weekends and holidays, the youth would remain detained in the facility until the next working day in which the intake process would begin.

D. Juvenile Court petition for a detained youth

1. If the youth is detained on a felony per criteria in Section 628 WIC, a Juvenile Court petition must be filed by the District Attorney within 48 hours after being arrested, and the youth shall be brought before the court within 72 hours, excluding non-judicial days.
2. If the youth is detained on a misdemeanor, a Juvenile Court petition must be filed and in court within 48 hours, excluding non-judicial days. However, if the misdemeanor charge involves violence, the threat of violence, or possession or use of a weapon, the petition must be filed and in court within 72 hours, excluding non-judicial days.

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3. Before referring a matter to the District Attorney for review, the Transitional Deputy Probation Officer must thoroughly investigate the matter by conferring with law enforcement, District Attorney, parents, guardian, person standing in loco parentis, the youth, witnesses, etc.
4. A Juvenile Court petition indicates the code section that has been violated, such as Section 459 Penal Code (Burglary), and the 602 WIC designation(s).

E. Supplemental petition

1. A Probation violation (supplemental petition) may be filed if the youth has violated a term of probation (Section 777 WIC), or if a new hearing is requested because of special circumstances (Section 778 WIC). These must be filed and in court within 72 hours of arrest, excluding non-judicial days.

F. Informal Probation (Section 654 WIC)

1. The Probation Officer may place the youth on informal probation in lieu of referring the matter to the DA on selected offenses. (*Refer to 654 WIC*)
 - a. Informal probation cannot exceed 6 months, and must be by consent of both the parent and youth.
2. Nothing in this section prevents a petition from being filed within said 6-month period, if the youth fails to perform adequately on informal probation.

G. Juvenile Court Hearings

1. The Detention Hearing is held to determine where the youth will reside pending the next Court hearing. (*Refer to 631 WIC*)
2. If the Court determines that continuance in the home is contrary to the youth's welfare, the Transitional Deputy Probation Officer shall prepare a case plan within 60 calendar days of initial removal. (*Refer to 636.1 WIC*)
3. The Transitional Deputy Probation Officer must release the youth from custody if the petition has not been filed within the legal time frames, with the approval from the Juvenile Corrections Manager or Director. (*Refer to 635 WIC*)

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4. The Transitional Deputy Probation Officer shall notify the parent/guardian/person standing in *locos parentis*, when a youth is held in custody for more than 24 hours, is released, and no petition is filed. (*Refer to 631(c) WIC*)
5. A Jurisdictional Hearing determines whether the allegations of the petition are true.
 - a. If a youth admits to part or all of the allegations, the matter is then continued to the Disposition Hearing.
 - b. The Probation Officer will submit a Court Report with a recommendation that could include Wardship and reasonable terms and conditions, up to and including placement.
6. If the youth denies all of the allegations and the petition is not dismissed, the matter may be set for a Readiness and Settlement Hearing.
 - a. The Probation Officer, District Attorney, and youth's attorney discuss the petition at the Readiness and Settlement Hearing, and may or may not come to an agreement.
7. If the youth continues to deny the allegations of the petition, even after a settlement conference, a Contested Jurisdictional Hearing is set.
 - a. A trial will be conducted before the Juvenile Court Judge without a jury.
 - b. Juvenile Court proceedings are confidential, and spectators are not allowed. (Exceptions are authorized by certain laws.) (*Refer to 827(b)(1) WIC*)
 - c. This confidentiality prohibits the Probation Officer from discussing the case with people who are unrelated (not party) to the Court process.
8. If all the allegations are found to be untrue, the petition is dismissed.
9. If all or a portion of the petition is found true, a Disposition Hearing will follow within the time limits specified in Section 702 WIC.

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H. Court Reports

1. At the Disposition Hearing, a court report is submitted to the Juvenile Court by the Probation Officer, which includes the social history, offense, victim's statement, school progress, prior record, ability to pay restitution, and a recommendation relative to supervision and treatment.
(Refer to Sections 358, 280 281, 706 WIC)

I. Court Orders

1. The Court may declare the youth to be a Ward of the Juvenile Court pursuant to Section 602 WIC.
2. The Court may order the youth placed on probation not to exceed 6 months under terms and conditions without declaring Wardship (Section 725a WIC). The youth may also be placed on informal probation for a period not to exceed 6 months (654.2 WIC).
3. The youth may be placed in the care and custody of the Probation Officer to reside with his/her parents/guardian/person standing in loco parentis, relatives, or foster parents under specific terms and conditions.
4. Extra-parental placements such as private institutions or the Division of Juvenile Justice (DJJ) may be ordered when deemed appropriate.

J. Section 707 WIC

1. A youth may be prosecuted under the general law pursuant to Section 707 WIC, if the youth is 16 years or older, and meets any of the criteria specified in this section.
 - a. If the youth is found to be unfit as a juvenile through a Court ordered Motion to Transfer hearing.
 - b. Section 707 WIC proceedings must be initiated after a petition has been filed on behalf of the youth, and also before a plea is entered by the youth.
 - c. The Probation Officer will prepare a report and recommendation as it relates to the Motion to Transfer hearing.

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K. Supervision of Court Wards

1. After the youth has been placed on probation by the Juvenile Court, he/she is assigned to a Probation Officer for supervision and to implement a treatment plan.
 - a. Each case is evaluated as to the appropriate level of supervision.
 - b. The Probation Officer works closely with the schools, law enforcement, and other public or private agencies serving youth.
 - c. The probationer is referred to those community programs that best meet his/her criminogenic needs, or as directed by the Court.
2. After the youth has been supervised for an appropriate period of time and has abided/fulfilled the terms and conditions of his/her probation, probation can be terminated by the Court.
 - a. The youth may petition the Juvenile Court to have his/her record sealed after Wardship has been terminated. (*Refer to 781 WIC*)

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Bail Procedures for Motion to Transfer Youth Found Unfit for Juvenile Court Pursuant to Proposition 57 (707 WIC)

I. Procedures

- A. The following procedures have been developed in consultation with the Sheriff's Office staff, and have been approved by the presiding Judge of the Juvenile Court.
1. The Juvenile Court Judge finds the youth is unfit during the course of the Motion to Transfer process for treatment as a juvenile.
 2. The youth is to remain at Kings County Juvenile Center (KCJC) pending an OR/BR bail review or until such time the youth reaches the age of 18. Once reaching age 18 and with the proper Minute Order from the Court, the youth will be transported to the Kings County Jail by Transportation Staff.
 3. The bail transaction will occur at KCJC.
 - a. Verify the Bondsman's license is valid by going to the website: www.insurance.ca.gov. In the drop-down box for "Agents and Brokers", click on "checking license status". Next click on "name search" and enter the name of the bondsman. Only valid names will be displayed on the website.
 - b. Approve the bond by verifying all information including name (must be exact spelling), booking number, case number and charges. After verification, sign approval on the bottom of the bond.
 - c. Make a Bail Log Entry (kept in the cash box) as to receipt of the bond, and lock the bond in the case box.
 - d. A copy of the receipt showing bail has been posted or Own Recognizance authorized must be presented at KCJC upon youth's release.
 - e. Prior to releasing a youth on Own Recognizance or Bail, the Lead Officer must be notified and provide final authorization.
 - f. A copy of the bond should be made and retained in the youth's file.

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- g. The bond will be delivered to the Superior Court Clerks Office the next business day by Transportation Staff.

If a youth is released on Own Recognizance or Bail, KCJC staff will not handle remands or orders for further appearance unless the youth is re-arrested.

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Consular Rights of Foreign Nationals

I. Consular Rights of Foreign Nationals Booked into the Juvenile Center

- A. Every foreign national booked into the Kings County Juvenile Center (KCJC) has the right, pursuant to the Vienna Convention on Consular Relations (VCCR), to notify and talk to a consular officer from his or her nation. (*Refer to 834c PC*) The Probation Department has an obligation under VCCR to notify the youth of this right during intake.
- B. Every foreign national detained in the KCJC has a right to receive visits from consular officers from his or her nation and to be afforded privacy similar to an attorney visit.
- C. A youth's immigration status has no bearing on this right. Legal and illegal immigrants have the same right of consular contact.

II. Notification to Youth of Consular Rights

- A. Foreign youth fall into two classes: "Right to Notify Country" and "Mandatory Notification Country"
 - 1. Citizens of "Right to Notify" countries will be provided a "Statement of Right to Notify Consular Official" form. (*To download a form, go to www.travel.state.gov under "Consular Notification and Access."*) The youth should read and sign the form indicating whether or not he/she desires to have his/her consul notified of his/her detention.
 - 2. Citizens of "Mandatory Notification" countries will be provided a "Statement of Mandatory Consular Notification" form. (*To download a form, go to www.travel.state.gov under "Consular Notification and Access."*) This form notifies the youth that we are obligated by international law to notify the foreign consul that he/she has been detained. The form also notifies the youth that we must make the notification even if he/she protests. The youth should read and sign this form.

The following table lists the "Mandatory Notification" nations:

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Armenia	The Gambia	Mauritius	Slovakia
Azerbaijan	Georgia	Moldova	Tajikistan
The Bahamas	Chana	Mongolia	Tanzania
Barbados	Grenada	Nigeria	Tonga
Belarus	Guyana	Philippines	Trinidad and Tobago
Belize	Hong Kong	Poland *	Turkmenistan
Brunei	Hungary	Romania	Tuvalu
Bulgaria	Jamaica	Russia	Ukraine
China	Kazakhstan	Saint Kits and Nevis	United Kingdom **
Costa Rica	Kiribati	Santa Lucia	U.S.S.R. ***
Cyprus	Kuwait	St. Vincent and the	Uzbekistan
Czech Republic	Kyrgyzstan	Seychelles	Zambia
Dominica	Malaysia	Sierra Leone	Zimbabwe

* Non-permanent residents only

** United Kingdom includes England, Scotland, Wales, Northern Ireland and Islands and the British dependencies of Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Residents of the areas have British passports.

*** Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately above.

3. The youth is not required by law or policy to sign these forms. The intake officer should be sensitive to the youth's concerns (and possible fear) about consular notification, especially in the case of "Mandatory Notification."
 4. The original notification form is to be placed in the office file. A copy of the form is to be forwarded to Juvenile Field Services.
- B. If the youth desires to have his/her foreign consul notified, or if the youth is a citizen of a "Mandatory Notification" country, the intake officer will immediately advise the Lead Officer. The Lead Officer will make notification to the appropriate foreign consul without unnecessary delay. The Lead Officer will prepare a WSR noting the location and nationality of the foreign consul, the name and title of the consular official notified and the date and time of notification. A copy of the WSR will be forwarded to Juvenile Field Services.

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III. Rights of Consular Officers

- A. Consular officers are entitled to visit and to communicate with detained nationals. This is true even if the youth has not requested a visit.
- B. Reasonable access shall be granted to consular officers. Consular officers shall be granted liberal visiting privileges. Requests to visit during the AM or PM shift will be granted. Requests to visit during the graveyard shift are generally unreasonable.
- C. Consular officers are representatives of their national government. They shall be treated with dignity, respect, and courtesy.
- D. The consular officer may ask to meet in private with the national. If the youth objects to a private meeting, the Lead Officer shall be notified immediately. If after conferring with the consular officer and the consular officer insists on a private meeting with the youth, the Lead Officer will notify the State Department Operations Center and request their assistance. (*Refer to Section IV of this Chapter*)
- E. If a consular officer expresses dissatisfaction with the conduct or decisions made by any Probation Department employee, the employee who receives that information shall immediately notify the Lead Officer, who will in turn ensure the KCJC Director is notified via the chain of command.
- F. All contact with consular officers shall be documented in a WSR indicating the name and nationality of the consular officer, the name of the youth involved and the purpose of the contact.

IV. Contacting the United States Department of State

- A. Department of State non-urgent inquiries should be directed to the Office of the Legal Adviser for Consular Affairs, L/CA. Room 5527-A, U.S. Department of State, Washington, D.C.; telephone (202) 647-4415.
- B. Urgent and after-hours inquiries should be directed to the State Department Operations Center at (202) 647-1512.

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Intake, Detention and Release Procedures

I. Intake/Detention – General Overview

Juvenile Correctional Officers (JCOs) make the initial intake decisions regarding bookings for youth referred by law enforcement agencies and Deputy Probation Officers on alleged violations that come within the provisions of Sections 601, 602 and 777 of the Welfare and Institutions Code (WIC), 24 hours per day, 7 days per week. The Transitional Deputy Probation Officer will make the determination as to whether a youth will remain in custody pending Court or will be released to their parent/guardian/person standing in loco parentis, with final approval from the Juvenile Corrections Manager or Director.

The Probation Officer has the authority to arrest and book a youth who is a 602 WIC Ward of the Court into the Juvenile Center for violation of probation/violation of a Juvenile Court order pursuant to 777(a), 778 WIC, and on a 602 Warrant.

II. Detention Criteria

A. 601 WIC (“Status Offense”)

1. Youth falling under the provisions of 601 WIC are “Status Offenders” and are between 12 years of age and 17 years of age; and are being charged with refusing to obey the reasonable orders of their parents, being out of parental control, juvenile curfew violation, truancy or runaway. Absent a court order, youth who fall under the provisions of 601 WIC shall not be booked into the Kings County Juvenile Center.

B. 601 WIC, 654.2 WIC (Informal Probation), 725(a) WIC (Probation without Wardship), 790 WIC (Deferred Entry of Judgment) Status Minors

1. Youth whose probation status is 601 WIC, 654.2 WIC, 725(a) WIC or 790 WIC cannot be booked into the KCJC for a violation of probation unless the detention is authorized pursuant to an order of the Juvenile Court.

C. 602 WIC (Criminal Law Violations)

1. Any youth who is between 12 years of age and 17 years of age, inclusive, for a violation of any law of this state or of the United States.

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- a. Prior to accepting a youth for booking at the KCJC, the JCO shall verify the youth's age falls between 12 and 17 years of age, inclusive, and the law violation includes confinement time. (*Refer to Section 602(a) of the Penal Code.*) If a crime is listed as a "misdemeanor" but no specific confinement time is indicated, the confinement time is six months. (*Refer to Section 19 of the Penal Code.*)

- b. Any youth who is under 12 years of age when he or she is alleged to have committed any of the following offenses is within the jurisdiction of the juvenile court and can be booked in the KCJC. (*Refer to Section 602(b) of the Penal Code.*)
 1. Murder;
 2. Rape by force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
 3. Sodomy by force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
 4. Oral copulation by force, violence, duress, menace, or fear of immediate and unlawful bodily injury; and
 5. Sexual penetration by force, violence, duress, menace, or fear of immediate and unlawful bodily injury.

- c. If a crime is not identified as a misdemeanor or felony and only carries a potential fine, it is an infraction and the youth shall not be booked into the KCJC.

D. Section 628 WIC

Section 628 WIC outlines the facts regarding the "Grounds for Detention" and states that youth shall be released to a parent or guardian, or responsible relative unless:

1. The youth is in need of proper and effective parental care or control and has no parent, legal guardian, or person standing in loco parentis or has no parent, legal guardian, or person standing in loco parentis willing to exercise or capable of exercising that care or control; or has no parent, legal guardian, or person standing in loco parentis actually exercising that care or control.

2. The youth is destitute or is not provided with the necessities of life or is not provided with a home or suitable place of abode.

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3. The youth is provided with a home which is an unfit place for reason of neglect, cruelty, depravity or physical abuse by either the parents, or the legal guardian or person standing in loco parentis in which custody or care is entrusted.
 - a. Youth are not to be released to parents/guardians/persons standing in loco parentis when the home has been deemed unfit. If there is evidence of child abuse, the youth are not to be released to the accused party.
 - b. Staff is to document in an Incident Report and in a Suspected Child Abuse Report NCR Form SS 8572 (SCAR) (*Refer to Attachment 4108-A*) all suspected abuse cases and notify the proper law enforcement agency and Child Welfare Service/Child Protective Services. Staff will notify the Director and Juvenile Corrections Manager by the next working day.
4. Continued detention of the youth is a matter of immediate and urgent necessity for the protection of the youth or is a reasonable necessity for the protection of the person or property of another.
5. The youth is likely to flee the jurisdiction of the court.
6. The youth has violated an order of the Juvenile Court.
7. The youth is physically dangerous to the public because of a mental or physical deficiency, disorder or abnormality.

E. Court Orders

1. The youth may be detained by issuance of a Court Order or Court Remand ordering the youth to be detained in the KCJC.

F. Warrants

1. A warrant or abstract of a warrant for the youth's arrest is presented by the arresting officer.
 - a. The Intake Officer must verify that the warrant or abstract is complete and "valid on its face."

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- i. The youth is clearly identified by name, date of birth and/or other unambiguous identifying information
 - ii. The warrant is issued by the Superior Court and is signed by a Superior Court judge.
 - iii. The name and location of the Superior Court is listed on the warrant.
 - iv. The charge on the warrant alleges a law violation that has confinement time, a 777(a) (2) WIC Violation of Probation, a 602 WIC Violation of a Court Order or failure to appear in court.
- b. All juvenile warrants are no bail warrants.
- c. If the charge on the warrant is 601 WIC or 300 WIC or a Vehicle Code infraction, the youth cannot be booked into the KCJC.
2. Out-of-State Juvenile Court Warrants

The laws concerning what offenses are classified as crimes (602 WIC) or “Status Offenses” (601 WIC) and the authority to book a youth into either secure or non-secure custody for “Status Offenses” varies from state-to-state.

a. Out-of-State Juvenile Court “Criminal” Warrants

- i. Prior to accepting custody of a youth for booking into KCJC under the authority of an Out-of-State 602 WIC Warrant, the arresting officer will provide a copy of the warrant or a teletype verifying said warrant and the Intake JCO shall call the requesting jurisdiction for the purpose of determining our authority to detain the youth and that the following criteria are met:
 - 1) That the person named on the warrant is under the age of 19 years old and subject to the jurisdiction of the Juvenile Court.
 - 2) That the warrant charges the youth with an offense of equal status to a California 602 WIC offense (criminal offense) and that the youth would be detained in a secure facility in their state.

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- 3) That the requesting jurisdiction will immediately provide the KCJC with a copy of the Warrant Abstract.
 - 4) That the requesting jurisdiction wishes the youth held in secure detention on the warrant pending return to their jurisdiction.
 - 5) That the requesting jurisdiction is willing to transport the youth to their state upon the completion of all local court proceedings.
 - a) The Out-of-State Warrant will need to go to court within 48 hours for a detention hearing/extradition hearing (excluding non-judicial days).
 - b) Juvenile Court Services will notify the California Interstate Compact and calendar an Extradition Hearing in Juvenile Court.
 - c) Upon the completion of the Interstate Compact process and the Extradition Hearing(s), the Juvenile Court will issue a court order that specifies the disposition of the matter, when the youth will be available for transportation, to whom the youth is to be released and the maximum time that the youth can be detained pending transportation.
 - ii. If these criteria cannot be met, the Intake JCO at KCJC will direct the arresting officer to contact CPS for suitable placement.
- b. Out-of-State Juvenile Court “Status Offense” Warrants
- i. Prior to accepting custody of a youth for booking into the KCJC under the authority of an Out-of-State Status Offense Warrant, the arresting officer shall produce a copy of the warrant or a teletype verifying said warrant and the Intake JCO shall call the requesting jurisdiction for the purpose of determining the authority to detain the youth and that the following criteria are met:
 - 1) That the person named in the warrant is under the age of 18 years old and subject to the jurisdiction of the Juvenile Court.
 - 2) That the requesting state’s statutes forbid youth to be housed in a secure detention facility for “Status Offenses” that are defined under California law in section 601 WIC.

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- 3) That the requesting jurisdiction wants the youth held in a non secure shelter and will immediately provide the KCJC with a copy of the warrant.
- 4) That the requesting jurisdiction is willing to transport the youth to their state upon the completion of all local court proceedings.
 - a.) The Out-of-State Warrant will need to be in court within 48 hours for a detention hearing.
 - b.) Juvenile Court Services will notify the California Interstate Compact and calendar an Extradition Hearing in Juvenile Court.
 - c.) Upon the completion of the Interstate Compact process and the Extradition Hearing(s), the Juvenile Court will issue a court order that specifies the disposition of the matter, when the youth will be available for transportation, to whom the youth is to be released and the maximum time that the youth can be detained pending transportation.
3. If these criteria cannot be met and there is no parent/guardian/person standing in loco parentis in our jurisdiction to whom we can release the youth, the JCO at KCJC will direct the arresting officer contact CPS.
 - a. The Intake Officer will ensure that Juvenile Court Services is notified that an out-of-state warrant exists, explain the reasons why the booking criteria was not met, that there was no parent or guardian/person standing in loco parentis to whom the youth could have been released to and that the youth was booked at the designated non-secure detention facility under the authority of 601 WIC.

G. Undocumented youth

Intake procedures on suspected undocumented youth are handled as any other intake.

1. If the youth does not meet booking criteria, he/she will be released from custody. If the youth is believed to be undocumented, KCJC staff will not delay his/her release.

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2. If a youth is booked into custody by ICE agents utilizing an ICE detainer in order to affect a jurisdictional transfer, appearance as a material witness or for return to his/her lawful residence or country of citizenship, the youth may be held in custody for a period not to exceed 24 hours. It is not necessary to house the youth separately from other youth.

H. House Arrest/EMS violations

1. Youth may be booked into the KCJC for violating their electronic monitoring home detention conditions. These should be booked in as an “EMS roll-up” utilizing the original charges reflected in the youth’s KCJC file. The Transitional Deputy Probation Officer will make the determination whether the youth will be charged with a Violation of Probation on the next working day.

I. Probable Cause

1. Statement of Probable Cause

- a. The arresting officer must submit a concise and factual written Statement of Probable Cause for all new law violations. It is not necessary if the youth is being detained for Violation of Probation (777 (a) (2) WIC) or under the authority of a Warrant of Arrest (626 (d) WIC).
 - i. In the case of a warrant arrest, probable cause was reviewed by a judge prior to issuing the warrant.
- b. The Intake JCO should carefully review the Statement of Probable Cause for completeness and accuracy. It should clearly identify the youth, when and where the alleged offense occurred, specify the time that the detention began in the field, identify the elements of the alleged offense and briefly describe the evidence supporting the reasons why the officer believes the detained person committed the offense.
- c. The Statement of Probable Cause must be reviewed by a Superior Court Judge within 72-hours of the arrest – not the booking time. The 72-hour period includes weekends, holidays and “dark days” when court is not in session.

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- i. On weekends, holidays and “dark days,” a Superior Court Judge may be called at home to review the Statement of Probable Cause if the 72-hour period will expire before the next day that the court is in session. There is a designated on-call Superior Court Judge available at all times when the Court is not in session.
 - ii. It is important that the Intake JCO keep this 72-hour limit in mind. If the 72-hour period will expire on a valid court day but before a judge is on duty, a judge shall be called at home to review the statement.
 - iii. If the 72-hour period expires without proper review by the Court or if the Judge determines, upon review, that there is insufficient probable cause, the youth must be released from custody.
- d. The review of the Statement of Probable Cause by the Intake Officer is designed to assist the arresting officer and the judge to assure that a complete and accurate statement is submitted to the Court.

J. Live Scan and digital photograph

1. As part of the intake process and before a youth is housed in the units, the Intake JCO shall Live Scan fingerprint and digitally photograph every youth who is booked into KCJC for a 602 WIC-related offense, including but not limited to, new law violations, violation of probation (777(a)(2) WIC), court remands or court-ordered commitments.
 - a. Exceptions:
 - i. Youth whose only charge is 647(f) PC – Public Intoxication are not to be Live Scan fingerprinted.
 - 1) If there are charges in addition to 647(f) PC, the youth shall be Live Scan fingerprinted but the 647(f) PC charge is to be deleted from Live Scan demographics.
 - ii. If the youth has a recent digital photograph on file that is representative of his or her current facial features, it may not be necessary to take a new photograph. However, digital photographs should be updated if the most current one is older than a year.

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K. Types of property retained by KCJC

1. The retention of youth property at the KCJC should be kept to a minimum. After intake, every effort should be made to release all property, except a change of clothes to the parent or guardian/person standing in loco parentis.
2. Clothing that is kept within the facility and is infested with vermin and ecto-parasites shall be cleaned/laundered and stored in a closed container as to eradicate or stop the spread of vermin.
 - a. Minimum youth property can include shoes, socks, pants, underwear, and shirt.
3. Money/Checks/Valuables
 - a. Enter money/checks and/or itemized valuable jewelry on the Spillman case management system.
 - b. Place itemized money/checks in the secured money box and valuable jewelry and other personal property in an envelope or property bag and retain in the designated secure property locker.
4. Release or receipt of property after detention of youth (parents and law enforcement)
 - a. Parents may, from time to time, either bring property to the KCJC (prior to the youth being transported to placement, for instance) or respond to the KCJC to pick up property after their child has been detained. All property received or released must be accounted for on the in the Spillman case management system where appropriate. If property is released, the youth is to sign the form acknowledging his/her property has been released to a parent/guardian/person standing in loco parentis.
 - b. Law enforcement or Probation Officers may, from time to time, appear to seize property for evidence. This does not require a search warrant. All property seized by law enforcement or Probation Officers is to be accounted for on the Personal Property form via Spillman. The officer receiving the property is to sign for the property.

III. Intake/Booking Assessment

- A. Condition of youth at Intake (intoxication, medical condition (injuries), condition of mental health)

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1. Upon law enforcement's arrival at the KCJC with a youth for admission, the intake JCO shall contact the NaphCare nurse to medically clear the youth prior to acceptance of the booking. If there is no nurse on-duty at the KCJC, the charge nurse at the main jail shall be contacted to provide the medical clearance.
2. If NaphCare determines the youth is in such a condition that s/he is unable to care for his/her safety, then the youth should not be accepted until treated and cleared by the Adventist Health Medical Center ER staff.
 - a. The Intake JCO shall prepare an Incident Report documenting when, why and what hospital the youth was taken to for the medical clearance.
3. After a youth is booked and admitted into the KCJC, any subsequent medical diagnosis and/or treatment requiring transportation and supervision will be the responsibility of the KCJC/NaphCare staff.
 - a. The Intake JCO shall prepare an Incident Report documenting when, why and what hospital the youth was taken to for the medical clearance.
4. Any youth who is admitted while under the influence of drugs and/or alcohol shall be placed on "MED-ISO" status and the youth shall be placed on an observation watch. The youth will remain on "MED-ISO" until the Lead Officer is satisfied (by direct observation and evaluation) that the youth is sober, is able to care for his/her safety and does not pose a threat to the safety and security of the institution.
 - a. The Lead Officer shall prepare a Medical Referral and an Incident Report to document the reason for the "MED-ISO" status.
 - b. When the youth is cleared from "MED-ISO," the completed Observation Log (*Refer to Attachment 4108-B*) is to be forwarded to the KCJC medical staff. The Lead Officer will modify the roster to take the youth off "MED-ISO".
5. Whatever the nature of the intake charge, youth who are suspected to be under the influence of drugs, controlled substances and/or alcohol shall be cleared at a hospital prior to admission.

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- a. The arresting officer may not be booking the youth for 647(f) PC – Public Intoxication or 11550(a) H&S – Under the Influence of a Controlled Substance even though the youth appears to be under the influence. The issue in these cases is not the charge. The important issue is the medical condition of the youth.

6. Injuries noted during Intake

- a. During the intake process, staff will, without violating the Strip Search policy (*Refer to Chapter 4111 – Searches*), inspect all youth for injuries. Injuries are to be documented in Spillman as a log entry or Incident Report. A Medical Referral will be submitted with the Incident Report.

B. Mandated Child Abuse Reporters 11165.7 PC

Peace Officers are mandated child abuse reporters. When a youth shares information or when information comes to light that causes staff to know or reasonably suspect that the youth has been the victim of child abuse or neglect, staff shall report the suspected incident of abuse or neglect to County Welfare Services (CWS) via the Suspected Child Abuse Report (SCAR) form.

1. Notification and Documentation Pursuant to Section 11166(a) PC.

- a. Staff will immediately call the CPS and report the suspected abuse. CPS Staff will be notified that the written documentation is being forwarded to them. In addition to contacting CPS, there may be instances when immediate action by law enforcement is required. In these instances, staff will place calls to both agencies.
- b. Staff will complete the SCAR prior to the end of their shift. After completing SCAR, staff will retain the yellow copy and submit the top three to CPS via interoffice mail. Staff will also provide a copy to the youth's Probation Officer of record.
- c. In addition to the mandatory reporting requirements, staff will:
 - i. Immediately notify the Lead Officer;
 - ii. Write an Incident Report; and
 - iii. Complete a Mental Health referral and if necessary a Medical referral.

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C. Classification for youth housing/search and/parental notification

1. The safe housing of any youth should be based on a summary evaluation of intake information and any pre-existing facility or probation documentation. Sexual orientation and/or transgender identification will not be the sole factor considered when determining search and/or housing decisions, including “no bunking” status. Unless there is specific authenticated information regarding why a youth should not be housed with other youth due to safety issues/concerns, all youth will be treated the same with regard to search and/or housing decisions regardless of sexual orientation and/or gender identification.
2. The Lead Officer shall take immediate steps to notify the youth’s parents, guardian or a person standing in loco parentis that the youth is in custody and the location of the facility where he or she is detained. (*Refer to 627(a) WIC*)
 - a. If it is determined, reported or disclosed that the youth is related to or is affiliated in the community in such a way that would require further classification, the Lead Officer shall notify the Juvenile Corrections Manager or the Director (i.e. parent or relative is a law enforcement officer, judicial officer, or other individual whose status or name recognition may potentially impact the safety & security of the facility.)

IV. New Admissions Unit Processing

- A. JCO staff shall demonstrate respect and humane engagement with youth during the intake process. JCO staff must understand the admission process may be traumatic to the youth who may have already experienced various forms of trauma. The admittance process shall include the following:
1. Access to two free phone calls within one of hour of admittance (*Refer to 627 WIC*);
 2. Offer a shower;
 3. Documented secure storage of personal belongings;
 4. Offer of food upon arrival;
 5. Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;

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6. Screening for the risk of sexual abuse within 72 hours of admission based on the following;
 - a. Prior sexual victimization or abusiveness, current charges and offense history, age;
 - 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;
 - c. Level of emotional and cognitive development; physical size and stature;
 - d. Mental illness or mental disability; intellectual or developmental disabilities;
 - e. Physical disability; the youth's perception of vulnerability; or any other information about the youth that may indicate heightened needs for supervision or additional safety precautions.
7. Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability (*Refer to Title 15, Section 1413*);
8. The youth to be housed in the least restrictive environment;
9. For post-dispositional youth, JCO staff will advise the youth of the estimated length of stay, and the program guidelines.
10. JCO staff shall be respectful and provide equitable treatment of transgender and intersex youth by:
 - a. Respecting 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. The use of gang or slang name or names that may compromise facility operation as determined by the Director and/or Juvenile Corrections Manager are prohibited and the decision shall be documented;
 - b. JCO staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and provide the youth with institutional clothing and undergarments consistent with their gender identity;

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- c. In determining the housing location of youth, JCO staff will house the youth in the unit that best meets their individual needs and promotes their safety and well-being. Staff shall consider the youth's preferences; as well as, any recommendations from the mental health provider;
- d. Ensure that transgender and intersex youth have access to medical and mental health providers qualified to provide treatment.

B. Youth clothing control

1. Upon admission, if a youth's clothing is dirty or soiled it will be laundered. If it is infested with vermin, contaminated, etc., said clothing is placed in a designated contaminated provisions red bag and laundered. The clean clothing is then stored in the youth property storage area until the youth is released.

Upon admission, if a youth's clothing is not contaminated or infested with vermin, it is stored in the youth property storage area.

2. During the admission process, the Intake JCO will place a copy of the Personal Property List in the youth's property bag.
3. Youth are not allowed access to their personal clothing during their confinement.
4. The following items are kept in the secure property storage in the front office/Intake Area:
 - a. Belts, clothing, cell phones, suspenders, jewelry, and etc.
5. Youth may not exchange or give away any personal property.

V. Youth Orientation, Rights and Juvenile Center Rules

- A. Upon intake, each youth is given a Youth Handbook (*Refer to Attachment 4108-D*) of the KCJC rules and relevant information. If the youth has any questions, he/she can speak with the intake officer. A Spanish language version is also available. If the youth cannot read or comprehend the material, staff will read and/or interpret the material to the youth. After this is completed, the youth signs that he/she has read the material and understands it. Each signed copy is kept in the youth's unit file.

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1. Orientation will include information that addresses (*Refer to Title 15, Section 1353*):
 - a. Facility rules including contraband and searches and the disciplinary procedures (*Refer to Title 15, Section 1391*);
 - b. Facility positive behavior interventions and supports; including behavior expectations, incentives that youth will receive for complying with facility rules, and sanctions that may result when youth violate the rules of the facility;
 - 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;
 - d. Identification of the chain of command and the role of each position;
 - e. The grievance procedure, the steps that must be taken and the youth's right to be free of retaliation for reporting a grievance. Also, the name and title of the person who will resolve the grievance (*Refer to Title 15, Section 1361*);
 - f. Access to legal services (*Refer to Title 15, Section 1377*) and information on the court process;
 - g. Routine and emergency health (*Refer to Title 15, Section 1400*) and mental health care (*Refer to Title 15, Section 1437*) and dental services (*Refer to Title 15, Section 1435*);
 - h. Access to educational (*Refer to Title 15, Section 1370*), religious services (*Refer to Title 15, Section 1372*) and recreational activities (*Refer to Title 15, Section 1371*);
 - i. Housing/Unit assignment;
 - j. Opportunity for personal hygiene and daily showers (*Refer to Title 15, Section 1486*); including the availability of personal care/hygiene items (*Refer to Title 15, Section 1485*);
 - k. Rules and access to correspondence (*Refer to Title 15, Section 1375*), visits (*Refer to Title 15, Section 1374*) and telephone use (*Refer to Title 15, Section 1376*);
 - l. Availability of reading materials, programming and other activities; (1437)
 - m. Facility policies on the use of force, use of restraints and chemical agents and room confinement.
 - n. Immigration legal services;
 - o. Emergencies, including evacuation procedures;
 - p. Non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;
 - q. Availability of services and programs in a language other than English, if appropriate;
 - r. The process for requesting different housing, education, programming and work assignments;

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- s. A process for which parents/guardians/person standing in loco parentis receive a Parent Handbook (*Refer to Attachment 4108 – E*), in both English and Spanish, 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;
- t. A process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities;
- u. Three meals a day; and one snack (*Refer to Title 15, Section 1460*);
- v. Clean clothing that is appropriately fitted, in good repair and stain free (*Refer to Title 15, Section 1480*);
- w. Clean, laundered, suitable bedding and linens in good repair (*Refer to Title 15, Section 1500*)

VI. Release Procedures

- A. The primary responsibility for releasing youth from custody is that of the Lead Officer and/or Director or Juvenile Corrections Manager.
- B. Prior to releasing any youth from custody, transferring any youth to another facility, or transporting any youth to placement, the Lead Officer shall personally verify that there is proper authority to release, transfer or transport the youth. The following checklist will serve as a guideline for making release decisions.
 - 1. Refer to the Court Order (Minute Order)
 - a. Verify that the person named in the Court Order is the same as the youth being considered for release.
 - b. Verify that the day of the pending release is the same date as referenced in the Court Order.
 - i. Some Court Orders specify a specific date and time of release.
 - ii. Some Court Orders specify that the youth is to remain in custody for a specific number of days with credit for predisposition time served.
 - c. If the Court Order does not forbid Early Release Credit, verify that the Early Release Credit was properly calculated.

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- d. If the Court Order indicates that the Probation Officer has authority to release, contact the KCJC Probation Officer to verify the release has been authorized, and if so, under what conditions.
 - e. Verify to whom the youth is to be released, if someone other than the parent(s)/guardian(s)/person standing in loco parentis.
 - f. If no Court Order is found, it may be that there is no authority to release the youth. No youth is to be released without proper authorization.
 - i. If the youth has been in custody for 72 hours or more (excluding weekends, holidays and “dark days” for the Court), verify that the youth has been to court. A copy of a remand, a call to the Juvenile Court Officer and/or the Juvenile Services Unit may be necessary to obtain the most recent Court Order.
 - a) If after inquiring with the Juvenile Court Officer and the Juvenile Services Division, you cannot locate a Court Order, immediately notify the Director or Juvenile Corrections Manager – the youth may be over-detained as he or she may not have had a Detention Hearing in a timely manner.
2. Petition not filed within legal timeframes
 - a. If after checking with the Court and Transitional DPO, it is discovered that a petition will not be filed within the legal timeframes, the youth shall be released from KCJC.
 - b. The KCJC staff will work in conjunction with the Transitional DPO to make arrangements for release.
 3. Verify that no warrants are outstanding
 - a. Check the youth’s file and the IJS computer system. Contact Kings County Sheriff’s Office Records Division and inquire as to any warrants for the youth.
 - i. Occasionally the Warrant File will indicate that a warrant exists but the Sheriff’s Department has no record of the warrant. Check with the Transitional DPO assigned to the youth. The warrant may have been issued by the court but not entered into the Sheriff’s Department system.

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- b. If a valid warrant exists, obtain an abstract of the warrant. The youth is then booked on the warrant. Notify Juvenile Services so the youth can be calendared for Court.
4. Verify that no new criminal charges are pending that would prohibit the release of the youth.
 - a. New charges may not be updated online for several days after Juvenile Investigations receives the new case; check with Juvenile Services.
 - b. A new case does not necessarily prevent the release of the youth. This must be reviewed on a case-by-case basis with the input of the Director and Juvenile Corrections Manager and the youth's Supervising Probation Officer, taking into consideration the youth's probation status and 628 WIC.
5. Ensure the youth's parents/guardians/person standing in loco parentis and school staff has been notified of the time and date that the youth will be released.
6. Pursuant to Section 1324(m) of the Title 15 regulations, upon the youth's release, a transmittal reflecting the youth's date of release shall be forwarded to the Human Services Agency for the purpose of establishing Medi-Cal eligibility and enrollment of the youth. Transmittal Forms (*Refer to Attachment 4108-C*) are available at Control.
7. When appropriate Medical and Mental Health personnel are notified that a youth is being released.
 - c. Staff, including Medical and Mental Health staff will notify the parents/guardians/person standing in loco parentis of any future scheduled Medical/Mental Health appointments and deliver any medications or instructions to the parents.
8. Staff is to inspect the room for any damage which may have been done by the youth, and report any damage to the Lead Officer immediately. The Lead Officer will determine whether the youth should be cited for vandalism depending on the severity of the vandalism.
 - a. Youth will return all KCJC property, strip their beds, and remove books or other items from the room.

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- b. When this is completed, there should be only a mattress and a pillow in the room. It is documented in the Unit log that the room used by the youth has been inspected and cleaned.
9. Release all property to youth
 - a. The youth will sign for his/her property on the Personal Property List written via Spillman.
 - b. Note any missing property on the form and immediately notify the Lead Officer and/or Juvenile Corrections Manager.
10. Parent/guardian/person standing in loco parentis and releasing officer both sign the computer-generated release form. Staff documents all departures, permanent or furloughs, in the Unit and Control log and in the youth's file.
11. If an 18-year-old is being released, he/she may be released without the presence of a parent/guardian/person standing in loco parentis unless otherwise ordered by the Court. The youth shall sign all necessary paperwork him/herself and may have their medication released directly to them.

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Suicidal Behavior

I. Introduction

The health and safety of the youth in the Kings County Juvenile Center (KCJC) is of the highest priority for KCJC staff. The preservation of human life is our most important responsibility. All youth brought into the KCJC may react to detention emotionally, and thus need to be closely supervised at all times.

The intake questions in the Spillman system include questions designed to assess a youth for suicidal ideations, acts, and history. All youth are to be assessed and the Spillman assessment form completed immediately upon the youth's entry into the KCJC. During the intake process, the county medical provider also conducts a complete medical assessment, including the risk for suicide.

A. Suicidal signs and indicators

1. Statements:

- a. Stating an intent to kill oneself;
- b. Alluding to non-specified drastic action;
- c. Alluding to a wish to be dead;
- d. Contemplating the impact of one's death on others;
- e. Expressing apathy about one's life or future;
- f. Expressing severe depression, remorse, guilt, hurt, or rejection;
- g. Indicating a severe inability to cope with detention;
- h. Expressing self-condemnation;
- i. Statements or expressions by others that the youth wants to kill self;
- j. Alluding to immediate or overwhelming family problems; and
- k. Expressing anger and futility over court decisions.

2. Suicidal behaviors:

- a. Recent suicidal ideation or prior attempt(s);
- b. Appears sad and/or distraught;
- c. Withdrawn;
- d. Lack of emotion/flat affect;
- e. Inappropriate responses;
- f. Insomnia or sleeping too long/too often;
- g. Loss of appetite and/or chronic purging;

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- h. Loss of interest in activity;
 - i. Apathy;
 - j. Disorientation, anxiety, or isolation;
 - k. Hyperventilation;
 - l. Dangerous risk taking, carving, or self-mutilation;
 - m. Euphoric behavior after depression;
 - n. Giving away or disposing of personal property; and
 - o. Any other behaviors designed to make others believe there is intent to commit suicide.
3. History/Available information:
- a. Prior identification as a suicide risk;
 - b. Intense feelings of loss of loved one (especially due to suicide);
 - c. Responsibility for the death of a loved one;
 - d. Responsibility or blame for family upheaval;
 - e. Offense resulting in death or catastrophe;
 - f. Proneness for accidents or dangerous acts;
 - g. Self-abusive behavior history;
 - h. Recent loss of a close family relative or friend;
 - i. Significant action by court or recommendation by Juvenile Field Services; and
 - j. Information communicated by the medical provider.
 - k. Communication with the arresting officer regarding the youths past or present suicidal ideations, behaviors or attempts, if known.
 - l. Communication with a parent/guardian/person standing in loco parentis regarding the youths past or present suicidal ideations, behaviors or attempts, if any.

Definition of terms:

1. Suicidal Gestures: Acts, which are not inherently life, threatening but may be symbolic of suicide attempts, such as superficially scratching wrists.
2. Suicide Attempts: Behaviors that result in, or have the potential for, resulting in intentional serious injury or death.
3. Suicidal Ideation: Thoughts about how to kill oneself, which can range from a detailed plan to a fleeting consideration and does not include the final act of killing oneself.

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II. General Overview

The following guidelines and procedures are to be followed when dealing with youth exhibiting any suicidal gestures or ideation.

- A. All Probation and KCJC staff has the authority and responsibility to place a youth on a suicide risk status or to upgrade the level of risk for any identifiable reason.
- B. All suicide threats and attempts are to be taken seriously by KCJC staff.
- C. All suicide signs, threats, gestures, and attempts will be regarded as real and dangerous, even if they appear manipulative, superficial, or lacking serious intent.
- D. All staff will be informed of youth placed on a suicide risk status at the earliest possible opportunity by the Lead Officer verbally and via Incident Report, Unit log, and Pass-Down log.
- E. At no time will a suicide risk status be used as, or treated as, a form of discipline.
- F. A youth's clothing will be forcibly removed only to stop a suicide attempt/gesture/threat, or because the clothing is contaminated and must be removed for the youth's safety.
- G. Lead Officers, the Director, Juvenile Corrections Manager, and the Chief Probation Officer and medical provider will be notified immediately of any suicide attempt. After hours and on weekends, the Director and Juvenile Corrections Manager will be contacted immediately by cell phone.

I. Intake Classification

Youth in the KCJC may contemplate suicide for a variety of reasons. Consequently, the initial intake and assessment process must be closely followed:

- A. At the time of booking intake, if the youth answers 'yes' to any of the questions related to suicidal ideations to either staff or the medical provider, the medical provider shall immediately contact the parent to ascertain additional information regarding the youth's mental health history.

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B. Watch Status

1. If it is determined by the Intake JCO that a youth is actively suicidal, the youth will be placed in a holding cell at Control for observation. The medical/mental health provider will be contacted immediately. An Incident Report will be written prior to end of shift.
2. If a youth is admitted to the KCJC with a prior history of suicide attempts, the medical/mental health provider will be contacted immediately and the youth shall be housed in a holding cell for observation until cleared by Mental Health staff.
3. When a youth is returned to the KCJC from a mental health facility/hospital, the discharge summary information from the hospital will immediately be given to the medical provider. The medical provider will then instruct KCJC staff if the youth is no longer an active risk and what, if any, status reduction and/or reclassification procedures need to be in place.
4. When a youth is placed on Watch Status, a Strip Search Authorization (SSA) (*Refer to Attachment 4111 – A*) shall be completed because the youth is in effect being strip searched each time he/she removes his/her clothing to put on a safety smock. In addition, an Incident Report shall be completed indicating the date the youth was placed on Watch Status, the fact that a SSA was completed, and that the SSA will remain in effect for the duration of time the youth is on Watch Status. This paperwork shall be completed each time a youth is placed on Watch Status.
5. JCO staff shall make efforts to involve the youth in-group and individual activities as indicated by “Full Program” status unless determined to be unsafe. Any deprivation of programs, services or activities must be documented and approved by the Juvenile Corrections Manager or Director.
6. If the youth indicates to the Intake JCO that he/she has had recent suicide gestures or attempts, but does not currently feel suicidal, the youth will be housed in their designated unit, with a referral to Mental Health.
7. If the youth is displaying signs that are indicative of suicidal behavior, but claims they are not suicidal, staff shall immediately contact the medical provider to obtain a mental health evaluation of the youth.

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C. One-On-One Program

In some cases, youth may be sent back from the Hospital or Mental Health Facility and still be a threat to themselves. In these cases, a one-on-one programming may be needed. The Mental Health Provider, Lead Officer, Director, or Juvenile Corrections Manager will make the decision for one-on-one. One-on-One supervision requires the youth to be continuously monitored by at least one staff member until the Lead Officer cancels it.

Protocol of One-On-One Program

1. Additional staff shall be called in, if necessary.
2. One-On-One shall be documented in the Observation Log (*Refer to Attachment 4108 – B*).
3. A full-time JCO shall provide the one-on-one coverage unless the Director or Juvenile Corrections Manager approves the use of an extra help Cored JCO.
4. The One-On-One JCO shall be in direct line of sight with the youth at all times.
5. During sleeping hours, JCO shall be in direct line of sight with the youth, by way of sitting in a chair in the doorway to the youth's room.
6. During the day, One-On-One JCO shall be no more than 10 feet away from the youth. JCO shall be positioned so that the youth's hands can be observed at all times.
7. The youth shall be referred to mental health staff for support and evaluation immediately.
8. One-On-One status shall only be removed upon the direction from the Lead Officer who shall consult with Director, Juvenile Corrections Manager and mental health staff prior to removal.

D. Transport to Emergency Room for 5150 evaluation/hold

In the event a youth is transported to the Adventist Health Emergency Room for evaluation for a 5150 hold and possible transport to a mental health facility, the following protocol shall be followed.

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Protocol for transport to Adventist Health for 5150 evaluation

1. 5150 referrals shall be facilitated through Kings View Counseling Services, who will also prepare the referral documents for Adventist Health to admit the youth. JCO staff will provide a copy of the booking sheet to Kings View, which will be included with the referral documents.
2. The medical provider will arrange for the youth to be transported by ambulance to the Adventist Health Emergency Room.
3. During normal business hours, the JCO Transport Officer will accompany the youth to the Emergency Room.
4. During hours other than normal business hours, the on-call Probation Officer will be contacted and will either follow or meet the ambulance at Adventist Health to provide security.
5. The Probation Department will be responsible for providing security at the hospital until transportation to a designated Mental Health facility is arranged.

E. Suicide – fatal

1. **First Aid:** Provide immediate emergency first aid and contact the county health care provider; continue with first aid until medical assistance arrives.
2. **Ambulance:** Have Control immediately call for an ambulance to transport the youth to Adventist Health Hospital.
3. **KCJC Supervision:** Immediately confine all youth in a secure area, preferably their rooms, so as not to hamper operations. Keep youth away from the scene of the suicide. Conduct 5-minute checks on entire population.
4. **Police:** Immediately contact the Sheriff's Department to aid in emergency and to make a report and investigate incident.
5. **Preservation of Evidence:** Staff is to completely isolate the area in which the youth died. Do not move or remove any items from the youth's room, property locker, etc., until authorized by the Director, Juvenile Corrections Manager or the Chief Probation Officer.

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F. Notifications

1. Immediately call the youth's parents, legal guardians or person standing in loco parentis and advise them to go to the hospital where the youth was taken. Do not tell the parents the youth has died. The Director, Juvenile Corrections Manager, or Chief Probation Officer will inform the parents of the death of their child and the circumstances involved.
2. Immediately notify the Director, Juvenile Corrections Manager and Chief Probation Officer and request their presence at the KCJC.

G. Reporting (*Refer to Section 5021 of the Penal Code*)

The Director or Juvenile Corrections Manager, upon notification of confirmed fatality at the KCJC, will immediately notify the following within two (2) hours:

1. Coroner
2. Sheriff
3. District Attorney
4. County Counsel
5. Risk Management
6. Judge of the Juvenile Court
7. Youth's parents/guardians, or person standing in loco parentis

Within eight (8) hours of discovery of a confirmed death, a supplemental written report shall be submitted to:

1. Coroner
2. Chief of Probation
3. Sheriff
4. District Attorney
5. County Counsel
6. Risk Management

The report shall include all circumstances and details of the death known at the time of the report, the names of persons involved in the death, and all persons with knowledge of the circumstances surrounding the death.

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H. Special Incident Report

1. Staff is to immediately start a log of all telephone calls and activity in and out of the KCJC and identify a staff member responsible for maintaining the log.
2. Write reports noting all specifics, safety checks, times, and efforts made to revive the youth, circumstances that led up to suicide, as well as notification to resource people; time of arrival of people at KCJC, time left, etc.
3. Statements of all staff and volunteers on duty to include other youth who were in the area.

I. Director and Chief Probation Officer review – required reports

A complete medical and operational review of every in-custody death of a youth shall occur. The review team will include the Director, Juvenile Corrections Manager, Chief Probation Officer, Juvenile Center Health Services Administrator and Physician, County Counsel, Law Enforcement, Coroner and District Attorney. A final written report shall be prepared within 10 calendar days after the suicide for submission to:

1. Judge of the Juvenile Court
2. The Attorney General, Department of Justice
3. A copy of the letter submitted to the Attorney General is to be provided to BSCC (Board of State & Community Corrections)

Report shall include:

1. Form letter for reporting resident's death
2. All investigative reports
3. Autopsy reports

J. Supervision of youth

A suicide often upsets the youth and staff alike. Do not give information to youth as to whether the subject is dead. Indicate that he/she is in the hospital. Progress will be reported later. The staff should be cognizant of the remaining youth's behavior and make referrals to the county mental health provider as deemed necessary.

JCOs are to maintain their composure. It is important to the healing process to get back into routine as soon as possible.

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Should the KCJC population be high, the Director, Juvenile Corrections Manager and/or Chief Probation Officer will arrange with the Juvenile Superior Court to release as many youth as possible so that order and control can be retained as soon as possible.

K. Post-trauma intervention

If a youth death occurs, obvious feelings of frustration, anxiety, and sadness will result. This is an important time for staff and other youth to have counseling available so they can express their feelings and sentiments regarding the incident. Immediate defusing should take place as soon as possible after the incident.

Youth will be provided the needed counseling through the medical/mental health provider as needed.

The “wind down” period is very important for staff to collect their thoughts and critique the incident. It also lends itself to an organized and consistent process for beginning the task of investigating the incident and compiling reports. Outside assistance may be available through:

1. Employee Assistance Program
2. County Mental Health Crisis Intervention/Debriefing Teams
3. Private sources
4. Chaplain: May be very helpful in assisting with youth counseling
5. Employees who continue to experience difficulties are encouraged to speak with the Director or Juvenile Corrections Manager for further assistance
6. Employees can also go directly to the County Risk Manager to seek guidance for a possible workers’ compensation claim.
7. Department PEER Support Group.

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Classification

I. Classification for Youth Housing

A classification system relative to a youth's housing needs promotes a safe and secure environment for youth and staff; and will emphasize respectful and humane engagement with youth and reflect that the admission process may be traumatic to youth who may have already experienced trauma. It designates levels of security appropriate for each youth. These statuses are reviewed periodically; enabling the facility to meet the youth's needs and by imposing the least restrictive conditions as practical during the youth's confinement.

The safe housing of any youth should be based on a summary evaluation of intake information and any pre-existing facility or probation documentation. Sexual orientation, youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, gender identity, gender expression, mental or physical disability or HIV status will not be the sole factor considered when determining search and/or housing decisions, including "no bunking" status. Unless there is specific authenticated information regarding why a youth should not be housed with other youth due to safety issues/concerns, all youth will be treated the same with regard to search and/or housing decisions. Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

A. Classification factors shall include, but not be limited to:

1. Offense
2. Legal status
3. Return of warrant cases
4. Demeanor at Intake (threatening, uncooperative behavior)
5. Under the influence of drugs/alcohol at intake
6. Age
7. Gender and Gender Identity
8. Sophistication
9. Physical and emotional maturity
10. Potential for self-injury and/or suicide
11. Medical needs
12. Emotional and psychological factors
13. Gang affiliation
14. Potential for escape and/or violence
15. Suicidal ideation

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After the Lead Officer has reviewed all intake information, the youth will be housed in the least restrictive unit using the following general guidelines:

1. Maximum Security (Max)
 - a. Youth pending Adult Court Proceedings shall be housed in the Max Unit unless specifically cleared for alternative housing by the Juvenile Corrections Manager or Director.
 - b. Youth with an escape charge shall be housed in the Max Unit until such time the Juvenile Corrections Manager or Director deems it appropriate to house said youth in the 200 Section (Medium/Low Security).
 - c. Youth pending a California Department of Corrections and Rehabilitation (CDCR) or Department of Juvenile Justice (DJJ) commitment shall be housed in the Max Unit.
 - d. Youth with a current violent offense or history of violence toward staff and/or other youth may be housed in the Max Unit.
2. 200 and 300 Sections (Medium Security)

Generally youth housed in the 200 and 300 Sections are:

- a. Not considered an escape risk;
- b. Not considered a threat to the safety and security of others, staff or the institution;
- c. Pending placement to an open extra-parental placement or return to parent/guardian/person standing in loco parentis home.

II. Transgender and Intersex Youth

Facility staff is to ensure respectful and equitable treatment of transgender and intersex youth.

- 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. The use of gang or slang names that otherwise may compromise the facility operations as determined by the Juvenile Corrections Manager or Director may be prohibited.

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1. If a gang or slang name is prohibited, the decision along with the basis of the decision must be documented.
- B. Youth shall be permitted to dress and present themselves in a manner consistent with their gender identity. The youth will be provided the institution clothing and undergarments consistent with their gender identity.
- C. Youth shall be housed 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.
1. If a youth is housed in a unit or room that does not match their gender identity, the basis of the decision must be documented.
 2. In determining a housing decision, staff shall also consider the youth's preferences; as well as, any recommendations from the youth's health or behavioral health provider.
- D. Transgender and Intersex youth shall have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.
- E. Staff shall 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 and undressing.
- F. Staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, staff shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.

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Searches: Policy, Definitions and Procedures

I. Introduction

This policy is consistent with Section 4030 of the California Penal Code and Section 1360 of Title 15. These guidelines will serve to prevent the illegal search and seizure of a youth's person or property.

- A. Personal and facility searches are not conducted for harassment or as a form of discipline or punishment, but to maintain a safe facility. Probation is ever mindful of its need to balance the safety and security of juvenile institutions with the privacy and dignity of the youth.
- B. Facility and pat down searches may be conducted as deemed necessary by any Juvenile Corrections Officer (JCO) or Deputy Probation Officer (DPO) on a routine, random or incident-specific basis. The Lead Officer shall be responsible for determining the appropriateness of these routine searches to ensure they are free from harassment.
- C. The authority to conduct strip searches and body cavity searches is derived and restricted by various statutory laws and state regulations, including:
 - 1. The United States Constitution, 4th Amendment
 - 2. The California Constitution, Article I, Section 13
 - 3. California Penal Code, Section 4030
 - 4. Corrections Standards Authority, Title 15 Regulations, Section 1360

II. General Policy

- A. Searches shall be conducted to maintain a safe, secure and healthy environment and to control the entry of contraband into the facility.
- B. The provisions of this section related to strip searches and body cavity searches shall apply to any youth at the Kings County Juvenile Center (KCJC), shall not differentiate between felony or misdemeanor offenses, 777 WIC (Probation violations), or Pre/Post Detention Hearing.
- C. All youth booked into the KCJC for processing and admission will receive an intake search. Circumstances requiring a more intrusive search, in addition to an intake search, must be approved by the Lead Officer, Juvenile Corrections Manager or Director with documentation via an Incident Report and the Strip Search Authorization Checklist (SSAC) (*Refer to Attachment 4111 – A*) relative to reasonable suspicion.

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1. All staff will be sensitive to the fact that some youth have not been searched before and that searches do invade a person's individual space and privacy.
 - a. Clothing exchange, intake showers, and showers prior to the detention hearing will be conducted providing reasonable privacy such as modesty walls, screens, or curtains. At no time will showers or clothing exchange be initiated for the purpose of executing what would amount to a strip search without proper authorization.
2. This policy will be strictly interpreted to allow strip searches and visual body cavity searches only under limited conditions provided in this chapter and by law.

III. Definitions

- A. Intake search: A search conducted by the means of pat-down, metal detector, wand, or clothing search at the time of admission.
- B. Pat-down search: A hand search conducted outside the clothing of a youth.
- C. Strip search: A search that requires the youth to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person. A youth may, if necessary, be directed to squat and cough during a strip search.
- D. Body cavity: For purposes of this policy, the stomach or rectal cavity of a person, and vagina of a female person.
- E. Visual body cavity search: A visual inspection of a body cavity.
- F. Physical body cavity search: A physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.
- G. Reasonable suspicion: Specific and articulable facts to believe a person is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband.

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IV. Pat down, Strip, and Visual Body Cavity Searches

A. Admission/Intake process:

All youth booked into the KCJC for processing and admission will receive an intake search; along with a search with a hand-held metal detector wand. Upon admission, the Lead Officer or their designee will determine whether the youth fits the criteria for a strip search if there are specific factors present to establish reasonable suspicion that will be documented in an Incident Report and a SSAC will be completed by the Intake JCO.

1. The level of search will be documented on the SSAC, and a copy of the SSAC will be placed in the youth's file.
 - a. The youth will be given new undergarments and gym-shorts and t-shirt/top; as well as a jumpsuit shirt and pants. Prior to the youth putting on their jumpsuit, officers may conduct a second pat-down search. Prior to leaving the holding area and escorting the youth to their housing unit, staff will conduct a secondary search with a hand-held metal detector wand. This process will help to assist with contraband control within the facility.

B. Post admission pat down searches /Metal detector searches:

1. Subsequent to admission, all youth shall be subject to a "pat down" search and search with a hand-held metal detector wand under the following circumstances:
 - a. When returning from Court;
 - b. When returning from a visit;
 - c. When returning from an appointment outside the facility, i.e. medical, dental, psychiatric, etc.;
 - d. When returning from a temporary release;
 - e. When returning from furlough or any other activity or status of release that is unsupervised by staff; and
 - f. When returning from school, play yard or dayroom, if deemed appropriate by staff.
2. All pat down searches shall be conducted by a trained JCO staff of the same gender; unless exigent circumstances exist, with basic training in searches provided by the successful completion of 832 PC.

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C. Change of search status after admission:

During the time a youth is in the KCJC, a higher level of search may be conducted if new information and/or situation present themselves. The new information and/or situation must fit the standard criteria for a strip search and have specific factors present to establish reasonable suspicion. All information sustaining a higher level of search will be documented in an Incident Report and a SSAC will be completed.

D. Physical body cavity search:

No youth in the KCJC shall be subjected to a physical body cavity search without a search warrant specifically authorizing the physical body cavity search. All such searches shall be performed by authorized medical personnel assigned to the institution. A sworn staff of the same gender shall be present for security and evidentiary purposes.

1. An Incident Report and the SSAC shall be completed detailing the specific and articulable facts and circumstances upon which the authorizing Officer established reasonable suspicion to request and secure the search warrant.
2. Documentation within the Incident Report of an authorized physical body cavity search shall include: the authorizing magistrate and date of the signed search warrant; time, date and place of the search; the name, title, and sex of the medical personnel conducting the search; and a statement of the results of the search, including a list of any items removed from the person searched. The search warrant shall be retained in the youth's file. All physical body cavity searches will be logged in a strip search/body cavity search log and/or database by date, youth name, admitting offense, requesting supervisor, and authorizing magistrate.

V. **Strip Searches**

A. Guidelines

The following search guidelines will determine whether a youth fits the criteria for a strip search. Strip searches will be authorized by the Lead Officer, Juvenile Corrections Manager, or Director.

1. Upon the admission of a youth to the KCJC, the Intake Officer shall assess the nature and circumstances of the alleged offense to determine if there is reasonable suspicion to authorize a strip search.

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2. Reasonable suspicion for purposes of this policy is defined as specific and articulable facts to believe a youth is concealing a weapon or contraband, and that a strip search will result in the discovery of the weapon or contraband. An officer must have specific knowledge of facts, which although are not direct, would cause a reasonable person knowing the same facts to make the same conclusion.
 3. If reasonable suspicion for a strip search cannot be established, officers shall conduct a routine intake search via a pat-down search and a metal detector or wand search.
 4. Pre-detainment showers: Youth who have already been declared 602 youth or have been alleged to have committed felonies, offenses involving weapons and controlled substances or weapons offenses are not required under the statute (4030 (f) PC) to have privacy showers.
- B. Specific factors to establish reasonable suspicion
1. Prior to conducting a strip search, the Lead Officer must complete a SSAC.
 2. The following specific factors that support reasonable suspicion include but are not limited to:
 - a. The present offense or prior criminal history includes possession of weapons or controlled substances.
 - b. The youth has a documented history of concealing contraband/drugs or weapons beneath their clothing while previously detained in this or any detention facility.
 - c. If during the course of an arrest/intake pat down search arresting officer/intake staff find concealed drugs or weapons.
 - d. Staff observation of unusual conduct/behavior, furtiveness, excessive nervousness, and the youth provided evasive or contradictory answers to questions during the intake process.
 - e. Staff members/arresting officer observe behavior that indicates a youth is attempting to conceal any mood altering substance, drug paraphernalia, weapons, or any other contraband on their person.

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- f. Staff members receive information from a reliable source that a youth has used a controlled substance or other mood-altering product within the previous 24 hours or is possibly concealing drugs, weapons, or other contraband on their person.
- g. Staff members are made aware that a specific item that could be used as a weapon is missing within the KCJC, and the youth has had reasonable access to the area from which the item is stored or kept.
- h. Discovery of incriminating articles/contraband in less obtrusive searches.
- i. Past conduct in the facility, e.g., assaultive behavior, contraband, self-mutilation, suicide ideation, gestures, or attempts.

C. Conducting strip searches:

All strip searches shall be conducted only after satisfying the reasonable suspicion factors described in Sub-section B of this Section and upon approval from the Lead Officer, Director, or Juvenile Corrections Manager.

1. The Lead Officer shall complete the SSAC and an Incident Report shall also be completed detailing the specific and articulable facts and circumstances which established reasonable suspicion. The SSAC will be placed in the youth's file, and a copy of the approved SSAC will be placed in the Strip Search Master File located at Control.
2. The Incident Report of an authorized strip search shall include the date, time and place of the search, the name and sex of the person conducting the search and a statement of the results of the search, including a list of any items removed from the person searched.
3. Persons conducting a strip search shall not touch the breasts, buttocks, or genitalia of the person being searched.
4. All persons conducting or present during a strip search shall be of the same gender of the person searched.
5. All strip searches shall be conducted in an area of privacy, out of view of other persons not participating in the search. Strip searches shall require two staff of the same sex to be present.

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VI. Contraband Control

- A. Preventative measures to control the entry and movement of contraband into the KCJC, such as weapons, drugs, etc., shall be established to ensure the safety of youth and staff. Staff must be aware of what items are authorized in youth's rooms. Preventative measures shall include, but not be limited to, routine and random searches of youth, their rooms, and the living units.
- B. Youth returning from furlough (temporary release) may be subject to a strip search or visual body cavity search based on articulated reasonable suspicion.
- C. Contraband is loosely defined as any item/substance that is not allowed in a youth's personal possession or without supervision by staff. Examples of contraband include the following:
 - 1. Any object, instrument or item, including hygiene supplies that could be made into an edged, pointed, or blunt weapon;
 - 2. Any substance that can be ingested to alter a youth's mood or behavior; and
 - 3. Any drug paraphernalia, including matches, lighter, smoking pipe, straw, rolling papers, or any other object, instrument, or item that can be used to ingest any mood-altering substance.
- D. Additional items of contraband may include but are not limited to:
 - 1. Note or communications from other youth
 - 2. Home made pencils
 - 3. Maps
 - 4. Glass
 - 5. Paper clips
 - 6. Extra clothing
 - 7. Games
 - 8. Picture frames
 - 9. Plastics spoons
 - 10. Weapons of any kind
 - 11. Medication
 - 12. Unauthorized food items
 - 13. Toothbrushes, combs, etc.
 - 14. Rocks, screws, strings, tooth picks, rubber bands, etc.

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VII. Room Searches

- A. Room searches ensure the safety and security of the institution, staff, youth and the community.
 - 1. Effective room searches may prevent escapes, assaults, and self-inflicted injuries.
 - 2. Effective room searches prevent vandalism to the facility, hold staff and youth accountable and maintain good order and rule compliance.

- B. Guidelines for room searches:
 - 1. Staff will perform random searches so there is no consistent or predictable pattern or schedule.
 - a. Room searches will be chronicled and documented in the facility log and beyond any Incident Report that may be generated as a result of contraband being discovered.
 - 2. Staff shall be detailed, methodical and thorough when conducting a room search.
 - 3. Staff will use the same procedure and be systematic in the method used when searching each room.
 - 4. If contraband is suspected, staff will conduct a search. If possible, conduct a search of the youth's room and person at the same time.
 - 5. Staff shall be aware of the common locations for hiding contraband.
 - 6. Staff will follow the chain of evidence if contraband is found:
 - a. Secure materials;
 - b. Notify the Lead Officer;
 - c. Photograph the contraband (if useful for due process of discipline or prosecution);
 - d. Document via Incident Report; and
 - e. Depending on contraband notify the DPO and/or Kings County Sheriff's Office.
 - 7. Staff shall follow universal safety precautions when conducting room searches and utilize gloves and, if needed, safety glasses and masks.

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C. Procedures for Room Searches:

1. Quadrants: Break search area into quadrants including the ceiling and floor. Conduct the search clock wise moving from quadrant to quadrant in a methodical and thorough fashion.
2. Perimeter: Check perimeter of the floor along walls for openings where small items can be concealed. Look for small cracks in the cement or brick wall. Remove any loose material.
3. Floor corners: Check floor corners where dust builds up. Items can be concealed in these areas.
4. Holes in wall: Check holes in walls. Youth hide pencil lead in holes/cracks in the wall.
5. Window damage: Check the window for erosion of putty, loose windows, loose screws or missing screws.
6. Door lock and latch: Check the door lock and door latch for contraband. Staff must engage door locks in order to ensure that no material is stuffed in key hole and that the lock operates correctly.
7. Check sink and toilet: Check drinking faucet and under the lip of toilet seat for concealed items, and check toilet paper for items concealed between layers.
8. Check ceiling and lights: Look for shadows or silhouettes that might show contraband in a light fixture.
9. Search through all personal items: Check every book, mail, playing cards, etc. Check all trash. Youth have placed medication wrapped in used tissue, Band-Aids, tape, etc.
10. Check bedding: Complete a thorough search of mattress and pillow for any slits. Youth place items in these areas. Thoroughly search blankets and sheets. Look for tears or altered material.

VIII. Facility Searches

- A. Search of recreation yard: Prior to youth entering the recreation yard, staff will conduct a thorough search which includes walking the perimeter, checking the fences for breaks or contraband, and checking the area along the fence line. Staff will also check grass area to ensure no contraband was thrown in. Youth are required to remain 5 feet from fenced areas.

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- B. Search of unit: Periodic and random documented searches are conducted of the units/day rooms, similar to that of room searches. Staff will check under tables, books on bookshelves, laundry and common latrine, under seats, floor parameters, etc. As with room searches, unit/day room are conducted in an organized and methodical manner.
- C. Interior/Exterior security check: Checks are conducted and documented three times per day and include room doors, locks, corridors, fences, windows, lighting and plumbing.
 - 1. AM/PM security check: The Lead Officer will assign this task to an officer who will complete the following checks:
 - a. Check of security, radios, throughout the facility and outdoors
 - b. Thorough security check, inside and outside of the facility
 - c. Head count in each unit
 - d. Check cell doors in each unit
 - e. Check unit dayroom and bathroom for contraband on floor; all areas that youth have access to
 - f. Document in Unit log – “all secure”
 - g. Maintenance issues will either be handled by this staff or reported via facility maintenance request
 - h. Check all exterior doors
 - i. Check gates/fence – pull on fence to make sure it is secure, visual check of bottom of fence for breach
 - j. Check lights
 - k. Check that the outdoors supply shed is locked
 - l. Fill out and sign the appropriate search checklist

IX. Search of Visitors

- A. Limited administrative searches may be conducted (visitors, contract personnel, etc) to ensure the safety, security and sound operation of the facility.
 - 1. Visitors may be required to walk through the metal detector at the entrance of the facility or may be subjected to a search by hand-held metal detector, as authorized by the Lead Officer, Juvenile Corrections Manager or Director.
 - 2. All visitors are subject to search and seizure prior to entering the secured facility. A sign is posted at the entrance of the KCJC.

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- B. Visitors may be denied entrance into KCJC if the metal detector is activated during a search and there is reasonable suspicion that the visitor may be carrying a weapon, contraband, or other property not allowed in the facility.

- C. A Court order preventing on-going visitations shall be obtained should the facility Juvenile Corrections Manager or Director, based on reasonable suspicion, determine a visitor or visitors are a risk to the safety and security of KCJC, staff, and/or youth.

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Supervision of Youth: Group Supervision, Staff Responsibilities, Keys and Equipment, Special Needs Youth, Behavior Expectations, Unit Intake and Release Procedures and End of Shift Reports

I. General Comments

- A. There is a clearly identified Lead Officer on duty at all times who is responsible for all the operations and activities in the facility. This person shall have completed the Juvenile Corrections Officer Core Course and PC 832 training.
- B. Juvenile Correctional Officers (JCOs) are expected to be attentive to the needs of the youth under their care by providing a secure, healthy environment for them by:
 - 1. Maintaining a safe staff-to-youth ratio. At least one staff person must be present at all times in any area occupied by youth and that staff must be Core trained if responsible for primary/independent supervision.
 - 2. Anticipating trouble by close observation.
 - 3. Being patient, understanding and providing structure for the youth.

Staff teamwork is critical when supervising youth.

- C. The facility shall have sufficient food services personnel, administrative, clerical, recreational, medical, dental, mental health, building maintenance and other support staff for the efficient management of the overall facility, and to ensure that youth supervision staff shall not be diverted from supervising youth.
- D. Personnel with primary responsibility for other duties such as administration and supervision of personnel shall not be classified as youth supervision positions.

II. Staff Responsibilities on Supervision

- A. Youth under Kings County Juvenile Center (KCJC) care and control:

Staff must know the number and location of youth under their supervision, the youth's security statuses and the number of youth on special statuses.

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B. Staff briefing at the start of each shift:

Staff from the incoming shifts will discuss unit operations and dynamics, security issues, suicidal youth, daily programming and other pertinent matters. Shift briefing is mandatory and shall be conducted by the Lead Officer or his/her designee.

C. Staff review of critical documents:

At the beginning of each shift, staff members are required at minimum to read the pass-down log.

D. It is important to observe effective security procedures and exercise sound judgment.

E. Group control is critical in providing a safe and secure environment:

1. Keep youth busy, and engaged in positive activities or programs.
2. Counsel (if necessary) when it does not interfere with group supervision dynamics. Counseling may include providing assistance with youth's needs or concerns, requesting contact with parents or other supportive adults, attorney, clergy, etc., and provide available resources to meet the youth's needs.
3. Separate youth who are creating unrest or are posing a threat to the safety of another youth or staff from the rest of the group.
4. Seek advice and assistance from other staff when methods of group supervision being used are not proving effective.

F. Key and equipment control:

1. Staff will be assigned keys at the beginning of the shift and will keep assigned keys on their person and out of sight/reach of youth.
2. Staff is responsible for facility keys issued to them and are not to leave their keys unattended.
3. Youth are not permitted to touch facility or vehicle keys. Staff is never to relinquish control of their keys to any youth for any purpose.

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4. Lead Officers are responsible for key accountability and control on their shift. Any missing keys must be noted in the Control log and the Director/Juvenile Corrections Manager notified immediately.
 5. Upon reporting to work, staff is to secure a duty belt or have their personal duty vest available for their shift. Duty belts or personal duty vests will minimally hold pepper spray, handcuffs, glove case, cut-down tool and radio. Staff will not take department issued keys out of the facility. All department issued equipment is to be maintained by the assigned staff; including the continual charging of the radio battery.
- G. Staff ratio within the facility/ Direct supervision:
1. During hours that youth are awake, one youth supervision staff/ JCO is on duty in the facility for each ten youth in detention. (*Refer to Title 15, Section 1321*)
 2. During hours that youth are asleep, one youth supervision officer/ JCO is on duty in the facility for each thirty youth in detention. (*Refer to Title 15, Section 1321*)
 3. In addition to the Lead Officer, at least three youth supervision staff/JCOs are on duty in the facility at all times, regardless of the number of youth in the facilities. There shall be at least one female youth supervision staff/JCO is on duty in the facility whenever both males and females are housed in the KCJC.
 4. Staff is to remain in their assigned duty area unless relieved by another qualified JCO. If a staff member must leave their assigned duty area after receiving permission from the Lead Officer, all youth are to be secured in their rooms prior to the staff member leaving the area. In such case, Control shall be notified.
 5. Staff left alone in a unit when youth are secured in their rooms must be Core trained and may be monitored by staff in another unit via camera.
 6. Staff is expected to focus their energies on running an efficient operation, and is not to spend their time on their own interests (computer use, television or personal phone calls).
 7. Youth who are in their rooms must receive a direct visual room check at minimum of every 15 minutes, at random or varied intervals. When conducting said checks JCO staff will ensure they are actually seeing the youth themselves and will not rely solely on observing a figure under blankets.

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8. Youth who are on active suicide status must have a direct visual room check at least every five (5) minutes.
9. All safety checks are to be recorded in the logbook designated for that purpose with the time of the check and the initial of the staff doing the check.
 - a. When staff is talking with a youth in a room with the door open, they should notify other staff so they can be monitored by other staff. Staff should inform partner staff for assistance if they need to go into an occupied room. Staff shall not enter a room of a youth of the opposite sex unless they are accompanied by a second staff member.
10. JCOs should be positioned where the largest groups of youth are located. When a group of youth is in the living area, staff is to focus their attention on providing active supervision of the group.
11. JCOs are not to engage youth in contests or demonstrations of strength (arm wrestling), martial arts, or any other unauthorized physical contact.
12. Staff is not to touch youth in any unauthorized manner.
13. Physical coercion is only to be used when restraining a youth in order to restore order and only with a reasonable amount of force.
14. The Lead Officer, Juvenile Corrections Manager or Director may notify law enforcement whenever a serious new law violation occurs within the KCJC. Examples are:
 - a. Assault/battery on staff or volunteer;
 - b. Serious or gang-related assault by a youth on another youth;
 - c. Drugs or narcotics are found on a youth or KCJC premises or if guns or weapons of any kind are found.
15. Use of Unit bathroom area:
 - a. Staff will post at the bathroom entrance.
 - b. No more than two (2) youth at a time are to be allowed in bathrooms in KCJC.

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- c. Male and female youth are not allowed in the bathroom/showers together.
- 16. Male staff is not to become isolated or out of camera view on a one-to-one basis with female youth away from the group. The same applies for female staff and male youth.
- 17. Staff is to keep the Unit counters clear of items not to be used or viewed by youth.
- 18. When volunteers or other program staff are present, staff still have full responsibility for supervising youth, and are never to rely on others to supervise youth.
- 19. Youth are not to operate the television or radio, which is to be played at a reasonable decibel level. Unit televisions are to be set to channels requested by the youth and approved by staff.
- 20. Shaving equipment and other articles issued to youth are to be returned to staff upon completion of the activity. Shaving is done with close staff supervision, one youth at a time.
- 21. Unless placed on MED ISO by Medical Staff, youth may not go into their rooms during the day to rest. After hours, or when Medical Staff are not available, the Lead Officer, Juvenile Corrections Manager or Director may place a youth on MED ISO. An Incident Report will be completed along with a Medical Referral. MED ISO will also be documented on the Roster, Unit Log and in the pass-down log. If the youth refuses recreation time, they may remain in their room, subject to 15 minute room checks.
- 22. When appropriate, Mental Health counseling should be sought as soon as possible for a youth who is upset.

III. Behavior Expected of Youth

- A. Youth are expected to conduct themselves in a proper manner at all times. Every time the group is brought out of their rooms, the staff must restate the behavioral expectations regarding the noise level, movement, body contact, respect toward staff, programs, etc.
 - 1. Horseplay, arm wrestling, gambling, leg wrestling, excessive noisemaking, profanity, hazing of other youth, and any other disruptive, dangerous, provocative or otherwise objectionable behavior is not permitted.

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2. Threats, nicknaming or any other type of unpleasant, derogatory or destructive verbal activity is prohibited and the youth engaging in this activity should be counseled and may be subject to further disciplinary action if it persists.
 3. Any talk of escape, “jumping” of staff, riot, “rat pack,” or anything of the kind is prohibited, and shall be immediately documented in a report and forwarded to the Lead Officer. The youth may be placed in the Maximum Security Unit at the discretion of the Lead Officer pending investigation and administrative review.
 4. Youth are required to have combed hair and to dress neatly.
- B. Youth must wear jumpsuits while inside the building, except when designated activities dictate more appropriate dress (e.g., P.E.). Youth shall wear appropriate sized clothing.
 - C. Youth are to be involved in some activity when they are in the living areas, and are not to wander aimlessly. They are to remain seated in the living unit unless in transit to some destination or otherwise engaged in an approved activity.
 - D. No banding together into groups is permitted among the youth. Staff is to pay particular attention as to whether youth with a known gang affiliation are separating themselves from other youth in the unit.
 - E. Youth are not permitted to enter the rooms assigned to other youth, except in emergency cases, or if supervised by staff during clean-up, etc.
 - F. Youth are not to sit on tables, desks, backs of chairs, stand on furniture, or in any other way to misuse the equipment and furnishings of KCJC.
 - G. Combs and pencils are not allowed in the youth’s rooms.
 - H. No tattooing by youth is allowed while in custody.
 - I. No body piercing by youth is allowed while in custody.
 - J. Eyebrow “threading” is prohibited.

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IV. Medical Isolation

- A. If a youth is obviously ill or injured, he/she is to be placed in medical isolation until the doctor or nurse examines him/her. After hours, the on-call Medical Physician or Nurse may be contacted.
- B. Make a log entry in the Unit Log, notify the Lead Officer, and send a “Request for Medical Attention” form to the doctor requesting that the youth be examined. Additionally, an Incident Report shall be written.
- C. After medical examination, the doctor, or nurse after consultation with the doctor, may place the youth on medical isolation.

V. Youth Behavior

- A. Mentally disordered youth:

Occasionally a youth will exhibit strong maladaptive behavior which will require special attention from the JCO staff.

- 1. When such a problem arises, the Lead Officer, Juvenile Corrections Manager and/or Director must be immediately informed so that the proper steps can be taken to ensure the security of the facility while also meeting the needs of the youth.
- 2. In extreme cases where the youth poses a real and immediate danger to himself/herself and appears mentally disordered, the Lead Officer shall comply with the following procedures:
 - a. Secure the youth safely with continuous staff observation and contact the Juvenile Corrections Manager or Director.
 - b. Contact the mental health provider.
 - c. If Mental Health does not respond within a reasonable period of time, the Lead Officer is to contact the Juvenile Corrections Manager or the Director.

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B. Claustrophobia

1. Occasionally, a youth is admitted who is claustrophobic. This condition is marked by hysteria, crying, and great anguish. At other times, it is marked by extreme withdrawal and heavy sweating.
2. An Incident Report must be filed on this matter, and a Request for Medical and Mental Health Attention should be submitted for Medical and Mental Health staff.

C. Drug- and alcohol-related problems

1. During the intake process, if a youth is in need of immediate medical attention because of a drug- or alcohol-related condition or is intoxicated to a point he/she cannot care for himself/herself, the Intake JCO will advise the arresting agency to take the youth to the hospital to be medically cleared prior to the youth's admission to the KCJC.
2. This applies whenever there is a concern for the youth's health and safety because of their physical condition.
3. If a medical problem develops after the youth is admitted, staff is to seek medical attention for the youth from the medical provider's on-site nurse on duty or the on-call nurse if not available. If the nurse determines that emergency treatment is needed, staff will call the Duty Probation Officer to transport the youth to the hospital for clearance. The nurse will determine whether the youth can be transported via a county vehicle or if an ambulance is required. The Duty Probation Officer will provide security for the youth while at the emergency room.

D. Medical observation

1. When a JCO, in conjunction with Medical Staff, determine that a medical problem may exist, or if medical instructions are received, a youth must be closely observed, and the staff should:
 - a. Make appropriate log entries;
 - b. Immediately inform all staff on duty; and
 - c. Check the youth every five (5) minutes, or as otherwise indicated by the physician.

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2. Medical situations that may require monitoring a youth and/or administering emergency medical treatment may include:
 - a. Convulsions;
 - b. Profuse vomiting;
 - c. Unconsciousness;
 - d. Active hallucinations;
 - e. Serious drug withdrawal;
 - f. Diabetic coma;
 - g. Shock;
 - h. Head injuries; and/or
 - i. Seizures.
 3. Information related to potential medical problems may come from the parents when they fill out the youth's Health History and Medical Consent form, from the youth's Probation Officer, from the youth, or it may come from KCJC medical staff.
 4. Should a serious illness arise, such as is listed above, or a serious accident occurs, the parents of the youth are to be notified immediately.
- E. Sexual harassment
1. Any youth who harasses, embarrasses, or otherwise teases KCJC personnel or other youth relative to sexual orientation or in a sexually demeaning fashion is to be counseled relative to zero tolerance for sexual harassment or discriminatory behavior and an Incident Report shall be written. If appropriate, a referral to Mental Health will be made and disciplinary action initiated. If this behavior continues, the matter should be staffed with the Lead Officer, Juvenile Corrections Manager and/or Director.
- F. Masturbation
1. Masturbation normally will not be mentioned or reported, if youth perform the act in their own rooms, alone, and without other extenuating circumstances.
 2. If the act is performed with others or intentionally in front of others, the youth is to subject to disciplinary action.

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VI. Rooms and Furnishings

A. Condition of rooms

1. Each room shall be neat and clean at all times.
2. Sleeping arrangements:
 - a. Youth shall sleep in such a manner that the heads of all youth are facing in the same direction relative to the door of the room.
 - b. Youth shall sleep with their heads uncovered.
3. Books and magazines shall be limited so as not to present a fire hazard.
 - a. Each youth will be allowed to check out one book from the KCJC library and have that book in their room in addition to any homework or program related literature or assignments. Each youth is responsible for the care and condition of all books in their possession. Intentional damage or defacement of a book in their possession may result in disciplinary action including forfeiting of their right to access books from the KCJC library.
4. No pictures, drawings, keepsakes, or other decorations will be permitted to be hung, glued to, or otherwise affixed to the walls, windows, or lights in the rooms.
5. The walls, windows, lights, and all other fixtures shall be kept free from defacement/covering.

B. Inspection of rooms

1. Rooms are inspected daily. Inspections occur in the morning, and may also be conducted in the evening.
2. Rooms are to be evaluated according to neatness and conformity to KCJC room standards; as well as, observance of graffiti, peeling paint, or any form of damage caused by the youth.

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C. Defacement of furnishings

1. Whenever a youth damages, alters, or defaces any of the furnishings or equipment at the KCJC, he/she is to be disciplined and restitution may be required.
2. If the defacement can be easily repaired or cleaned, the youth shall do so.
3. If damage is substantial, the matter may be referred to law enforcement for further investigation and referred to Probation Department for review of additional charges and collection of restitution.
4. All matters in which major damage has occurred shall be brought to the attention of the Lead Officer, Juvenile Corrections Manager or Director for the possible filing of charges.

D. Unit Cleanup

1. The units are to be cleaned before breakfast, and immediately after the youth retire for the evening.
2. Youth are responsible for sweeping and cleaning their rooms under staff supervision.
3. Spray bottles filled with cleaning solutions may be used by youth. Powdered cleansers are applied by staff only. Youth are to wipe and shine.

VII. Population Levels and Overcrowding

A. Management of the unit populations is of paramount importance to assure optimum safety and security.

1. Whenever KCJC exceeds maximum capacity, additional youth may be doubled in rooms provided that consideration is given to the following:
 - a. Hostile youth are not to be bunked together.
 - b. Members from rival gangs are not to be bunked together.

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- c. Special needs youth are not to be doubled bunked unless deemed appropriate by the Lead Officer, Juvenile Corrections Manager, Director or Medical staff.
 2. Holding rooms may be utilized for housing.
- B. KCJC capacity
1. When the number of youth in a living unit exceeds the maximum capacity for more than 15 calendar days in a month, the Juvenile Corrections Manager or Director will provide a report of the overcrowding to the Board of State and Community Corrections (BSCC) in a format provided by them.

VIII. Shower Time

- A. During the shower period, no more than one youth at a time is permitted in each shower. Staff shall be present at all times during showers.
1. Each youth should bring their soiled clothes with them which they will exchange for the clean clothes.
 2. Dirty laundry is put in the laundry carts, and stored in the Unit laundry/ clothing rooms, until such time the clothing is taken to the laundry facilities by staff.
 3. Staff shall monitor youth while they make the clothing exchange to identify damaged clothing, unauthorized number of clothing, or lack of sufficient clothing items.
- B. Youth are not to engage in horseplay while in the shower.
- C. Same sex staff is to maintain visual contact when the youth are showering. All showers at the KCJC are single stall.
- D. After their shower, each youth is to receive the correct items of clean clothing and return to their assigned area.
- E. After the shower period, the bathroom area, laundry room, and the unit are to be cleaned, and water which may be on the floors is to be mopped up as dry as possible.

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1. Showers are to be mopped with a disinfectant solution.
2. When cleanup is completed, the group will participate in regular programming.
3. Deodorant, aftershave, lotion, etc., may be made available to the youth, but these items must be closely supervised while being used, and securely locked away when not in use.

IX. Court

- A. Youth attending Juvenile Court are to wear KCJC clothes and maintain a neat and clean appearance, unless otherwise authorized or restricted by the court.

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Recreation and Programming Activities

It is the intent of this policy to minimize the amount of time youth are in their rooms by providing the opportunity for recreational programming and exercise, at a minimum of three (3) hours a day during the week and five (5) hours a day each Saturday, Sunday, or other non-school day; of which one hour shall be an outdoor activity, weather permitting.

I. Inside Recreation Program - Unit Games and Other Activities

A. Television

1. The TV is operated by staff only.
2. The volume is to be kept at a reasonable level, and the youth are to be encouraged to remain quiet enough to hear it.
3. Staff is responsible for screening programs, and are to avoid those which may induce a negative, hostile or anti-social attitude in the youth.

B. Youth are not allowed in the rooms of other youth.

C. There are educational and recreational programs scheduled for youth, such as indoor/outdoor recreation, individual and group counseling, education services, religious services, etc.

1. During these programs, it is expected that the youth will give their full attention to the program.
2. Youth are to conduct themselves in a way that reflects respect and good manners.
3. Any youth who is disrespectful or disruptive may be removed from the group, and subject to discipline.

D. Some programs will be voluntary. Those who do not wish to participate may remain in their units.

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II. Outside Exercise Activities

A. Outdoor Recreation procedures:

1. Youth shall be given the opportunity to exercise outside at least one hour daily. If weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activity will be provided in Unit dayrooms.
 - a. Hard restraints (handcuffs, leg shackles) are not to be used when youth are exercised in the play yard, unless authorized by a Court Order.
 - b. Consideration must be given to the number and types of youth, as well as the number of staff available to supervise.
 - c. Youth who have been documented to be an escape risk or those identified as having a propensity for violence against staff or other youth or other significant behavioral problems may be exercised separately from the rest of the youth.
2. After the above procedures are completed, youth are to be lined up at the door to the recreation yard.
 - a. One staff is to walk outside to receive the group, and another staff is to remain inside at the end of the line.
 - b. Staff must be aware at all times of the exact number of youth under their supervision, and continually verify their information by counting the youth. The count shall then be relayed to the control clerk for documentation in the log when the group goes outside and again when the group returns into the facility.
 - c. All available staff is to actively supervise the group when they are outside.
3. While outside, youth are to keep active or participating in some type of sports activity.
 - a. Group activities are volleyball and basketball, or playing catch with a football.

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- b. No contact sports are allowed.
 - c. There is to be no misuse of equipment.
 - d. Constant supervision is necessary to insure a safe and secure activity.
4. During outside activity
- a. Youth are to remain five (5) feet from the fence.
 - b. Any youth who appears to be examining the fences or making an attempt to climb the fence shall be immediately returned inside and counseled. The Lead Officer shall be notified and will determine whether the youth should be deemed an escape risk.
 - c. Youth too ill and placed on Bed Rest by medical staff will not participate in physical education.
 - d. Youth are to line up to re-enter the building. Staff will radio a head count to control prior to reentering the facility.
 - e. Staff is not to group together, but is to arrange themselves around the area for proper, active supervision.
- B. Work Program
- 1. Work projects may be assigned to be completed by youth under the supervision and direction of a JCO.
 - 2. Selection of youth for work detail must be cleared by the Lead Officer.
 - 3. Youth with a history of physical ailments or who are on medical restricted status will not engage in work detail.
 - 4. Close supervision must be maintained at all times, keeping the youth grouped and staying near them at all times.

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5. The staff person is assigned to actively supervise youth performing work detail. They are not to compromise their security responsibilities when they instruct youth how to work properly.
6. It is the responsibility of the JCO to clean and return all tools.
7. Youth are not required to do maintenance or other work assignments as substitutes for regular KCJC staff.
 - a. Youth are not to be assigned dangerous tasks where safety is concerned.
8. Staff will conduct a pat down search and/or hand-held metal wand detector on youth after certain work details if deemed necessary by the Lead Officer. If a more intrusive search is required staff will follow established protocol.

C. Programming:

1. All youth will be provided the opportunity for at least one hour of daily programming; to include, but not limited to trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and appropriate. The programs should be based on the youth's individual criminogenic needs as determined by the youth's assessment, case plan and/or mental health provider recommendation(s).

Programs offered at the facility may include, but are not limited to, the following:

- a. Forward thinking;
- b. Religious services;
- c. Mental Health group therapy;
- d. Mentoring program;
- e. Life skills conducted by facility staff;
- f. Health Department presentations;
- g. Behavioral Health presentations.
- h. Cognitive Behavior Interventions;
- i. Conflict Resolution;
- j. Juvenile Justice System;
- k. Trauma Related Interventions;
- l. Parenting skills and support;
- m. Tolerance and diversity; and
- n. Art, creative writing or self-expression.

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Clothing, Bedding, Laundry and Personal Hygiene

I. Clothing *(Refer to Title 15, Section 1480)*

- A. Each youth will be issued clean clothing for his or her stay in the Kings County Juvenile Center (KCJC). All clothing issued will be reasonably fitted and in good repair. The clothing items will include:
1. Clothing that is clean, reasonably fitted, durable, easily laundered, in good repair and free of holes and tears.
 2. The standard issue of climate suitable clothing for youth shall consist of; but not limited to:
 - a. Socks and serviceable footwear;
 - b. Outer garments
 - c. New, non-disposable underwear which shall remain with the youth throughout their stay, and
 - d. Undergarments that is freshly laundered and free of stains, including tee shirts and bras.
 3. Tee shirts, bras and underwear shall be exchanged daily. Youth shall receive their own underwear back at exchange.
 4. Clean outer clothing including jumpsuits, shorts, and sweatshirts are exchanged weekly, or as needed.
 5. Clean towels are issued daily.

II. Bedding

- A. Each youth will be supplied with clean bedding during his or her stay in KCJC. The following bedding items will include:
1. Clean and sanitary linens that include two sheets and a pillowcase are issued and exchanged on a weekly basis.
 2. Two blankets are issued upon admission. Blankets will be exchanged monthly.

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- B. Safety smocks and blankets will be cleaned after each use, or more frequently if necessary.
- C. Fire retardant mattresses are cleaned with spray disinfectant after a youth has vacated the room. Mattresses conform to the size of the bed, and are 30" x 75 ¾" x 4". All pillows and mattresses issued to youth will be in good repair. Youth may be issued a second mattress if deemed medically necessary by medical staff.

III. Laundry

- A. Underclothing will be laundered at the facilities by Juvenile Institutions Officer (JCO) staff.
- B. Clean bedding, linen, clothing and towels are sorted, folded and stored on the appropriate shelves in each unit or in the central storage area. Bedding, linen, clothing and towels should never be stored on the closet floors.
- C. As staff/youth sort, fold and store bedding, linen, clothing and towels, they should inspect all items for stains and state of repair. Torn, worn or stained items are removed and are either repaired, used as cleaning rags, or discarded. Property maliciously destroyed by a youth is documented in an Incident Report and restitution may be requested.

IV. Personal Hygiene

- A. Showers
 - 1. Youth will shower upon intake and assignment to a housing unit and on a daily basis thereafter.
- B. Hair care services
 - 1. Youth are allowed to have a minimum of one hair cut per month, unless otherwise ordered by the court. Sometimes it is necessary for identification purposes to have a youth's haircut temporarily postponed.
 - 2. All male youth's haircuts must be done with a number two (2) clip. Youth that choose to cut their hair will cut all hair on their heads the same length. If male youth decline haircuts they will wash their hair with Strike shampoo weekly to reduce the chance of lice. Female youth will also use Strike shampoo weekly to reduce the chance of lice. It is the responsibility of the youth getting the haircut to clean up after the haircut.

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3. Equipment is cleaned and disinfected after each haircut or procedure by the following method approved by the California Barbering and Cosmetology Program Rules and Regulations per Article 12, Section 980 (*Refer to Section 7312 B&P, Reference; Section 731(a) B&P*):
 - a. Foreign matter is removed.
 - b. The hair cut clippers and scissors are sanitized using an EPA registered disinfectant with bactericidal, fungicidal and veridical activity according to manufacture's instructions.
 - c. Disinfected equipment shall be stored in a clean, covered place.
4. Youth are never to have sole custody of the clippers.
5. Youth are to appear neatly groomed at all times with their hair combed and neat. Youth with long hair will pull their hair into a bun and/or braid at all times.

V. Personal Care Items

All youth will be provided with personal care items to use during their detention in the KCJC.

- A. Upon intake or transfer, all youth are provided with a new toothbrush. Toothbrushes are stored in individual youth's newly issued hygiene boxes. Youth are allowed to use their toothbrushes throughout the day when it does not interfere with group movements, recreation and school programming.
 1. Youth will be issued toothpaste for personal use.
 2. Standard Precautions:
 - a. Toothbrushes are never to be shared among youth.
 - b. Toothbrushes are disposed of upon the youth's release or transfer to another institution.

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3. Toothbrushes are exchanged monthly for youth in KCJC.
 4. If there is any doubt about the ownership of a toothbrush or if staff suspects contamination of the toothbrush, it is to be replaced immediately.
- B. Upon intake or transfer, all youth are provided with a new comb.
1. Standard precautions:
 - a. Combs are never reissued nor are they to be shared among youth.
 - b. Combs are disposed of upon the youth's release or transfer to another institution.
- C. Deodorant is provided to youth for use after the daily showers.
- D. Shampoo is available for use by the youth.
- E. Youth are allowed to shave face and body hair daily at times designated for that purpose by staff.
1. Disposable razors are stored in a locked area not accessible to youth.
 2. Staff will issue a disposable razor and shave cream to the youth at the shower room.
 3. Staff will closely supervise shaving to assure that the razor is not broken and the blade removed.
 4. Staff will retrieve the razor from the youth at the shower room and replace the safety cap.
 5. The razor will be disposed of by staff in a designated container behind a closed and locked door away from any area accessible to youth.
 6. Shaving may be suspended by Court Order if a youth's appearance must be maintained for reasons of identification in Court.
 7. The Deputy Chief or Juvenile Corrections Manager may suspend a youth's right to shave due to being a danger to themselves or others.

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- F. Female personal care items are provided to female youth upon request. Female personal care items include sanitary napkins, panty liners and tampons.
- G. Lotion and post-shower conditioning hair products are provided upon request, after showers only.
- H. Nail clippers
 - 1. Nail clippers, without an attached file, will be kept in a box with the hair clippers in the Juvenile Corrections Officer IV office. Nail clippers are to be used once a week by youth.
 - 2. When using the nail clippers, youth shall be supervised by a JCO. Nail clippers will never be given to a youth for use without direct supervision.
 - 3. Nail clippers will be disinfected between uses.
 - 4. Nail clippers will be kept in good working order and should be replaced on an as needed basis.

VI. Vermin Control

- A. All youth personal clothing will be stored in a clean, vermin and ecto-parasite free storage area.
- B. All infested or otherwise contaminated youth personal clothing is placed in the red contamination bags and cleaned separately from other laundry.

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Education Programs

I. General Policy

The J.C. Montgomery School Programs comply with the State of California Education Code and the County Office of Education policies, and includes an annual evaluation of educational program offerings. The school program is in compliance with State Corrections Standards Authority Title 15 Section 1370. 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.

A. Required elements: Programming, discipline, special needs, screening

1. The minimum school day is 240 minutes, pursuant to Educational Code 48645.3.
2. School discipline is integrated into the facility's overall behavioral management program with school staff consulting with Probation staff on administrative decisions that may affect the educational programming.
3. Expulsion/suspensions from school shall follow the appropriate due process safeguards as set forth in the Education Code including the rights of students with special needs.
4. There are provisions for individuals with special needs that include educational instruction for youth in high security or other special units, compliance with applicable statutes for special education, and provision for non-English-speaking youth and those with limited English-speaking skills.
5. Youth are interviewed after admittance and a written record is prepared that documents each youth's educational history.
6. Youth shall be enrolled in school immediately after admission, provided all immunization records are received. If a staff member is aware that a youth is not in school within the allotted time, they shall bring that information to the attention of the Shift Supervisor, who will follow up with school officials.
7. A preliminary education plan is developed for each youth within five school days.
8. Under special circumstances, i.e. a student nearing graduation, school staff will order transcripts. Individual learning plans are requested for Special Education students from their previous school.

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9. The youth's educational record is forwarded to the school district or educational program upon request by the school or parent. Credit is provided for course work completed while in J.C. Montgomery School.

- B. All eligible youth will attend school at the designated times unless they are awaiting court, visitation, counseling, on a sanctioned work detail, or otherwise engaged in some other official function during the school period in question.

- C. All youth who refuse school in the morning shall be given the opportunity to attend school periodically throughout each period, and allowed to attend if willing to do so. Staff is to encourage youth to attend school on a regular basis. If youth refuse to attend school, an Incident Report will be completed.

- D. Youth on status (medical isolation, room confinement) will not attend the regular school program; however, they may do school work in the units under staff supervision. The school teachers will provide individual student study packets for youth who are unable to attend the school program and will provide a daily orientation and follow-up.

- E. After each period teachers are to make sure all pencils and pens are accounted for & intact prior to the school group returning to the units.

- F. Youth should be reminded to use the restroom facilities prior to leaving for the school classroom.

- G. The J.C. Montgomery School classroom and school equipment are not to be used by the Kings County Juvenile Center (KCJC) staff without prior permission of the school teacher in charge of the classroom.
 1. KCJC staff that is given permission to use school equipment will be trained in its use by school personnel.
 2. Under no circumstances will any youth be allowed to operate school equipment (except under direct supervision of school personnel).

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Transportation of Youth

I. Definitions, Overview, and General Policy.

This chapter governs the transportation of youth in the custody of the Kings County Probation Department and housed at the Kings County Juvenile Center.

A. Definitions

The following definitions apply to this policy:

Department: Kings County Probation Department.

KCJC: Kings County Juvenile Center.

JCO: Juvenile Corrections Officers.

Director: Director of the KCJC.

Mechanical Restraints: includes, but not limited to, handcuffs, chains, irons, straitjackets, cloth or leather restraints, or other similar items. (See W&I Code § 210.6(a)) Mechanical Restraints do not include restraints used by medical providers in the course of medical care or transportation.

Youth: includes any and all minors or adults remaining under Juvenile Court jurisdiction who are detained in the KCJC.

Court appearances: includes any and all appearances in any court in the State, including, but not limited to, the Kings County Superior Court.

Off-Site Medical visits: includes, but not limited to, non-emergency medical visits for a Youth conducted outside of the KCJC.

Emergency Medical: includes transportation of a Youth outside of the KCJC for an emergency medical condition or event, including, but not limited to, a physical or psychiatric emergency medical condition or event.

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B. Overview

Youth may be transported out of the KCJC for court appearances, off-site medical visits, or other appointments as necessary. This policy shall address each type of transportation scenario.

C. General Policy

Youth shall be transported out of the KCJC in a manner that conforms to any and all applicable laws or regulations and that ensures the protection and safety of the youth, staff, and public.

II. General Procedures

A. Use of Mechanical Restraints

In accordance with Section 210.6 of the Welfare and Institutions Code, youth shall not be transported in mechanical restraints unless one or more of the following criteria is satisfied:

- 1) The mechanical restraints are necessary to prevent physical harm to the youth;
- 2) The mechanical restraints are necessary to prevent physical harm to another person by the youth; or
- 3) The mechanical restraints are necessary due to a substantial risk of flight by the youth.

1. Least Restrictive Restraints

If mechanical restraints are determined to be necessary, staff shall only use the least restrictive restraints available to prevent physical harm to the youth or others or prevent the youth from escaping.

2. Determination of need for Mechanical Restraints

A determination that mechanical restraints are necessary may only be made a transport officer in consultation with the Lead Officer, Juvenile Corrections Manager, or Director, if needed. Requests for the use of Mechanical Restraints shall include the following information:

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- a) Specific reasons warranting the use of Mechanical Restraints.
 - i) This should include, but not limited to, information about the youth's criminal history, behavioral history while in custody, particularly any history of self-harming or assaultive behavior or prior escape attempts.
- b) The type(s) of Mechanical Restraints to be used.
 - i) Staff shall specify the type(s) of Mechanical Restraints to be used on the Youth and provide an explanation of the reason why each type of restraint is needed to ensure the youth does not harm his or herself, others, or attempt to escape.

3. Pregnant Youth

Pursuant to Section 3407 of the Penal Code and Section 222(b) of the Welfare and Institutions Code:

- a) Youth that are known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
- b) Pregnant youth who are in labor, during delivery, or in recovery after delivery shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety and security of the youth, staff, or the public.
- c) Restraints shall be removed if and when a professional who is currently responsible for the pregnant youth's medical care during a medical emergency, labor, deliver, or recovery after delivery determines the removal of restraints are medically necessary.
- d) In the event restraints are deemed necessary, staff shall use the least restrictive restraints possible and document the reasons why restraints are necessary, the restraints used, and the amount of time the youth was restrained.

B. Number and Qualifications of Transport Staff.

There will be three (3) full-time JCOs assigned to transportation duties unless otherwise determined by the Director.

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JCOs must possess current Penal Code § 832 certifications in the laws of arrest and firearms and must undergo training and qualifications directed by the Department's Range Master(s) unless granted an exception by the Director.

If the transportation of an individual youth requires two or more transportation officers, the JCO's designated as transport officers will consult with the Director and/or his/her designee. A determination that an individual youth requires two or more transport officers will be made upon an evaluation of the youth's criminal sophistication, status, behavior, and the length and location of the transport.

C. Pre-transport checklist.

1. Daily Schedule.

Transport officers will send out a transportation schedule via email to the Director, the Juvenile Corrections Manager, and the primary and secondary JCOs and Probation Officers and their supervisors each day. The email shall include the following information:

- a) Pending transportation duties for the following day.
- b) Whether additional transportation staff is needed and how many. Additional transportation staff shall be coordinated with the supervisor of the day.
- c) The names, offenses, gang affiliations, conflicts, and mechanical restraint determination of each youth scheduled to be transported.

Prior to transportation, assigned transport officers shall familiarize themselves with the criminal history and any security concerns of the youth being transported, as well as the location where the youth is/are being transported to.

2. Use of facilities, searches, and meals.

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- a) Youth will use the restroom prior to departing the KCJC. Bathroom stops during transportation will be made at one of the following locations:
 - i) California Highway Patrol Station.
 - ii) Sheriff's Officer Station.
 - iii) Local Police Station.
 - iv) Gas station with outside restroom facilities.

If stopping at a law enforcement office or facility, Transport Officers shall identify themselves and produce their Departmental identification to request the use of the facilities. If restrained, youth shall not be un-cuffed until the youth is safely inside the law enforcement office or facility; and then only to use the toilet facilities.

- b) For extended transports, transport officers shall request sack lunches for the youth and the transport officers. If the transport officers elect to use a "drive-thru" in lieu of a sack lunch or if the transport takes longer than anticipated, the transport officers shall pay for the youth's meal and seek reimbursement from the Department. The transport officer must present the receipt in order to obtain reimbursement.
- c) Youth shall be searched prior to leaving the KCJC.

3. Equipment and Safety Checklist.

- a) Transport Officer's Equipment.
 - i) Valid California license.
 - ii) Departmental identification card.
 - iii) Gas credit card (retain receipts and provide to Department's Fiscal Analyst after transporting youth).
 - iv) Map, if needed.
 - v) Addresses and phone numbers to the destination.
 - vi) Department issued cellular telephone.

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b) Vehicle Equipment

- i) Fire extinguisher.
- ii) First aid kit.
- iii) Spare tire (inflated).
- iv) Vehicle jack and handle.
- v) Flashlight.
- vi) Flares.

c) Security Equipment.

- i) Handcuffs.
- ii) Leg restraints.
- iii) Waist chain/belt with ring(s) for handcuffs and/or leg restraints.
- iv) Extra set of full restraints.
- v) Handcuff key and extra set of handcuff key.

d) Vehicle Safety Check.

- i) Tires.
- ii) Battery.
- iii) Head and tail lights.
- iv) Direction lights (turn signals).
- v) Windshield wipers.
- vi) Seat belts.
- vii) Rear view mirrors.
- viii) Gas, oil, and other fluid levels.
- ix) Good visibility through the vehicle's windows.
- x) Rear seat inspection/search for contraband, metal objects, bottles, sharp objects, graffiti, scratching, etc. Inspection to include the top and bottom of seats and shall be done before and after transportation.
- xi) Check for loose or torn screen parts, loose screws, etc.
- xii) Verify all doors work and lock properly.

D. General Transportation Information and Prohibitions.

1. Youth shall be transported in the rear of a caged/screen vehicle. Youth shall not be transported in the front seat of a vehicle.

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- a. If a caged/screened vehicle is not available, the transport officer shall contact the Director or Juvenile Corrections Manager for permission to use a no-caged/screened vehicle for transportation.
 2. Additional Transport Officers may be used if necessary based on the youth's history and propensity for escape and/or violence. The Director or Juvenile Corrections Manager shall determine whether additional Transport Officers are needed. Transport Officers should always remain aware of possible escape situation.
 3. Youth shall not be handcuffed to the vehicle or any other immovable object.
 4. Youth shall not be handcuffed to a Transport Officer or any other person.
 5. Transportation Officers must remain with the youth at all times.
 6. Transport Officers shall remain with his/her vehicle whenever a youth is confined therein.
- E. Transporting Youth of the Opposite Sex.
1. When a Transport Officer transports a youth of the opposite gender, the Transport Officer shall:
 - a) Notify Dispatch of the time of departure and the time of arrival at the destination.
 - b) Provide Dispatch with the number of miles driven, including all stops between destinations.
 - c) Document any and all stops during the transport with the time of the stop and departure, the location of the stop, and the reason for the stop.
 2. If Transport Officers must transport male and female youth in the same vehicle, they will use the transport van and segregate the youth by gender.

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F. Transportation Delays.

1. Accidents.

- a) In the event of an accident, Transport Officers shall check with the youth to determine whether he/she is injured.
- b) If the youth is injured, Transport Officers shall administer first aid until paramedics arrive. Transport Officers shall accompany youth to the nearest hospital for medical attention and clearance.
- c) If the youth is restrained, Transport Officers shall only remove the restraints if necessary to perform first aid or if requested by paramedics, first responders, or other medical personnel.
- d) If the vehicle is inoperable, Transport Officer shall request assistance from local law enforcement to assist them with taking the youth to the nearest juvenile detention facility for a courtesy hold unless the youth is injured.
- e) Transport Officers shall notify the KCJC as soon as possible of the accident and circumstances and await instructions.
- f) Transport Officers shall complete and turn in the vehicle accident form located in the glove box of the transport vehicle.

2. Vehicle problems.

- a) In the event the transport vehicle becomes inoperable or is otherwise unable to be driven safely, Transport Officers shall have the vehicle towed to the nearest county garage if in Kings County, or nearest service station if outside of Kings County.
- b) Transport Officers shall notify County dispatch of the vehicle problem as soon as possible and contact the KCJC supervisor on duty to advise them of the situation and/or to arrange for alternative transportation for the youth if necessary.

3. Courtesy Holds.

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If there is a delay in transporting the youth, such as an accident, vehicle breakdown, or some other delay that is expected to take several hours to resolve, Transport Officers shall contact the KCJC Director to inquire about having the youth placed in the nearest juvenile detention facility on a courtesy hold.

G. Escapes.

In the event youth escape custody, Transport Officers shall do the following:

1. Notify local law enforcement.
 - a) Given an accurate description of the youth, current location, circumstances of the escape, and escape route, if know.
 - b) Notify the KCJC after notifying law enforcement and await instructions.
2. Stay with the vehicle if another youth is present or if it is unsafe to pursue the escaping youth.
 - a) Transport Officers shall stay with the vehicle if they were transporting more than one youth and at least one youth remains in-custody unless there are more than one Transport Officer, the remaining youth can be safely supervised by one Transport Officer, and it is safe to pursue the escaping youth.
3. Pursue if safe to do so and if no other youth were being transported.
 - a) Transport Officers shall only pursue if safe to do so and if the officer has the necessary communication and safety equipment.
 - b) Transport Officers shall not leave handcuffs, badges, car keys, or paperwork in an unlocked vehicle during the pursuit.
 - c) Pursuing Transport Officers shall keep the KCJC staff informed of their location via cell phone or radio.
 - d) Transport Officers in pursuit of an escaped youth shall be equipped with handcuffs and OC pepper spray.

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III. Procedures for Specific Types of Transportation.

A. Court Proceedings.

1. Regardless of a determination that mechanical restraints are required during transport, youth shall not be in mechanical restraints while in the Juvenile Court unless the following applies:
 - a) The Court determines the youth's behavior in-custody or in Court establishes a manifest need to use restraints to prevent physical harm to the youth or others or due to a substantial risk of flight/escape.
2. The Prosecution has the burden of establishing the need for restraints in the courtroom.
3. If restraints are ordered, the least restrictive form of restraints shall be used and the reasons for the restraints shall be documented in the youth's file and the court record.

B. Transportation to Hospital/Off-Site Medical Appointments.

1. General

- a) If youth are wearing restraints, restraints shall be removed if necessary and as directed by the attending medical personnel.
- b) Staff shall not allow restraints to dangle on the youth's person while treatment is being administered.

C. Transportation to Airport

1. Transport Officers shall be at the airport at least two (2) hours before the departure time.
2. Transport Officers shall remain posted outside the plane entrance until the airplane is closed for departure.
3. If the airport has a holding facility, Transport Officers shall check with airport authorities to obtain permission to use the holding facilities if necessary to protect the safety of the youth or the public or prevent an escape.

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Emergency Procedures, Civil Disturbances, Active Shooter

I. General Policy

During emergencies, staff will work together as a team. In addition to CORE and 832 PC training, training in CPR and First Aid shall be provided annually. In-house training, which includes how to respond to emergencies including fights, suicide attempts, riots, fire/earthquakes, medical emergencies and attempted escape, shall be conducted periodically throughout the year.

Staff supervising groups in the living units will secure the youth in their rooms if safety permits. At this time, all available staff will report to the Control area and await further instructions from the Lead Officer. During any emergency, staff is to continue to complete regular safety room checks. In addition, staff will always know the number of youth they have in the unit or recreation yard, and make another head count following the emergency.

II. Location of Emergency Equipment

- A. Emergency equipment is located in the Control area. This equipment includes AED, CPR mask, pads/bandages, First Aid kits, handcuffs, leg irons & OC pepper spray.
- B. Emergency equipment cabinets are also located in the Kings County Juvenile Center (KCJC) break room. Additionally, emergency equipment is located in the cabinets in the living units.

III. Chain of Command

The chain of command is to be used during the time of emergency operations. The KCJC chain of command is detailed in Chapter 4100 – Juvenile Center Structure and Organization. The Lead Officer shall assume responsibility for all emergency operations during a declared emergency. In the event the Lead Officer is unavailable, the most senior staff member on duty will assume this responsibility.

IV. Types of Emergencies and Procedures

Staff shall locate the area of disturbance on the alarm panel and follow the emergency procedures discussed in Section I of this chapter. Staff will communicate and receive instructions via hand-held radios or telephone. If the safety and the security of the institution is threatened, the Lead Officer shall contact Kings County Dispatch, which will notify the Kings County Sheriff's Office to send patrol vehicles immediately. In situations where time allows, staff should first inform the Director and Juvenile Corrections Manager of the need to contact Kings County Dispatch for assistance.

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A. Control emergency response

1. Should an emergency occur and the emergency is not in the Control area, The Officer assigned to control should take the following actions:
 - a. Make certain that the electric doors are closed, and do not allow people other than KCJC employees or other first responders (i.e. fire, ambulance, law enforcement) to enter through the doors.
 - b. Place youth and visitors in the interview rooms, if they are in the Control area. If able, visitors should be escorted out of the facility by a Juvenile Corrections Officer (JCO) or other authorized person.
 - c. Monitor the appropriate emergency area and inquire as to whether paramedics are needed.
 - d. Dispatch may also be contacted if the nature of the emergency require outside intervention. The Lead Officer will assign a staff to direct emergency personnel to the affected area once on site.
 - e. If deemed necessary, the Lead Officer shall initiate a “freeze” on movement by unauthorized persons in and out of the building.
 - f. All activities undertaken during any emergency shall be documented as an Incident Report and should be entered into the Pass down Log.

B. Unit response

1. Should an emergency occur and the emergency is not in the units, assigned unit staff will respond as follows:

During a declared emergency, staff supervising groups in other units will secure the youth in their rooms, with no more than two youth per room. Some youth may be placed in a room to which they are not assigned, if time is a factor. Youth do not need to remove their shoes prior to locking down. In addition, if it is safe to do so, once there are ten youth left in a unit, the designated first responder may leave to assist with the emergency while the remaining staff member continues securing the remaining youth.

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Once the situation is controlled, the Lead Officer shall immediately notify staff via radio that the situation has been resolved, and that further staff response is unnecessary.

C. Recreation yard response

1. Should the emergency occur while outside in the recreation area with youth, and the emergency is not in the recreation area, the staff is to:
 - a. Direct the youth to be seated in the recreation area facing away from the unit(s), where the disturbance or identified emergency is occurring.
 - b. Await Lead Officer's instructions as to when and if youth should be returned to their unit and placed in their rooms.

D. Medical emergency:

Staff responding to a medical emergency will request medical backup and secure an emergency first aid kit or other emergency equipment as needed. If medical staff is not on site and emergency medical attention is needed, the staff shall immediately request an ambulance be dispatched to their location.

1. Staff shall administer first aid or CPR pursuant to their training as needed until professional medical assistance arrives.

E. Youth escape:

Staff will not pursue escaped youth beyond the immediate assigned area without specific directions to do so by the Lead Officer, as the supervision of the remaining youth takes priority.

Staff is to call Control immediately and report the incident. A facility head count will be initiated at the direction of the Lead Officer. Detailed information regarding the name(s), physical descriptions, and direction last seen heading will immediately be forwarded to County Dispatch. If available, the JCO staff will fax photos or email digital images of the escapees to County Dispatch.

As soon as the Lead Officer deems it safe, all remaining youth are to be secured in their individual rooms.

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If the youth is apprehended and returned to the facility, he/she will be placed on a maximum security/escape risk status.

Notification of the escape or attempted escape will include the Chief Probation Officer, Director and Juvenile Corrections Manager, youth's parent/guardian and assigned attorney.

F. Fence extraction

In the event a youth attempts to escape and is trapped in the razor wire fence, the following procedures shall be initiated immediately by staff in the recreation yard:

1. Notify the Control and Lead Officer by radio that a youth is caught in the institutional razor wire on the fence and in which unit.
2. Staff on the recreation yard will assemble, secure and count all the remaining youth and report count to Control.
3. Responding staff shall escort remaining youth back to their unit. All youth will be placed in their rooms until the situation has been resolved.
4. Staff shall set up a ladder underneath the youth so that the youth can stabilize him/herself until emergency personnel arrive. To limit further injury, staff will place a safety smock or blanket over the safety wire surrounding the area where the youth is entangled.
5. Staff is not to climb on the fence or make any further effort to remove the youth unless instructed to do so by the Lead Officer, medical staff, or emergency personnel.
6. Upon notification by staff, Control will contact County Dispatch via telephone. Control will provide clear and direct information regarding the nature and location of the emergency, and give directions to emergency personnel for access to the facility.
7. Notification of the fence extraction will include the Chief Probation Officer, Director and Juvenile Corrections Manager.
8. After being extracted from the razor wire, the youth is to be medically cleared and placed in the Maximum Security Unit if not already housed there.

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G. Fire

Depending on the size and location of the fire, staff may radio Control and ask that Kings County Dispatch be contacted to dispatch fire personnel. A staff member will be designated to meet the fire personnel and direct them to the fire area. In the event of a fire alarm, fire personnel will respond automatically unless cancelled by the Lead Officer.

1. Unit fire:

Staff is to immediately clear the danger area of youth, and evacuate the youth to a safe and secure area pursuant to the evacuation map posted in the unit. Staff shall obtain a head count and double check the unit if possible to ensure no youth or other staff remains in the affected unit.

The attached maps (*Refer to Attachment 4117 – A*) of the floor plans for the KCJC denotes the fire alarms, fire extinguishers and shut-off valves and switches.

If possible, extinguish the fire with available emergency fire suppression equipment.

Open all doors to individual youth rooms in unit(s) impacted by the fire.

Move thermostat control switches to “OFF” position.

2. If the fire is in another unit:

At the sound of the fire alarm, staff will have their group follow the posted evacuation plan, get a head count, and await instructions from the Lead Officer.

Youth in school will be escorted by staff pursuant to the posted evacuation plan in their classrooms and await further directions by the Lead Officer.

Youth in the recreation yard will be immediately assembled and remain in a safe, fire-free area.

Youth in their rooms will remain there until direction is given to evacuate.

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H. Bomb/bomb threats:

The Control, intake, lobby, and hallway areas should be clear of items such as boxes, packages, etc., as a matter of standard protocol.

1. Telephone bomb threats - See Bomb Threat Checklist (*Refer to Attachment 4117 – B*)
 - a. Checklists will be located in Control
 - b. Silently alert another staff to listen if possible to the phone conversation. Follow the guidelines provided in Bomb Threat Checklist, writing down the exact words of the threat if possible.

Notify the Lead Officer immediately after the threat, who will, in turn, contact law enforcement through Kings County Dispatch.

The Lead Officer will:

- i. Clear the danger area of people
- ii. Station staff at perimeters to prevent entry into the danger area
- iii. Order the youth to be evacuated to a safe area if deemed necessary.
- iv. Notify the Chief Probation Officer, Director and Juvenile Corrections Manager as soon as safety permits

Under the directions from law enforcement, JCOs will assist in searching areas familiar to them to determine if there are items present, which are not normally in the area.

2. Letter bombs:

Staff should examine all letters and packages for unusual features. A common type of letter bomb uses moldable plastic explosives, which can be rolled flat. It weighs less than one ounce and is scarcely one-eighth of an inch thick, but it can maim or kill a person standing three (3) feet away. Similar devices can be hidden in such things as books and cards. When the letter is torn open, a tiny spring hits a detonator a little larger than an aspirin, which sets off the explosion.

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All the following should be considered suspect:

- a. Origin (if the postmark or name of sender is unusual).
 - b. Handwriting of sender (if this indicates a foreign style not usually encountered).
 - c. Balance (if the package or letter is lopsided).
 - d. Weight (if the package seems too heavy for its size).
 - e. Springiness in the top, bottom or sides of the letter (but do not bend excessively).
 - f. Protruding wires (even the best-prepared devices can go wrong in transit).
 - g. Greasy marks on the envelope or parcel wrappings (from "sweating" of the explosives).
 - h. Smell (particularly if it is like almonds or marzipan).
 - i. Noise (if, when shaken gently, there is the sound of a loose piece of metal).
 - j. The feel of metal inside the envelope when you touch it should be treated as "very suspect."
3. Notify Lead Officer immediately if one of the above factors is present.
 4. Contact law enforcement through County Dispatch.

I. Earthquakes

1. Earthquakes while youth are outside their rooms:

Instruct the youth to stand flat against a closed door, the wall, or under a doorframe if possible. The most dangerous area is in the middle of the room.

2. Earthquake while youth are inside their rooms:

Instruct youth inside their rooms to stand flat against their doors. Unless an injury has occurred, do not open any youth's door.

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3. Earthquake while youth are in the recreation yards:
Instruct youth to sit at the far end of the recreation yard, away from all structures.
4. Conduct a thorough security/safety check to determine the need for evacuating youth and for a safe route. If evacuation is necessary, staff and youth will proceed to the recreation yard. Instruct all youth to sit in the far end of the play yard away from all structures. Staff shall immediately complete a head count to ascertain if all youth and staff are present and accounted for.

J. Hostage situation

Staff will request law enforcement assistance if the threat warrants it. When any doubt exists, it should be assumed that the threat is serious and immediate. At the KCJC, staff will contact County Dispatch for law enforcement assistance. It is the policy of the Probation Department that there will be no negotiation by Probation Department staff with hostage taker(s). Hostage taker(s) shall be advised that there is no Probation Department authority for negotiating any demands and that Sheriff's Deputies are responding.

In any situation where the life of a staff, visitor, or youth is being threatened, it is critical to evaluate the seriousness of the threat, the ability of the person(s) to carry out the threat, and the immediacy of the threat. Staff should make use of all their training, experience, and available resources to avoid complying with hostage taker(s) demands prior to the arrival of Sheriff's Deputies. Youth shall be kept away from the hostage area. When safe, youth who are in the recreation yard, units, or school shall be placed in their rooms until the situation is resolved.

K. Death or serious illness or injury to a youth:

1. Responding staff shall immediately apply first aid and call the on-site nurse or physician and contact County Dispatch to send emergency personnel.
2. The Lead Officer will direct a staff member to meet emergency personnel and lead them to the area of the emergency.
3. Staff shall secure the youth in their rooms and lend assistance where needed.

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4. Immediately contact the Director and Juvenile Corrections Manager. The Director or Juvenile Corrections Manager will notify the Chief Probation Officer as soon as possible.
5. Upon approval of the Director or Juvenile Corrections Manager, notification is made to the parents/guardians, person standing in loco parentis, and in the case of a death or serious injury, the Juvenile Court.
6. The Medical Provider of the facility shall be notified and a Quality Incident Report will be completed within two (2) working days and forwarded to the Health Care Administration.
7. The facility Director or Juvenile Corrections Manager will report the death of the youth to the Attorney General within ten (10) days (*Refer to Government Code Section 12525*). A copy of this report will be submitted to BSCC, also within ten (10) days.
8. Upon completion and submission of the Medical Director's Quality Incident Report to the Health Care Administrator, a review team comprised of the Chief Probation Officer, Director, Juvenile Corrections Manager, the Medical Director and the Health Care Administrator and all appropriate health care and supervision staff, shall meet to review the circumstances, causes and possible preventative measures relating to the in-custody death.
9. An Internal Administration Investigation Team from outside the facility will conduct a thorough investigation of any death other than by natural causes.

L. Power loss

If there is an electrical power failure, the reserve generator will automatically activate and will provide sufficient temporary lighting.

Unless sufficient lighting becomes an issue, normal activities and programming should continue. If not, youth will be placed in their rooms until full power is restored. In the event of excessive heat, the Lead Officer shall determine whether youth shall be removed to a shady area or other cooling area instead of being housed in their rooms for an excessive period of time.

The power outage will be logged and a facility incident report will be written.

Depending on the length of power outage and/or other factors at the time, it may be necessary to call Building Maintenance or Dispatch, to ask for assistance.

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M. Visitors

During emergencies, all non-staff visitors are to be directed to leave the secure area of the building as soon as possible and when safe to do so.

N. Post emergency

If not already completed, contact Director or Juvenile Corrections Manager.

1. Conduct facility head count.
2. Check youth and staff for injuries and any emotional or mental health problems.
3. Complete Medical and Mental Health Referrals as needed, Incident reports, Log Entries, Roster and Chrono updates.
4. As soon as possible, conduct a de-briefing with the staff on duty.
5. Rooms and areas involved in the disturbance will be searched for contraband.
6. Normal activities will resume when the Lead Officer determines them to be appropriate.

V. **Emergency Operations - Major Event**

A. Policies and Procedures

The purpose of this section is to set forth policies and procedures that are to be implemented in the event of a major emergency.

In the event of a major emergency, such as an earthquake, major or prolonged power outage, or fire, the operation of the KCJC may have to continue without the normal outside support, and may have to be self-sufficient for a period of hours, or even days.

Further, since the KCJC is staffed twenty-four hours a day, they would become a central communication point for Probation Department Operations.

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Staff on duty at the KCJC at the time of a major event would not only have to handle the necessary facility operations, but would additionally have to coordinate Probation Department communications and/or operations in their respective geographic areas of the County.

B. Staffing

During the time of a major disruptive event, staff is expected to work as a team, fulfilling required duties in the KCJC and in the field. By pulling together, operations will be easier for everyone.

1. Emergency call-in procedures for Probation Department staff.
 - a. In the event of an emergency (e.g. natural disaster, fire, etc.), the Probation Department will use a call-in procedure to notify staff of their work responsibilities.
 - b. The Lead Officer will serve as the central contact point for distributing information to staff in an emergency.
 - c. In the event of an emergency, the Chief Probation Officer or Director will contact the Lead Officer with information concerning staff work responsibilities (e.g. standby, callback, etc.). The Lead Officer will in turn post the information on the designated call-in telephone line. Information will be updated as circumstances dictate.
 - d. It is the responsibility of all Probation Department staff to check this call-in line routinely for updated information and work responsibilities.
2. Families/residences of on-duty staff
 - b. Staff members on duty during a major event shall remain on duty at the KCJC until relieved. Staff members shall be given the opportunity to contact their families to advise them they will be remaining on shift until relieved. They are not to give specific information regarding the emergency unless cleared to do so by the Lead Officer.

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3. On-duty staff

The Lead Officer, in collaboration with the Director and/or Juvenile Corrections Manager, is in charge of emergency operations and shall make the decisions regarding the staffing pattern that will be required at the KCJC. It may be necessary to change personnel on particular shifts and/or to alter the length of shifts. The Lead Officer is also responsible for documenting all aspects of the emergency operations. The following duties need to be accomplished as soon as possible after a major event:

- a. Assure that all on-duty staff are physically able to perform their duties. Render first aid if required. Document all information as necessary in a log book to be maintained at Control.
- b. Check all youth to see if they are physically safe. Render first aid if required. Document the information as required.
- c. Inspect the building for any major physical/structural damage. Make a list of any damage and document the information at Control.
- d. The Lead Officer will have to assure that communications equipment is monitored, calls received, information logged, and calls dispatched. Accuracy and clarity of message will be extremely important when coordinating communications between staff.
- e. Staff shall document any of the following circumstances and take the appropriate action at the direction of the Lead Officer:
 - i. Natural gas: If there is a leak of natural gas that you can smell, shut off the main gas supply line to the facility. Do not shut off the gas supply unless necessary.
 - ii. Water: Do not shut off water unless there is a major leak.
 - iii. Electricity: Do not shut off electrical power unless there is an electrical fire(s).

C. Evacuation of Site (*Refer to Attachment 4117 – C*)

1. If the Lead Officer believes the condition of the KCJC is unsafe, he/she shall immediately contact the Director. The Lead Officer will then maintain the youth in their designated evacuation locations and wait for instructions.

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The Director shall contact the Chief Probation Officer, who will make the final decision as to whether evacuation to another facility or location is required.

2. If the Chief Probation Officer determines that the facility is no longer safe for youth or staff to occupy, arrangements will be made to find alternative housing for each youth. If possible, the youth will be transferred to a facility designed to house confined youth. Other possible locations may include maintaining youth in their present locations or other Kings County secure housing areas.
 - a. In the event of an evacuation, the Director shall review the roster and consult with Probation to determine if certain youth can be released to their homes or possible on Electronic Monitoring. The Juvenile Court Judge and local law enforcement shall all be contacted as soon as practicable.
 - b. The Lead Officer will ensure that youth office files are secure to maintain confidentiality. Prior to evacuation, a final head count shall be conducted to ensure all youth are accounted for.
 - c. JCO/Medical staff shall secure medication and medical binders prior to evacuation.
 - d. Staff shall also bring radios, radio chargers, cell phones, and restraint equipment.
 - e. The Lead Officer will assure that communications equipment is available, monitored, and coordinated as necessary.
 - f. When safe to do so, the Lead Officer shall prepare a report that details what is needed to operate the facility, major concerns, problems, etc. and route this information to the Chief Probation Officer and Director.

D. Status report

The Lead Officer will need to keep current on facts that affect the operation of the facility. This information is passed from one Lead Officer to the next so that Department Administrators can be updated upon request. This report should include at minimum:

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1. On-duty staff;
2. Youth's name and status;
3. Medical/psychological problems;
4. Non-functioning part of the physical plant;
5. Necessary/needed supplies and equipment; and
6. Parent notification.

In the event of any incident or emergency, a written Incident Report will be prepared including date, time of day, and complete record of what occurred, any injuries, and what was done following the incident. This report shall be prepared and submitted to the Director or Juvenile Corrections Manager by the end of the shift.

VI Civil Disturbances

- A. Civil disturbances on County grounds resulting in damage to property, loud or hostile conduct, physical altercations or any other civilian misconduct; which threatens the safety or security of the KCJC, will be dealt with by the Director and/or Juvenile Corrections Manager.
 1. If faced with a civil disturbance, the highest-ranking on-duty staff member will:
 - a. Notify the Director and Juvenile Corrections Manager as to the situation. The Director and/or Juvenile Corrections Manager will notify the Chief Probation Officer.
 - b. Youth are to be removed from the area where the disturbance is located as safety dictates.
 - c. If necessary, contact Dispatch, advise them of the situation and have them dispatch the Kings County Sheriff's Office (KCSO) to the KCJC.
 - d. Juvenile Corrections Officers should only intervene in a civil disturbance if the immediate safety and security of the youth, staff or civilians is in jeopardy. It would be the primary responsibility of the KCSO or other responding First Responders to contain these situations.

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- e. Restrict civilian entry and exit of the facility buildings until the situation has been safely controlled and order is restored.
- f. Retain and direct JCO's; as well as, available Deputy Probation Officer's to assist with the safety and security needs.
- g. If necessary, and at the direction of the Director or Juvenile Corrections Manager, call additional staff to report to the facility to maintain security.

VII Active Shooter/Terrorist Attack

- A. In the instance of an Active Shooter or Terrorist Attack, the preservation of life shall supersede all other concerns. Staff discovering or responding during an Active Shooter or Terrorist Attack incident, shall secure the safety of all youth within their immediate control, prior to securing themselves.
 - 1. Lock Down Procedures will consist of:
 - a. Upon receiving information of an armed subject on or near the KCJC grounds, the Lead Officer shall notify Control; as well as, all staff and initiate a facility lockdown.
 - b. Juvenile Corrections Officers and available Deputy Probation Officers are responsible for securing all youth and non-sworn staff prior to seeking shelter for themselves.
 - c. The Juvenile Support Clerk assigned to Control shall:
 - i. Dial 9-1-1 and notify dispatch of the emergency.
 - ii. Remain on the line with dispatch to provide updated information throughout the incident utilizing the cellular phone assigned to Control.
 - iii. Remain at Control as long as it is safe and the area is secured.
 - iv. Utilize live-feed surveillance cameras in an attempt to ascertain if the facility has been breached.
 - v. Document any information as it relates to the emergency, such as suspect(s) description, location and type of weapon(s).

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- d. The Lead Officer shall:
 - i. Notify the Director and Juvenile Corrections Manager as soon as safely possible. The Director would then notify the Chief Probation Officer.
 - ii. Assist in the movement of youth and staff throughout the facility.
 - iii. Report to, and take direction from the Incident Commander or the Law Enforcement Response Team.
 - iv. Brief the Director and Juvenile Corrections Manager of the situation when time and safety allow.
 - e. Juvenile Corrections Officers who are supervising youth shall:
 - i. If located outside of the facility, immediately evacuate back to their assigned unit unless it is unsafe to do so.
 - ii. If unable to return to the unit with the youth, the Juvenile Corrections Officer shall take steps to secure the youth and themselves at their locations, utilizing storage rooms, holding rooms and restrooms as hiding places.
 - iii. If able to return to the facility, all youth will be returned to the Maximum Security Unit. This includes all sworn staff and non-sworn staff, and instructed to shelter in place staying away from windows and doors.
 - iv. If unable to safely retreat to the Maximum Security Unit, teaching staff, volunteers and partners shall be instructed to shelter in place by securing themselves in storage rooms, offices, and the teachers room while remaining out of view.
 - f. All youth, sworn staff and non-probation staff shall remain sheltered in place until given an “all clear” command by the Incident Commander, the Lead Corrections Officer or designee, or other first responders.
2. Once the “all clear” command is given and the safety and security of the facility has been restored, the reintegration procedure will consist of:
- a. Staff should secure the scene and preserve evidence as necessary.

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- b. Off-duty personnel shall be contacted to report to the facility to render assistance.
- c. On-duty staff, such as Deputy Probation Officers shall be instructed to report to the facility to render assistance.
- d. All staff involved in the incident shall document the event in an Incident Report.
- e. Parents, guardians or persons standing in loco parentis shall be contacted about the incident immediately, but no later than twelve hours of the “all clear”, and allowed to speak to their child. Special visiting may be coordinated.
- f. The departments Policy and Procedure regarding “In-Custody Death Reviews” and “Injury Notifications” shall be followed for youth who are serious injured or mortally wounded in custody.
- g. Aftercare services will be coordinated through NaphCare Inc., County Mental Health Crisis Intervention/Debriefing Teams, or Religious Provider.
- h. Probation staff will have the opportunity to debrief, access to PEER Support, medical services, Employee Assistance Program, Religious Provider, or the County Risk Manager.

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Fire and Life Safety

I. General Policy

- A. Whenever there is a youth in the facility, there shall be a minimum of one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety relating specifically to the Kings County Juvenile Center (KCJC) (*Refer to Title 15, Section 1323*). Juvenile Correctional Officers (JCOs) who have successfully completed CORE training qualify as meeting these training standards.

- B. During the orientation/training shifts for new employees, the Lead Officer and other on-duty staff members will:
 - 1. Explain procedures of KCJC operation and review the Policy and Procedures Manual, paying particular attention to fire and life safety and security issues;
 - 2. Have the new JCO participate in as many procedures as are available during regularly assigned shifts;
 - 3. The Director or Juvenile Corrections Manager are responsible for ensuring that staff sign off on appropriate sections of the New Employee's Orientation Checklist (*Refer to Chapter 4102*); and
 - 4. Explain Fire and Life Safety procedures and evacuation procedures to the trainee, and show the locations of the exit doors, exit diagrams, fire alarm pull boxes, and fire extinguishers.

II. Fire Safety Plan

- A. Fire safety in the facility shall be maintained in the following manner:
 - 1. The Juvenile Corrections Manager shall be responsible for arranging for an annual fire prevention inspection and for maintaining records of those inspections. There is a fire prevention and suppression pre-plan in cooperation with the City of Hanford Fire Department, which is reviewed annually during the Fire Marshall's inspection.
 - 2. A Program Coordinator (JCO) will be appointed by the Director to act as the facility Safety Officer to implement and maintain safety standards.

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- a. Paper and other flammable materials shall not be allowed to accumulate in the housing units, offices, storerooms, or any other area of the facility.
 - b. Chemicals and cleaning fluids shall be properly labeled and stored pursuant to each manufacturer's instructions. They shall be kept in a locked location except when actually in use.
 - c. Rags that have been used with any chemicals or cleaning fluids shall not be left piled in any area of the facility. They must be laundered or disposed of properly (in the outdoor dumpster) in a timely manner.
 - d. Electrical outlets shall be properly maintained and circuits shall not be overloaded.
 - e. Electrical equipment shall not be connected to electrical outlets if wires are exposed or other defects are evident. Defective equipment shall be repaired or discarded as soon as defect is noticed.
 - f. Facility diagrams with exit routes, alternate exit routes, and locations of fire alarm pull boxes and fire extinguishers are to be posted in each housing unit and a copy is to be kept in the front office area.
3. The Program Coordinator shall be responsible for conducting fire and life safety inspections monthly, and for preparing documentation of the findings related to those inspections. Documentation shall be maintained for a minimum of two years. These fire and safety inspections shall include, but not be limited to the following:
- a. All fire extinguishers shall be checked annually to make sure they are operational. (Service contract for maintenance)
 - b. All storage areas shall be checked for storage of paper, rags, chemicals, cleaning fluid, and other flammable materials.
 - c. All fire alarm pull boxes shall be checked for any visible defects.
 - d. All electrical cords shall be checked for wiring defects.

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- e. All first aid kits shall be checked and replenished monthly. A list of required first aid supplies shall be kept in each first aid kit for reference, and replacement supplies shall be obtained from medical staff.
4. In addition to the monthly inspections, all JCOs shall be responsible for reporting or correcting any deficiencies regarding fire and life safety or facility maintenance needs when those malades are discovered during the course of normal daily operations.
5. Monthly, the facility Safety Officer shall conduct a fire drill and document these drills. The fire drills shall involve the same procedure as for an actual fire, except that notification should be simulated (ie. Fire Department, Police Department, Kings County Sheriff, etc.). The Fire drills shall be documented.

III. Fire

- A. In the event of a fire in the facility, the following procedures apply, but the sequence may be altered depending on the severity of the fire:
 1. The Lead Officer shall summon assistance in the fastest manner possible. There are fire alarm sensors which will activate via the smoke alarms throughout the KCJC. The phone should be used to dial 9-9-1-1. The Lead Officer will utilize their radio to advise of the situation.
 2. The Lead Officer should determine the location of fire and report same to arriving fire control units.
 3. The primary concern is the safety of the youth and the staff. Youth will be moved to safe parts of the facility. Exit routes are posted in each housing unit and in other locations in the facility. Each staff member should be familiar with the exit route for his/her assigned area.
 4. If the scene becomes unsafe and is a threat to the life of any staff member, volunteer, youth or others present in the facility, the scene shall be immediately evacuated in the most expedient manner possible using the indicated evacuation map.
 - a. Staff members will move youth in a quick, but orderly fashion to the safest exit door. Youth shall be directed to remain absolutely silent and to follow instructions exactly.

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- b. At least one staff member shall remain with the youth who are preparing to exit the unit, and another staff member shall systematically release youth from their rooms to join the others.
 - c. If necessary, youth should be moved to the safest and most secure yard area until the emergency condition is over.
 - d. Staff members in unaffected areas shall control the youth in their units and wait for further direction from the Lead Officer relative to the need for evacuation.
5. If directed, staff shall proceed to the exit door that provides for the safest evacuation of youth and staff members in the endangered unit.
6. If at all possible, with minimal risk of injury, the designated staff members should contain the fire. There are several fire extinguishers located throughout the facility. Some fires can be contained by shutting the door to the room where the fire is active.
7. As soon as practicable, the Lead Officer shall notify the Director and Juvenile Corrections Manager of the emergency, and shall provide updates as necessary.
8. If any youth or staff members are injured during the emergency, each staff member shall provide emergency first aid as needed, and the Lead Officer shall arrange for appropriate medical attention.
9. In the event youth are evacuated from the facility or from a specific unit because of fire or any other disaster, the youth will be housed as follows:
 - a. The youth will be housed in units not affected by the fire or other emergency.
 - b. If all units are affected by the fire or other emergency, youth who present the most significant risk or danger to the community will be evacuated to the surrounding county juvenile facilities per the CAPIA guidelines for sharing juvenile space with adjacent counties in the event of emergencies. Youth who can be managed in the community may be released to their parents or guardian until the emergency situation has been terminated.
 - c. Unit staff shall take a copy of the Daily Roster and Unit Population Report with them during any evacuation, even if the youth will remain in a different unit within our facility.

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- d. The Lead Officer, in coordination with the Director and Juvenile Corrections Manager, are responsible for making arrangements for the safe evacuation of the youth and staff members. Off-duty JCOs may be called upon to assist in the evacuation.
 - e. Once youth have been evacuated, the youth should not return to the unit until the area has been declared safe.
10. During and after the emergency, staff members shall ascertain all youth are accounted for at least once every 15 minutes.
 11. As soon as the emergency condition no longer exists, the staff members who discovered and/or handled the emergency shall write an Incident Report detailing the fire, the actions taken to handle the emergency, and the cause of the fire, if determined.
 12. After the emergency has been handled, the Director and Juvenile Corrections Manager shall conduct an investigation and debriefing with staff to determine the following:
 - a. The reason the incident occurred;
 - b. Whether the incident could have been avoided;
 - c. Whether staff handled all aspects of the incident properly; and
 - d. What could be done to prevent similar incidents in the future?
 13. The Director and Juvenile Corrections Manager shall use the results of the investigation to prepare any reports regarding the emergency and for training and/or reporting purposes.

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Use of Force

I. Introduction

This policy will set the standards for staff to follow to ensure the physical safety and security of the youth, staff, and visitors within the facility.

A. Definitions

1. Force

Force, in the context of a juvenile facility, is defined as the use of hands, other parts of the body, objects, instruments, chemical devices, or other physical methods by an objective, trained, and competent Juvenile Corrections Officer (JCO), faced with similar facts and circumstances, to subdue an attacker, overcome resistance, effect custody or gain compliance with a lawful order.

2. Reasonable force

The amount of force that an objective, trained, and competent JCO, faced with similar facts and circumstances, would consider necessary and reasonable to subdue an attacker, overcome resistance, effect custody, or gain compliance with a lawful order.

3. Unnecessary force

The use of force that an objective, trained, and competent JCO, faced with similar facts and circumstances, would consider unnecessary to subdue an attacker, overcome resistance, effect custody, or gain compliance with a lawful order.

4. Excessive force

The use of more force than an objective, trained, and competent JCO, faced with similar facts and circumstances would use to subdue an attacker, overcome resistance, effect custody, or gain compliance with a lawful order.

5. Deadly force

Any use of force that is likely to result in death.

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6. Great bodily injury (*Sections 1712 and 1752, Welfare and Institutions Code. Reference: Section 1752, Welfare and Institutions Code; and Sections 147, 149, 830.5, 835, and 843 of the Penal Code*)

An injury that creates a substantial risk of death.

7. Non-deadly force

A use of force option which is greater than verbal persuasion but less than force that is likely to result in death.

II. Purpose and Scope

- A. Use of force in non-emergencies should be used only after clear, specific and understandable verbal directives are not followed. The amount of force used shall be reasonable and necessary to the situation.
- B. When dealing with aggressive youth, it is reasonable and necessary that staff use only the level of physical intervention/restraint (defensive force control instruments) that is needed to immediately stop the aggressive behavior and ensure the safety of others. If physical intervention/restraint becomes necessary, staff should exert only the level of physical intervention/restraint on the aggressive youth which is needed to bring the situation immediately under control and ensure that no further injuries are suffered by staff or by other youth.
- C. The immediate safety and security of staff and confined youth are the primary concerns in determining if force is to be used.
1. The level of defensive force deployed should only be that level necessary to control a resistive, aggressive, or violent youth and/or to overcome said resistance, while ensuring the safety and security of staff and the involved youth.
 2. The primary goal in any use of defensive force and/or defensive force instruments is to safely control a possibly dangerous situation where the safety of staff and confined youth are at risk.
 3. All defensive force strategies and/or instruments will always be based upon what is reasonable, available, and appropriate given the immediate circumstances.

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4. The use of force shall be avoided whenever possible. Force shall not be utilized for reasons of discipline, treatment, punishment or in retaliation for a violator's resistive, aggressive, or violent acts or any other acts. In determining whether to use force for non-compliance, staff shall determine whether this non-compliance puts the safety and security of the staff, youth, or institution at risk. When applying physical intervention/restraint, staff must not allow adrenaline, anger or emotion to cause a loss of control and judgment. It is important that staff develop and utilize professional strategies according to the continuum of force that stress and reinforce emotional control, judgment, and quality decision-making abilities under stress.
5. Corporal punishment is prohibited under any circumstances. Any use of corporal punishment or improper application of force shall result in disciplinary action.
 - a. All staff observing unnecessary or excessive use of force or corporal punishment are required to intervene and attempt to stop the inappropriate use of force or corporal punishment, and report it immediately to the Lead Officer on duty in the facility,
 - b. Staff shall document their observations in an Incident Report prior to leaving the facility at the end of their shift. The Lead Officer shall report the event up the chain of command.
 - c. The Director and Juvenile Corrections Manager will be notified immediately of any improper application of force or any use of force which results in injury to a youth or staff member.
6. Training
 - a. Training in areas such as de-escalation techniques and crisis counseling emphasize this department's stance on using alternatives to force whenever possible.
 - b. Training will be provided to staff that promote communication skills between staff and confined youth and that stresses the use of a trauma informed approach to supervision.
 - c. Training will be provided to staff in the use of mechanical restraints, including the WRAP. Staff will also be trained in the use of unarmed defensive techniques and the use of OC Pepper Spray

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III. Restraint/Control Policy

- A. In restraint and control situations, staff may utilize only those control and restraining techniques and devices which are approved and/or provided by the Kings County Probation Department and in which the employee has successfully completed approved training.
- B. It is expected that staff will use good judgment, decision-making skills, and teamwork to control a situation.
- C. At every level of the defensive force continuum, staff may increase the degree of force within the level if needed to control the situation without going to another, higher level of force. For example, staff presence may be used by one staff and be increased by including more than one staff member.
- D. When a physical restraint is used, staff members must escalate or de-escalate the use of force as the youth's resistance or behavior changes. The amount of force used will not exceed the amount of force necessary to control the youth.
- E. KCJC staff may restrain or control a youth under the following circumstances:
 - 1. For self-defense;
 - 2. For defense of another staff member or youth
 - 3. To prevent escape;
 - 4. To overcome resistance when a youth is physically aggressive;
 - 5. To effect an arrest;
 - 6. During transportation of a youth from one location to another;
 - 7. When there is a documentable, articulable threat to the safety or security of staff or the facility as a result of a youth's actions; or
 - 8. To prevent a youth from harming themselves.
- F. Levels of defensive force deployed should always be based upon what is reasonable and appropriate, given the individual circumstances. Youth's actions and behaviors dictate which levels of appropriate and reasonable defensive force may be deployed.
- G. Strategies for physical restraint and control or immobilization of a youth through the use of hands-on defensive force control instruments include, but are not limited to:

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1. Staff presence (or multiple staff);
2. Dialogue/counseling;
3. Verbal commands;
4. Control and search techniques;
5. Oleoresin Capsicum (OC) pepper aerosol sprays;
6. Mechanical restraints; and
7. Unarmed defensive tactics.

H. The above listing is not to be construed as meaning that force options are to be used only in the order listed. The force used is to be appropriate to the individual event. Mechanical restraints, OC, control and search techniques, unarmed defensive tactics, or other techniques requiring training, are to be utilized only after staff members have successfully completed departmental approved training in the specific topic.

IV. Use of Force Options and Protocol

- A. Staff presence: This is the first option to the maintenance of a good institutional facility and the prevention of situations requiring physical intervention. It is the effect that staff's honesty, professionalism, integrity, pride and reputation for fairness has on a youth's behavior. These characteristics, to be effective, must be consistently maintained.
- B. Dialogue and counseling: This option is the staff's ability to gain control of the situation through the use of verbalized techniques. Dialogue properly used on a daily basis can become the only option necessary in most control situations. Dialogue, including counseling efforts, may also be the single most successful option available.
- C. Verbal commands: Staff is encouraged to communicate with youth in a manner that promotes positive interaction between staff and youth. When necessary, command presence shall be utilized if the situation warrants it. When using command presence, staff shall use clear, direct verbal commands to youth to affect the behavior change needed. When the situation de-escalates, staff is encouraged to communicate with the youth to ensure they understand why more forceful intervention was needed and how such problems can be avoided in the future.
- D. OC: The use of departmentally issued OC spray is permitted pursuant to state law (*Refer to Section 12403 of the California Penal Code*). After having completed the required training on use of OC, KCJC staff may use OC under the following conditions:
1. OC may be used within the scope of staff peace officer authority to control, restrain, or subdue imminent or actual violent behavior or if such behavior presents a clear danger.

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2. Before OC may be used, consideration must first be given to the gravity of the situation, the consequences that may reasonably be expected to occur if the behavior does not cease.
3. OC will be used only after making reasonable efforts to verbally obtain voluntary compliance and after giving a clear warning that OC will be used if such voluntary compliance is not forthcoming.
 - a. The only exception to the above is when the behavior exhibited is of such nature that even momentary delay would result in further injury to a person.
4. OC shall not be dispensed within a moving vehicle. During transportation of youth, OC will be used only in physically threatening situations or escapes/attempted escapes.
5. OC may be used prior to the use of hands-on restraint or mechanical restraints in order to gain control of an aggressive youth. Staff may elect to use empty hands or mechanical restraints first if they can do so without risking injury to themselves or to the youth or if OC is not immediately available.
6. OC shall not be used for punishment, retaliation, disciplinary or treatment purposes. Staff is to ensure that no greater amount of OC is used than is necessary to gain control of the situation and subdue the youth.
7. Staff should avoid deploying OC against female youth who have been identified as pregnant (*Refer to Section 6030(f) of the Penal Code and Section 222 of the Welfare and Institutions Code*), or any youth with the following medical profiles:
 - a. Severe Asthma
 - b. Cystic Fibrosis
8. The facility Director, Juvenile Corrections Manager and/or Chief Probation Officer shall designate those staff members authorized to possess and use OC within the scope of their employment at the KCJC. The staff member shall:
 - a. Have completed the approved 832 PC and chemical agents course that includes OC spray training;
 - b. Be on duty and authorized through the chain of command to have possession of OC; and
 - c. Have read and signed for the Kings County Probation Department Policy on OC.

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9. Specifically, the following positions are authorized to possess and utilize OC while on duty after meeting the requirements of section 8 (above):

- a. Deputy Chief Probation Officer (Director)
- b. Deputy Probation Officers
- c. Juvenile Corrections Officers

Extra help staff may be considered for authorization to carry OC following the completion of mandated training, during the course of their assigned work hours.

10. Canisters of OC shall be controlled and accounted for as follows:

- a. The facility Juvenile Corrections Manager or designee will issue a new canister to approved staff. Empty canisters will be collected by the Juvenile Corrections Manager and disposed of properly.
- b. Canisters must be secured in the designated storage location when not in use.
- c. Under no circumstances is staff to remove the MK9 canister from the institution unless they are in pursuit of an escapee, or participating in transportation or ground searches.
- d. Each staff member receiving a MK4 canister or most senior officer assigned to the maximum security unit receiving a MK4 and MK9 or Lead Officer receiving a MK4 and MK9 canister is responsible for determining that it is more than half full and keeping the OC activated by shaking the canister at the beginning of each shift. While on shift, OC canisters must be secured on the Officer's duty belt or personal tactical vest when not actively in use.
- e. Stored canisters are not to be in an area of extreme heat.

11. For optimum usage, OC should not be activated at a target distance of less than 6-10 feet. An effort should be made to hit the facial area with the spray.

12. Aftercare/Decontamination procedures:

- a. In all cases where OC is deployed, once the youth has been controlled and restrained, the youth must be immediately removed to a safe area where decontamination can take place.

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- b. The decontamination process for OC involves fresh air and water. The youth should be provided with a clean towel. Water should be sprayed into the face of the youth while the eyes are closed. The youth should not wipe his/her face but may blot dry. This process should be repeated as needed. Youth will be provided new clothing once the decontamination process has been completed. Youth who were not involved but were contaminated with OC Pepper spray due to overspray, must also go through the decontamination process and be provided new clothing.
- c. Youth should be advised not to decontaminate by washing with warm water and soap. Warm water will open skin pores and increase discomfort. Using soap or any oil or cream-based products will also increase discomfort. Advise the youth to decontaminate first by using cool water alone. After decontamination, use warm water only. Warm water and soap may be used the following day or later the same evening.
- d. All youth sprayed with OC must be referred to medical personnel. If no medical staff is available on site, NaphCare nursing staff shall be contacted at the Kings County Jail.
- e. Staff must observe all youth who have been sprayed with OC until medically cleared.
- f. Any staff contaminated with OC should follow the same basic decontamination procedures.
- g. The same procedures should be followed by any agency bringing in any youth who has been sprayed with OC. All staff should be alerted to any youth who have been sprayed with OC; the prospective youth should have been medically cleared, with this clearance obtained by the arresting agency prior to being accepted by institution staff for booking.

E. Documentation

- 1. The use of physical force and/or OC shall be reported in writing on an Incident Report. The individual applying the force or restraint shall be responsible for completing the incident report before the end of his/her shift during which the use occurred or before leaving the premises. The Incident Report will be submitted to the Lead Officer for review. Other officers on duty shall write an Incident Report as to their observation or participation in the incident. Only the officer deploying force, restraint or OC shall indicate such in the detail-type portion of their Incident Report.

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- a. The Lead Officer will approve the report(s) before the end of his/her shift during which the use occurred or before leaving the premises. The Lead Officer will submit the Incident Report to the Director and Juvenile Corrections Manager within the same time limits.
- b. The Lead Officer will also complete the Use of Force and Restraint form (*Refer to Attachment 4119 – A*) and attach it to the Incident Reports. This form will be reviewed by the Juvenile Corrections Manager and/or the Director by the next working day.

These reports shall depict:

- i. A clear and factual justification for the use of force/OC or restraints;
- ii. A description of how the force/OC was utilized and the results obtained; and
- iii. A complete description of the aftercare procedures and/or medical referral/treatment

F. Use of force/restraint referrals and notifications

1. In any incident involving the use of force on a youth; to include hands-on defensive techniques, restraints or OC, referrals will be made to both medical and mental health staff.
2. In any instance when a youth is injured through the use of hands-on defensive techniques or mechanical restraints, a referral will be made to the medical staff.
3. If as a result of any restraint, the youth appears to have significant injuries that cannot wait until he/she is seen by clinical staff, the Lead Officer will contact the on-call Deputy Probation Officer immediately or arrange for Emergency Room transport. In an extreme emergency, if the injury is severe and/or life threatening, staff shall call 9- 9-1-1. The Lead Officer will contact the Director and Juvenile Corrections Manager of the incident and a brief description of the incident and injuries. The Director will then contact the Chief Probation Officer.
4. In any instance involving the use of force, the youth's parent, guardian or person standing in loco parentis is to be contacted and notified of the incident by the Lead Officer at the direction of the Director or Juvenile Corrections Manager.

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Use of Physical Restraints and Physical Restraints used for Transportation and Movement within the Facility

I. Introduction

Physical restraints are needed when a youth's behavior represents a significant and/or grave danger to themselves or others or when necessary to prevent serious destruction of property. Only the minimal amount of force necessary to control the youth is permitted. Physical restraints are to be used inside the institution only when all other types of intervention techniques and less restrictive behavior control methods have proved unsuccessful and/or the youth is engaged in self-destructive behavior or otherwise uncontrollable violent behavior. The circumstances leading to the application of restraints must be documented.

This policy relates to an immediate means of overcoming resistance and to control the threat of imminent harm to self or others, and includes situations where physical restraints are applied for a brief period of time to gain immediate control of a youth prior to being placed in their room.

Youth that are known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains or handcuffs behind the body. Pregnant youth who are in labor, during delivery or in recovery after delivery shall not be restrained by the wrists, ankles or both unless deemed necessary for the safety and security of the youth, staff or the public. Restraints shall be removed if and when a professional who is currently responsible for the pregnant youth's medical care during a medical emergency, labor, delivery or recovery after delivery determines the removal of restraints are medically necessary. In the event restraints are deemed necessary for a pregnant youth, staff shall use the least restrictive restraints possible and document the reasons why restraints are necessary, the restraints used and the amount of time the youth was restrained. (*Refer to Section 6030(f) of the Penal Code and Section 222 of the Welfare and Institutions Code*)

A. Intervention techniques and less restrictive behavior control measures may include, but are not limited to:

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1. Active staff supervision: Staff will intervene with youths at the first sign of problems; i.e. when the youth appears agitated or angry, is experiencing problems with other youths, is destructive to property, is expressing ongoing disrespect to staff, or is in continued noncompliance with rules.
 2. Match the youth with staff who has the best relationship with them: Allow them to talk privately, but not alone in the youth's room. Staff will attempt to keep youth engaged in positive and supportive dialogue that might aid in de-escalating the situation. Staff will use time, patience, and training in pursuing positive interventions.
 3. Have another youth visit with them, supervised by staff, to see if they can assist in de-escalating the situation.
 4. NaphCare/Mental Health staff intervention.
 5. Probation Officer intervention. Staff should inform the Probation Officer of the present situation prior to allowing the youth to talk with them.
- B. Restraints shall not be used as a form of punishment or discipline or as a substitution for treatment.
- A choke-hold restraint (placing the forearm across the front of the neck from behind) or securing the youth in a "hog-tie" (affixing of hands and feet together behind the back) restraint shall not be used under any circumstances.
- C. Approval for putting a youth in restraints, and the continued use and supervision must come from the Lead Officer, Director or Juvenile Corrections Manager except in an emergency.
- D. Prior to the use of physical restraints, Physical Restraint Procedures found in Section II of this chapter will be used in the decision-making process to determine if all preventative avenues have been exhausted. When the decision to use physical restraints has been made, the Lead Officer will initiate the Use of Force and Restraint Form (*Refer to Attachment 4119 – A*). Upon removal from the restraints, the Use of Force and Restraint Form will be attached to the primary Incident Report documenting the need for the use of restraints for review by the Director, Juvenile Corrections Manager, or Lead Officer, and will be placed in the youth's file.

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E. The following types of restraint equipment is available at the Juvenile Center:

1. Handcuffs
2. Security waist chain (used in conjunction with handcuffs)
3. Leg restraints (also known as leg irons, leg shackles, anklets)
4. The WRAP restraining device
5. Protective Shield

II. General Procedure for Using Restraints

- A. The purpose and design of restraints is to gain control and protect youth who have become self-destructive, assaultive and unmanageable, or those who demonstrate the need to be restrained to prevent same.
- B. The application and use of restraints must be done in a safe and proper manner.
- C. When considering the use of restraints, the Lead Officer shall first review the youth's medical history for any condition that might preclude the use of restraints. Staff is to check the Room Assignment Sheet to see if any medical condition is noted.
- D. When the decision is made to use restraint equipment, the quickest and most effective method of restraining a youth involves as many staff members as possible. Having sufficient staff (no fewer than 2 for hard restraints) will reduce the likelihood of injury to the youth or staff.
1. Staff should develop a plan for the safest method of restraining a youth. The Lead Officer and staff should develop a plan for contacting Medical and Mental Health staff, the location and control of other youth in the units, assignment of staff to apply restraints to the youth and to secure them in the restraint, and the rotation of staff to provide direct visual supervision.
 2. Staff should explain to the youth what they are doing and why. This explanation should include the use of restraints, the time period for the restraints, and what the youth can do to cooperate. This should be done even if it appears to staff that the youth may not understand. In the case of non-English-speaking youth, the procedure should be explained in the youth's native language, if possible.
 3. When restraining a female youth, a female staff member should be present and fully assisting in the procedure.

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4. The Use of Force/Restraint Form will be maintained on any youth placed in restraints. Staff will initial and enter observations on the youth every 15 minutes.
- E. It may be necessary to use handcuffs, shackles, waist chains or the WRAP to gain control of an overly aggressive youth. Handcuffs are to be applied in back of the youth or in front if using the WRAP, left on only long enough to regain control of the youth and are used only when there is a clear and immediate danger present to the youth and to the staff. When using restraints, staff is to avoid placing the youth on their stomach to avoid injury.
- F. While in restraints, the youth is to be attended and under direct supervision of staff at all times. Staff will monitor the youth to ensure that the restraints are secure and that the youth is breathing properly and that the skin is of normal color. Always assure that the youth's circulation is not restricted. If the youth has difficulty breathing, changes in complexion, irrational talking, screaming, etc., Medical and/or Mental Health staff must be contacted immediately.
- G. Staff should be able to fit one finger (1/2 inch) between the restraints and the youth's skin. If the youth's skin becomes irritated, staff should remove the restraints, one at a time, and pad with a soft material, continuing to maintain the 1/2 inch margin between the restraint or pad and the youth's skin.
- H. In the unlikely need of cardiopulmonary resuscitation equipment, staff is reminded that mouthpieces for CPR (CPR masks) should be utilized. There will always be staff on shift trained in CPR procedures.
- I. Any restrained youth must be provided with water when requested or when it appears needed; i.e., dry or parched lips.
- J. Upon request, all youth in restraints will be escorted to use toilet facilities. (*Refer to Federal Mental Health Regulations*) The youth may be unrestrained to use the toilet. Once unrestrained, if the youth is able to cooperate with staff and appears to have regained self-control, s/he should not be re-restrained so long as the behavior displayed is compliant. (See Subsection O below.)
- K. Restraints increase the risk to a youth's physical extremities, i.e. limbs. It is extremely rare that any youth would be restrained for more than two hours, but should such a case occur, make certain the medical assessment done on the youth by a physician includes provision to follow through with

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exercising youth's limbs by either taking the youth onto the recreation yard or by securing legs while allowing youth to exercise his/her arms, securing arms while allowing youth to exercise his/her legs. Staff should check restraints regularly to avoid potential injury. Symptoms to watch for include swelling, discoloration of the skin, excessive tightness of restraints, etc.

- L. Range of motion exercise of alternative extremities are required a minimum of 10 minutes every hour. Extremity exercise policies may vary for sedate versus "struggling" youth.
- M. Youth placed in restraints must be housed alone or in a specified housing area, which makes provision to protect the youth from abuse.
- N. In the event of a natural disaster or major emergency, such as a fire, flood, or earthquake, staff needs to ensure that any restrained youth is taken to a location that is safe and secure.
- O. Restraints are to be removed as soon as possible after the youth has regained self-control and does not pose an immediate threat to themselves, the safety of staff and the safety of others.
- P. Reasons for continued retention in restraints shall be reviewed and documented by the Lead Officer at a minimum of every 15 minutes. For requirements regarding Medical and Mental Health notification and clearance, see Sections III and IV of this chapter.
- Q. Removal of the youth from restraints requires the prior authorization of the Lead Officer, Juvenile Corrections Manager or Director.
- R. Upon release from restraints, the youth is to referred to medical for any potential injuries and mental health.

III. Mental Health Assistance

- A. When physical restraints are used, Mental Health staff (during working hours) will be contacted immediately to evaluate the youth. In no case will more than four (4) hours go by between the restraint of a youth and in-person Mental Health assessment. Youth, in the extreme case, who do not or cannot be brought under control and continue to be emotionally, psychologically or mentally distraught may need to be transported to the Adventist Health Emergency Room for evaluation. Mental Health or the Crisis Intervention personnel may make this decision; as well as, the Director and/or Juvenile Corrections Manager.

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B. Restraining self-harming youth

1. If youth becomes non-compliant and engages in self-harming behavior (i.e. slamming their head into the wall, hitting themselves, etc.), staff shall make every attempt to resolve these behaviors through verbal counseling and the use of soft control techniques. Should these be unsuccessful, the WRAP restraining device may be utilized to restrain the youth for their safety.
2. After applying the WRAP restraining device, the Lead Officer shall contact NaphCare to medically evaluate the youth as soon as possible and the youth shall be medically evaluated for continued retention at least every hour thereafter.
3. A mental health consultation shall be secured with NaphCare as soon as possible after applying the WRAP restraining device to assess the need for mental health treatment.
4. After applying the WRAP restraining device, the youth shall be monitored on a continuous basis by at least one staff member.
5. While restrained in the WRAP, staff shall remove/loosen cuffs and loosen the WRAP device to allow the youth to stretch and move their arms and legs on a regular basis, but at minimum every hour.
6. As the youth begins to be compliant and demonstrating signs they are no longer an immediate danger to themselves, staff will begin loosening/removing components of the WRAP restraining device at the direction of the Lead Officer.
7. The Use of Force/Restraint Form shall be started and maintained on each youth placed in the WRAP restraining device until its use is discontinued at the direction of the Lead Officer.
8. OC Pepper shall not be used with any youth placed in the WRAP restraining device.
9. The Lead Officer is responsible for contacting NaphCare Medical and Mental Health as outlined above, as well as for ensuring staff complies with the special handling instructions set forth.
10. Staff will receive periodic training in the use of the WRAP restraining device, and at the annual mandatory Unarmed Defense Tactics training (UDT).

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IV. Medical Assistance

- A. When restraints are used, medical staff, i.e. the nurse or doctor (during working hours), or on-call NaphCare personnel (after hours) will be contacted to evaluate the youth and provide a medical opinion of the safety of placement and retention as soon as possible, but no later than two hours from time of placement. If the youth remains restrained, medical clearance for continued restraint is needed every three (3) hours thereafter.
- B. If the youth is taken to the ER, the youth's medical history will accompany the youth.

V. Documentation

A. Incident Report

- 1. An Incident Report shall be prepared and maintained on all incidents involving the use of restraints.
 - a. All staff involved in the use of restraints will each prepare an Incident Report as soon as possible, prior to leaving the institution at the end of the shift, to document their involvement in the use of restraints.
 - b. All Incident Reports will be forwarded through the chain of command to the Lead Officer, the Juvenile Corrections Manager and the Director.
 - c. After review by the Juvenile Corrections Manager and the Director, the Incident Reports will be forwarded to the Chief Probation Officer as soon as possible, if further review or investigation is required.
- 2. The Incident Report shall include all of the following information:
 - a. Documentation of the youth's behavior justifying the use of the restraints;
 - b. Documentation of the youth's behavior while restrained;
 - c. Names of all staff present and assisting with restraining and/or monitoring the restrained youth;
 - d. Date, time and location of the use of restraints;

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- e. Date, time, name and title of all staff (including Probation Field Service, Medical and Mental Health staff), Supervisors and Administrators who were notified of the use of restraints. Document any orders received from supervisory or administrative staff;
- f. Date and time when water, meals and use of toilet facility were offered to the youth and youth's reaction to the offers;
- g. Date and time of restraint review by supervisory staff and the name and title of the supervisor;
 - i. The restraint review shall be conducted by the Lead Officer every fifteen minutes on a continuous basis and documented in the Incident Report as to why the continued use of restraints was necessary and/or required.
- h. Documentation of any injuries to the youth, staff, other youths or any other person present and what medical attention (if any) was required;
- i. Documentation of any medical or mental health assessments and orders that were received, the name and title of the person issuing the orders, the date and time that the orders were received and the staff member who received the orders; and
- j. The date and time that the youth was released from the restraint and the name and title of the supervisor authorizing the termination of the use. The Lead Officer shall document on an Incident Report the continued need for retention of restraints on an hourly basis.

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VI. Debriefing

Following all incidents or as soon as possible thereafter where physical restraints are used, the Lead Officer in charge will conduct a debriefing that includes the staff involved, including Medical and Mental Health staff.

VII. Staff Training

Within the first year of employment, all full-time staff is required to complete state-mandated (BSCC) CORE training, as well as additional mandated training, which includes courses in the following areas:

- A. Command presence and verbal directives
- B. Crisis counseling techniques
- C. De-escalating volatile situations
- D. Use of force
- E. Use of physical restraint

VIII. Restraint Devices for Movement and Transportation within the Facility

- A. The purpose of physical restraints used for movement and transportation within the facility will be based on the overall safety and security of the facility, including staff and other youth; and shall not be used for the purpose of discipline or retaliation.
 - 1. Physical restraints utilized for movement and transportation within the facility include handcuffs and/or leg irons.
 - 2. The circumstances leading to the application of restraint(s) must be documented in an incident report and the Use of Force and Restraint Form. (*Refer to Attachment 4119 – A*)
 - 3. An individual assessment of the need to apply the restraint device for movement or transportation within the facility that includes consideration of less restrictive alternatives, consideration of a youth’s known medical and/or mental health condition(s), and trauma informed approaches. Document assessment in an incident report and obtain approval from the Lead Officer, Director or Juvenile Corrections Manager.
 - 4. The use of physical restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

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Behavior Management and Disciplinary Due Process

Purpose: To define a behavior management system of sanctions and incentives to promote pro-social behavioral changes while ensuring disciplinary due process in the Kings County Juvenile Center (KCJC).

I. General Overview

Discipline will be utilized beginning with the least restrictive level that promotes acceptable behavior. Clear and consistent disciplinary policies and procedures are essential for clarifying behavioral expectations.

Appropriate behavior, as well as rules and consequences for inappropriate behavior, are discussed during the orientation process with the confined youth. Behavior expectations also are posted prominently in the living units.

- A. When a youth is admitted to the KCJC, the KCJC rules will be reviewed with the youth. The youth will be provided with a handbook of the rules and will be required to sign off to this fact. The staff is responsible for ensuring that the youth understands the rules prior to the youth signing.
- B. Cooperative, positive, and polite behavior will earn privileges or incentives. For those youth who repeatedly do not follow the rules, ignore staff directions and warnings, and fail to respond to verbal counseling, the appropriate level of discipline may be imposed.
- C. General behavioral guidelines for the youth are as follows:
 - 1. Follow staff directions;
 - 2. Treat staff, program staff, volunteers, and other youth respectfully;
 - 3. Keep room neat and clean;
 - 4. Participate cooperatively in assigned activities and programs;
 - 5. Gang behavior of any kind is prohibited;
 - 6. Respect property within the KCJC;
 - 7. Bring problems to the attention of staff;
 - 8. Avoid all body contact with other youth and staff; and
 - 9. Wear the correct size clothing, as determined by staff, and wear them in the proper manner.

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II. Disciplinary Sanctions - Philosophy

- A. Maintaining safety and security in KCJC depends primarily on how well the staff supervises the youth and on the degree of success staff achieves in establishing constructive relationships with the youth. The staff objective is to avoid disciplinary problems by establishing an atmosphere of mutual respect and cooperation. The application of juvenile discipline should always be used to affect and encourage positive behavior change in the youth.
1. Daily routines, activities and expectations should be clearly explained and directed in a calm and orderly manner.
 2. Sarcasm, ridicule, threats, intimidation, public criticism, or embarrassment by staff members towards youth will not be tolerated.
 3. Positive reinforcement through praise and encouragement should be given when the opportunity arises.
 4. The denial of a youth's basic rights, as defined in Section G, as a form of discipline is against policy and Board of State and Community Corrections (BSCC) regulations, and will not be tolerated.
- B. The discipline imposed should show a direct relationship between the negative act and the selected consequences.
- C. The age, maturity, any known disability and risk level of the youth should be considered in determining the appropriate disciplinary measures.
- D. Reprimanding a youth for misconduct and imposing disciplinary action shall be executed without undue excitement, agitation, or loss of temper on the part of staff. Staff shall always conduct themselves in a professional manner.
- E. Youth discipline should not be administered in the presence of other youth.
1. The reasons for the discipline shall be made clear to the youth.
 2. Counseling, an essential part of KCJC staff work, can ease or prevent disciplinary problems. When a conflict or disturbance occurs in the group, it is possible to overcome the problems by talking separately with the youth involved or through group discussions.

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- F. All instances of disciplinary actions shall be documented as an incident report. Documentation will include the time, date, reason for, and extent of discipline imposed and the counseling/intervention that followed.
- G. Discipline shall not include corporal punishment, physical or psychological degradation, or deprivation of basic rights which include the following:
 - 1. Bed/Bedding (during sleeping hours) and clothing;
 - 2. Daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;
 - 3. Full nutrition;
 - 4. Contact with parent/guardian, person standing in loco parentis or attorney;
 - 5. Exercise;
 - 6. Medical services and counseling;
 - 7. Religious services;
 - 8. Clean and sanitary living conditions;
 - 9. The right to send and receive mail;
 - 10. Education; and
 - 11. Rehabilitative programming.

III. General Information - Disciplinary Process

The fair treatment and control of confined youth is fundamental to a sound program of detention and rehabilitation. Procedural safeguards ensure fairness, enhance staff decision-making skills, and help youth learn to solve conflicts in a non-delinquent manner. Youth who are on disciplinary status should not be denied normal privileges available at the facility, except to accomplish the objectives of the discipline imposed.

- A. Disciplinary due process differs from the grievance procedures in that the disciplinary due process is:
 - 1. Initiated by staff and administration, whereas a grievance is initiated by the youth.
 - 2. Based upon the potential or actual implementation of disciplinary action, whereas a grievance can be generated at any time and not only for disciplinary reasons.
- B. Upon commencement of disciplinary action being imposed, the elements of due process must be employed. Those elements include time limits, notice, the right to respond, the right to a hearing, and notification of the findings. There will be provisions made for youth who are impaired, illiterate, or who do not speak English, to ensure they understand

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the process and have a meaningful opportunity to participate, including, but not limited to, being able to respond to any allegations and participate in the hearing.

- B. The disciplinary due process shall not impede staff in the performance of their duties in crisis situations. Staff has a responsibility to immediately intervene with youth in a crisis situation that involves a threat to persons, property, or the security and safety of the institution. At the conclusion of the crisis, disciplinary due process shall take place.
- C. Disciplinary actions that impose sanctions, invoke a restriction, or deny programs normally expected in the institutional program because of a violation of a law or an institutional rule by a youth, will be conducted within the following constraints:
 - 1. Each youth is to be orientated upon intake regarding responsibilities, institutional rules, and individual program objectives.
 - 2. Disciplinary actions will be determined fairly, promote acceptable behavior, and equitably applied to all youth.
 - 3. Only KCJC staff may take disciplinary action. Delegating discipline to any youth, medical, educational, or mental health staff is prohibited.
 - 4. Staff shall direct youth's behavior in an impartial and consistent manner.
 - 5. Disciplinary action shall not be capricious or retaliatory.
 - 6. Staff shall not impose, or allow imposition of, corporal punishment of any kind.
 - 7. Disciplinary measures will be in proportion to the documented inappropriate behavior. To the extent possible, discipline shall be a natural consequence that is related to the misbehavior.
 - 8. If it appears the youth has a disability, staff will refer the youth to Medical and/or Mental Health for assessment of whether the youth is responsible for his/her conduct, or is incompetent. Based on their assessment and evaluation, the youth may or may not remain in the KCJC. If mental health staff determine hospitalization is appropriate, 5150 W&I procedures will be initiated.

IV. Behavior Management

- A. Every interaction with a youth is an opportunity to positively shape behavior.

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- B. Rewards and sanctions shape human behavior and are an essential feature of any behavior management system.
- C. Research indicates that positive reinforcement of pro-social behavior is more effective and should be used more frequently than punitive sanctions in facilitating long term changes in behavior.
- D. Increased frequency of positive reinforcement enhances youth’s motivation to continue exhibiting pro-social behavior. The type of positive reinforcement used should be dependent upon the circumstances and the extent to which the pro-social behaviors are new or repeated.
- E. Important considerations in positive reinforcement of pro-social behaviors include:
 - 1. Ensuring that conditions allow the youth to exhibit the desired behavior;
 - 2. Tailoring rewards to the individual to ensure that the reinforcements are meaningful; and
 - 3. Applying reinforcements frequently for optimal learning.
- F. While rewards play an important role in shaping behavior, so do sanctions. Important elements to ensure that sanctions have the desired effect at shaping behavior include:
 - 1. Youth should know what behaviors are desired and not desired;
 - 2. The consequences of negative behavior should be clear;
 - 3. Sanctions should be as timely as possible in order to directly link the behavior to the response; and
 - 4. Sanctions should be fair and equitable.
- G. The KCJC Incentives Grid (*Refer to Attachment 4121 – A*) provides a list of potential reinforcements for categories of pro-social behavior. The grid defines each category of desirable behavior with examples of the types of desirable behavior within each category.
- H. The Juvenile Center Sanctions Grid (*Refer to Attachment 4121 – B*) categorizes anti-social behaviors and provides examples of each category of rules violations. There are three levels of rules violations: minor (henceforth MIRV), intermediate (IRV) and major (MARV). The grid specifies the disciplinary sanctions authorized for each level of potential misconduct.

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V. Disciplinary Due Process

- A. Prior to the imposition of any disciplinary action resulting from a MARV, the elements of due process shall be employed. Those elements include time limits, notice, a right to respond, a hearing, notification of findings, and the right to appeal.
- B. Disciplinary actions that result in the imposition of sanctions, restrictions, or denial of any participation in programs normally expected in the institution because the youth commits an institutional rule or law violation, will be conducted within the following constraints:
 - 1. The youth must have specific prior knowledge that the rules violation was prohibited by institutional rules and individual program objectives or that the behavior at issue constituted a violation of law.
 - 2. Disciplinary action will be determined fairly and equitably applied.
 - 3. Only Probation staff may take disciplinary action.
 - 4. Staff shall direct youth behavior in a completely impartial and consistent manner.
 - 5. Disciplinary action shall not be capricious or retaliatory.
 - 6. Disciplinary measures will be proportionate to the rules violation requiring action. To the extent practicable, discipline shall be a natural consequence that is related to the rules violation.
 - 7. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation, or deprivation of the youth's basic rights.
 - 8. If it appears that a youth is mentally ill, staff will refer them to Mental Health staff for a determination as to whether the youth is responsible for his conduct or is incompetent.

VI. Minor or Intermediate Rules Violations, Consequences, and Procedures

Procedure for implementation of disciplinary due process for minor or intermediate rules violations:

- A. The staff member observing and recommending/initiating the discipline shall:

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1. Inform the youth at the time of the incident what the rules violation was;
2. Solicit youth input as to their side of the incident (mitigating circumstances);
3. Inform the youth, following consideration of his/her input, what the recommended or actual consequences will be; and
4. Document the circumstances of the rules violation via a Spillman incident report.

B. Examples of MIRV:

1. Minor horseplay
2. Refusal to participate in activities or programs
3. Disrespectful comments or use of profanity
4. Use or possession of minor contraband
5. Dress code violation
6. Refusal to follow staff directions (non-security issue)
7. Refusal to follow institutional/unit rule (non-security issue)
8. Room inspection failure

C. The Juvenile Correctional Officer (JCO) may impose one or more of the following consequences:

1. Loss of (1) one privilege for up to one day;
2. Verbal reprimand, warning, and/or counseling;
3. Imposition of up to two hours of work time;
4. Restricted location (assigned seating) up to one day;
5. Other sanctions, e.g., short essays, redo poor work, etc.; and/or
6. Behavior notice. (*Refer to Attachment 4121 – C*)

D. Examples of IRV:

1. Rough horseplay
2. Excessive profanity, shouting, and offensive remarks
3. Out of assigned area
4. Lying or cheating
5. Verbal threats (non-serious)
6. Refusal to attend, removal, or suspension from school
7. Banging or kicking on the door, walls, or bedframe
8. Persistent or repetitive violations
9. Disobeying staff directions (security issue)
10. Disrespectful behavior towards Probation or collaborative staff
11. Refusal to follow institutional/unit rule (security issue)

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- E. The JCO may impose one or more of the following consequences for IRV:
1. Loss of one (1) or more privileges for up to three days;
 2. Verbal reprimand, warning, and/or counseling;
 3. Loss of up to two hours of free time only after other alternatives have been considered and failed;
 4. Imposition of up to two hours work time;
 5. Restricted location (chair status) up to one day; or
 6. Other sanctions as determined, e.g., short essays, behavior contracts, redoing poor work, room change etc.
 7. Behavior notice.
- G. All discipline shall be reviewed by a Lead Officer to determine the appropriateness of the imposed sanction, with final approval from the Director or Juvenile Corrections Manager.
- H. Any appeal by a youth for discipline resulting from an MIRV or IRV is accomplished by filing a grievance form. Such appeals shall be handled as outlined in Chapter 4122 - Youth Grievance Procedures.

VII. Major Rules Violations, Consequences and Procedures

- A. Examples of MARV:
1. Use or possession of major contraband, defined as any item on the youth or in his/her assigned room (or living area to which others do not have access) that can be used as a weapon or for the purpose of escape, alcohol, drugs, intoxicants, money, or cigarettes.
 2. Provoking or participating in a fight.
 3. Willful failure to “cover” when directed by KCJC staff.
 4. Engaging in riotous behavior, including but not limited to, instigating or supporting group violence or rebellion.

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5. Any act to undermine the security of the unit or the facility, such as obtaining a key, conspiring to escape, aiding or abetting, attempting to escape or acquiring implements which could be used to escape.
6. Threats of violence (with existing means) to do bodily harm to another without the actual doing of the bodily harm threatened.
7. Consensual or non-consensual sexual misconduct, defined as sodomy, oral or vaginal copulation, or sexual penetration of another by a foreign object (warrants court action).
8. Any willful and unlawful use of force or violence upon the person of another, including but not limited to, an intentional physical attack on an individual inflicting serious injury or harm.
9. Intentional or malicious destruction of County property.
10. Theft; defined as the intentional knowing and unauthorized taking of an item belonging to another person or place with the intent of keeping the item.
11. Persistent or repetitive violations of Institutional Staff directives or rules of a serious nature.

B. Consequences for MARV:

One or more of the following consequences may be imposed:

1. Room confinement;
2. Transfer to another unit;
3. Imposition of up to three days of custody time for each separate major rules violation;
4. Referral to law enforcement for possible filing of new charges;
5. Denial of movie night and/or other incentives;
6. Referral to the Probation Officer for possible Violation of Probation;
7. Denial of early EMS release.

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C. Implementation of consequences for a MARV:

1. Staff member observing the MARV will:
 - a. Prepare a Spillman incident report documenting the observed MARV by detailing the incident, names of witnesses, photograph or preserve evidence if necessary, immediate action taken, if any, and the date and time of the offense. Such incident report shall be completed before the JCO goes off duty.
 - b. Complete the Disciplinary Due Process form (*Refer to Attachment 4121 – D*), including the proposed discipline, and review it with the youth.
2. The Lead Officer will:
 - a. Review the Disciplinary Due Process form with the youth, including advising them of their right to appeal.
 - b. Provide the youth a copy of the Disciplinary Due Process form and the Notification of Major Disciplinary Action form (*Refer to Attachment 4121 – E*).
 - c. Forward all documents to the Juvenile Corrections Manager, who will schedule the matter for an Administrative Review Hearing if requested by the youth.
3. A staff member will be assigned to assist the youth upon request in the following areas:
 - a. To verify that the youth received a copy of his rights and Notification of Major Disciplinary Action form in advance of the hearing, unless waived;
 - b. To ensure the youth has staff representation if requested;
 - c. To ensure the youth has an interpreter if needed;
 - d. To allow the youth an opportunity to be heard, present evidence and testimony at the Administrative Review Hearing; and
 - e. To advise the youth orally and in writing as to the decision of the Administrative Review Board.

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4. The Administrative Review Board may dismiss any charge(s) upon finding that the youth did not commit the alleged act.
5. The decision of the Administrative Review Board is final and is subject only to review of the Director.

D. MARVs are resolved via the Administrative Review Board appeal procedure.

VIII. Room Confinement

Purpose: It is the policy of the Kings County Juvenile Center that room confinement shall only be used in accordance with Section 208.3 of the California Welfare and Institutions Code in instances where a youth's behavior poses a risk to the safety of self, others, or the security of the facility.

I. General Overview

- A. Room confinement is defined in Section 208.3(a)(3) of the California Welfare and Institutions Code as the placement of a youth or ward in their locked sleeping room or cell with minimal or no contact with persons other than detention staff.
 1. Room confinement does not include placing a youth or ward in their room or cell for brief periods of locked confinement necessary for required institutional operations.
 2. Youths maintained in a Court holding facility are not considered to be on room confinement.
 3. Youths secured in their rooms during normal sleeping hours are not considered to be on room confinement.
 4. Youths housed in single person cells are not considered to be on room confinement.
 5. Youths confined to their rooms due to medical orders (bed rest or the spread of communicable diseases) are no considered to be on room confinement.
 - (a) This exception requires the written approval of a physician or nurse practitioner.

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6. Room confinement does not apply when youth are secured in their rooms during an extraordinary or emergency circumstance that requires a significant departure from normal institutional operations, including, but not limited to, facility lockdown, natural disasters, or other facility wide threats that pose imminent and substantial risk of harm to multiple staff or youth.

II. Guidelines for Room Confinement

- A. Room confinement shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a significant threat to the safety or security of any youth, ward, or staff.
- B. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.
- C. Room confinement shall not be used to the extent that it compromises the mental and physical health of a youth.

III. Use of Room Confinement

- A. A Lead Officer/Designated Lead Officer may approve up to four (4) hours of room confinement if deemed necessary in response to a threat to the safety and security of the youth or others as demonstrated by the youth's behavior or conduct. The behavior or conduct that necessitates the room confinement shall be documented in an incident report. After the youth or ward has been held in room confinement for up to four hours, staff shall do one or more of the following:
 1. Return the youth or ward to general population.
 2. Consult with mental health or medical staff to ensure that continued room confinement does not pose a risk to the youth.
 3. Develop an individualized plan that includes goals and objectives to be met in order to reintegrate the youth back into the general population.
- B. After four hours of room confinement, staff shall return the youth to the general population, unless the youth's current behavior or conduct indicates that he or she continues to pose a risk to the safety and security of self or others. In these circumstances, the Lead Officer/Designated Lead Officer shall:

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1. Consult with mental health or medical staff to ensure that continued room confinement does not pose a risk to the youth.
2. Obtain approval from the facility's Director or Juvenile Corrections Manager for continued room confinement. This is required every four hours that room confinement is to be continued. This shall be documented in a supplemental incident report.
3. Document in a supplemental incident report the reason that continued room confinement is necessary, the date and time the youth was first placed in room confinement, the date and time each extension was reviewed and approved, and the date and time the youth was returned to general population.
4. Develop an individualized plan that includes goals and objectives to be met in order to reintegrate the youth back into the general population. This shall be documented in a supplemental incident report.

IX. Citizen's Complaint Procedures

Concerns voiced by parents, guardians, person standing in loco parentis, staff, or other parties will be documented by staff in an Incident Report and forwarded to the Director or Juvenile Corrections Manager for resolution. The Director or Juvenile Corrections Manager, after reviewing the concerns presented, will respond to the reporting party within 72 hours to resolve the voiced concern. If the parent, guardian, person standing in loco parentis still wishes to pursue the matter, they will be afforded the opportunity to file a Citizen's Complaint form (*Refer to Attachment 4121 – F*) with the Probation Department Administration Unit. The Director or Juvenile Corrections Manager will provide the complainant the name and contact number for the Probation Department Administration Unit, who will follow the procedures for processing citizens' complaints outlined in the Probation Department Policy Manual.

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Youth Grievance Process

I. General Information

A. Grievance protocol

During a youth's stay in the Kings County Juvenile Center (KCJC), if they have a complaint relative to any condition of their confinement, including, but not limited to, health care services, classification decisions, program participation, telephone, mail, or visiting procedures, food, clothing, or bedding, or a disciplinary action they received, they have a right to file a grievance and appeal the decision rendered to a higher authority up to the Chief Probation Officer, whose decision is final. Staff will advise the youth that assistance is available when providing the grievance form to the youth. The youth will be provided assistance with completing the grievance form upon request. There shall be no time limit for the filing of a grievance.

1. The grievance process is discussed during the intake and orientation process. Grievance forms (*Refer to Attachment 4122 – A*) are available within each of the living units and will be made available to youth. Youth are instructed how to properly complete the form and will be given an opportunity to complete the grievance at the first available time. Staff will provide the youth with an ink pen to complete the Grievance form as the form becomes a legal document when filed. The youth does not need to explain the reason they are requesting the grievance form.
 - a. Grievances will be handled at the lowest appropriate staff level and there will be no refusal of a request by a youth to utilize the grievance procedure. Initial grievances must be handled within three (3) business days, unless the grievance relates to health and safety issues, then it must be handled immediately. The youth shall be provided the opportunity to explain their version of the grievance to a staff member not directly involved in the event leading to the grievance.
 - b. If this intervention does not resolve the matter, it shall be referred to the Lead Officer without undue delay, and without compromising the safety and security of the institution.
 - c. The Lead Officer will review the grievance form and talk to the youth, giving them the opportunity to clarify any points of confusion written in the grievance.
 - d. If the decision of the Lead Officer is unsatisfactory to the youth, the youth can appeal this decision to the Director or Juvenile Corrections Manager, who will resolve the grievance within ten (10) business days, unless circumstances dictate a longer time frame.

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- d. The grievance form shall reflect the evidence relied upon and the reasons for the decision. The final written decision of the grievance shall be reviewed with the youth, who will also be provided a copy of the decision.
- e. The staff member receiving the grievance will place a copy in the grievance binder and it will be assigned a number and documented in a grievance log. Both the binder and log will be kept at Control.

B. Confidential grievance

- 1. All confined youth shall have the right to submit a confidential grievance, to be reviewed specifically by the Director or Juvenile Corrections Manager of the facility.
 - a. A confidential grievance is submitted via a locked box, labeled “Confidential Grievances Only.” Confidential grievance boxes are located in each living unit. The confidential grievance boxes will be checked daily and reviewed by the Juvenile Corrections Manager or Director, and will not be subject to prior review by KCJC or supervisory staff.
 - b. The Director or Juvenile Corrections Manager shall review the grievance and arrange to meet with youth as soon as practicable. If the decision of the Director or Juvenile Corrections Manager is unsatisfactory to the youth, the youth can appeal the decision to the Chief Probation Officer.

C. Concerned parents, guardians, person(s) standing in loco parentis or other parties

- 1. Refer to Chapter 4121, Section IX – Citizen Complaint Procedures.

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Health and Medical Services

I. Health Care Administrator

- A. The County of Kings is contracted with NaphCare Inc. to provide comprehensive medical and mental health services to the Kings County Juvenile Center (KCJC).
1. Responsibilities of NaphCare include:
 - a. NaphCare will provide a Health Services Administrator (HSA) to coordinate with the Director of KCJC to provide a system of health care for all confined youth.
 - b. The HSA will meet regularly with the Director or Juvenile Corrections Manager to provide on-going monitoring of health services for confined youth.
 - c. The HSA will provide for system coordination among health care providers including, but not limited to:
 1. Behavioral Health
 2. Adventist Health Community Hospital
 3. Kings View Counseling services
 4. Other local health care providers
 5. Valley Children's Hospital
 - d. NaphCare shall comply with all established contractual obligations as outlined in the Scope of Work section in the County contract.
 - e. All decisions about the treatment of individual youth are to be the sole province of the licensed health care professionals operating within the scope of their licenses and within facility policy defining health care services.
 - f. NaphCare will provide at least one registered nurse (RN) to the KCJC to work from 7 am to 7 pm, seven days per week. After hours, an on-call nurse shall be made available as needed.
 - g. NaphCare will provide mental health services to the KCJC as outlined in the scope of work in the established county contract. NaphCare will also provide for emergency crisis intervention services through an on-call licensed mental health professional.

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- h. All established security policies and procedures that are applicable to the Juvenile Corrections Officers (JCOs) also apply to NaphCare health care staff.
- i. NaphCare will provide the Director and Juvenile Corrections Manager with statistical data daily through the TechCare management system.
- j. NaphCare will participate at least quarterly with the Director and Juvenile Corrections Manager and other County stakeholders for Continuous Quality Improvements (CQI) staffing meetings in which medical, mental and dental services are reviewed.
- k. NaphCare will maintain health care records in an area separate from the confinement record. Access to medical/ mental health records shall be controlled by the NaphCare HSA, who shall also assure that all confidentiality laws related to the provider-patient privilege apply to this health care record.

II. Scope of Health Care

- A. NaphCare, in cooperation with the Director, shall delineate which services will be provided in the facility and which services shall be available through community providers.
 - 1. At least one physician shall be available to provide treatment; and
 - 2. Health care services shall meet the minimum requirements of these regulations and will be at a level to address acute symptoms and/or conditions to avoid preventable deterioration of health while youth are in confinement.
 - 3. When health services are delivered within KCJC, staff, space, equipment, supplies, materials and resource manuals shall be adequate to the level of care provided. If such resources are lacking, the NaphCare HSA will contact the Director to rectify the issue.
 - 4. Consistent with security requirements and public safety, the KCJC will allow parents or legal guardians at their own expense, to authorize and arrange for medical, surgical, dental, mental health or other remedial treatment of youth that is permitted under law.

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III. Emergency Medical/Mental Health Procedures

- A. NaphCare medical staff shall make the determination as to whether a youth needs to be sent to the emergency room for any reason. The Lead Officer may also make a determination to call an ambulance if the youth's condition warrants it or if the medical staff is unduly delayed in responding to the KCJC for its evaluation of the youth. The Director and Juvenile Corrections Manager shall be notified immediately when confined youth are sent to the hospital for emergency treatment.
- B. For mental health/psychiatric emergencies during hours when Mental Health staff are on duty, staff shall contact the Mental Health staff assigned to the facility. In the event of after hours mental health emergencies, the on-call nurse shall be contacted to arrange for the youth to be immediately evaluated.
- C. If the youth cannot be transported by a county vehicle for a medical emergency, the staff shall call Dispatch to summon an ambulance.
1. The paramedics are to be given a concise statement of the youth's condition.
 2. In the event of ambulance transportation, a Juvenile Corrections Officer (JCO) will accompany the youth in the ambulance along with paperwork provided from the KCJC Nurse or referring Physician. At minimum, a Patient Summary and ER Referral form will be provided to the JCO prior to transportation.
 3. The JCO will remain at the hospital with the youth, until relieved by the on-call Deputy Probation Officer. At no time will the youth be left unattended.
 4. Parent(s)/guardian(s), person(s) standing in loco parentis are to be notified when appropriate.
 5. If the youth is returned to KCJC, the assigned Probation Officer is to be notified the following morning.
 6. Staff is to notify the Emergency Room clerk to forward the bills for medical care to Kings County Probation, 1424 Forum Drive, Hanford, CA 93230.
 7. Staff is to write "Kings County Juvenile Center" next to their name when signing all hospital forms.

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- D. The NaphCare nurse will be responsible for notifying the Emergency Room prior to transporting a youth for treatment.
- E. Procedures
1. JCO will closely supervise the youth at the hospital at all times, and should explain this to the attending physician and nurse at the onset.
 2. Prior to transporting a youth to the hospital, a Mechanical Restraint Determination Form must be completed to determine the use of any mechanical restraint, if any. No mechanical restraints are to be used if medical reasons prohibit.
 3. If the illness is critical or the youth dies, the Director will notify the Chief Probation Officer, and the Board of State and Community Corrections (BSCC), as well as the parent(s)/guardian/person standing in loco parentis and the Presiding Judge of the Juvenile Superior Court.
 4. An Incident Report shall be completed by the Lead Officer or his/her designee describing the medical emergency, and other appropriate log entries are to be made. The incident report also serves to document for billing purposes that outside medical attention was provided to the youth.
 5. While at ER, all medication is to be handled by JCO or Deputy Probation Officer, and not by the youth. If the youth is returned to the KCJC with any medication, the JCO or DPO will immediately turn this medication over to the NaphCare nurse.
 6. In accordance with Section 34.6 of the Civil Code female youth may give consent to be hospitalized, and receive medical, and or surgical care related to the prevention or treatment of pregnancy, regardless of custody status. Notwithstanding Section 223 WIC, the consent of parents/guardians/person standing in loco parentis of such youth shall not be necessary in order to authorize such hospital, medical and surgical care. Notice of Sections 220 and 222 of the Welfare and Institutions Code is posted in female living units. (*Refer to Attachment 4123 – A*)

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IV. Receiving and Handling of Medications at Intake/Admission

- A. All medications, whether prescription or non-prescription that are brought in at the time of intake/admission, shall be immediately turned over to the NaphCare medical staff member conducting the health screening. After verifying the information, the medicine will be returned to the youth's parent or guardian. No KCJC staff member shall accept any medication from any outside sources at any time without prior authorization from NaphCare medical.
- B. NaphCare Medical and Mental Health staff will be responsible for administering medications, including non-prescription medication, commonly known as PRN's. Distribution of medication may be administered to youth in the medical office or directly on the living units at med-pass. NaphCare Medical staff is responsible for the care, control and storage of all medication in the KCJC.
- B. A KCJC staff member will accompany the NaphCare nurse at med-pass. Youth are not to approach the nurse during med-pass, unless called upon. Youth shall be directed to submit a sick-call chit if they wish to speak to the nurse. Any emergency medical situations shall receive immediate attention.
- C. NaphCare medical staff will ordinarily contact a youth's parent, guardian or person standing in loco parentis to sign the necessary medical consent forms including the forms for medical consent and consent for psychotropic medications.

V. Handling of Court-Ordered Medications and Medical/Mental Health Evaluations

- A. Court-ordered evaluations

The Juvenile Court, on occasion, orders that a youth be seen by or evaluated by medical staff or to be given prescribed medications. When this occurs the following procedures will be followed:

- 1. Review of Court Orders/Remands

If an order indicates the need for medical staff to evaluate the youth for medications the Juvenile Court Officer shall:

- a. Contact the Lead Officer who will in turn contact the on-duty Nurse as appropriate and advise them of the contents of the Court Order.

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- b. The Lead Officer will follow up with the Juvenile Court Officer and provide nursing staff with a copy of the Court Order and request dates and times of Court- Ordered Evaluation for input into the roster.

VI. The Poison Control Center

- A. The Poison Control Center’s phone number is 1-800-222-1222.
- B. All labels/bottles and other information shall be made available when calling the Poison Control Center.

VII. Biohazard Disposal

- A. During normal operations within KCJC the use of razors and needles, as well as dressings that are contaminated with blood or bodily fluids require proper handling and disposal based on OSHA guidelines. This protocol will address the initial handling, securing, holding area, and disposal of these items.
 - 1. Initial handling of contaminated areas/items
 - a. In accordance with Departmental protocol, all staff in the Probation Department are required to attend Blood Borne Pathogens Training class. This course covers blood borne diseases, bodily fluids, their transmission, exposure control plans, personal protective equipment, Hepatitis B vaccine, response to, disposal of, and decontamination routine for emergencies involving blood or bodily fluids, post-exposure evaluation, and follow up program.
 - b. Staff is directed to abide by the Blood Borne Pathogen guidelines. Whenever blood and/or bodily fluids are present it should be considered contaminated. The use of latex gloves in the presence of blood or bodily fluids is always recommended. Cleaning of blood or bodily fluids from environmental surfaces (tables, walls, and floors) should be done using biohazard cleaning supplies provided by NaphCare medical staff.

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2. Securing contaminated areas/items
 - a. Contaminated gloves, bandages, gauzes, any type of dressings and all “sharps” will be secured in designated containers provided by Medical staff. Storage containers including bags will be provided by the facility Medical staff and are considered disposable items.
 - b. Cleaning materials such as towels and mop heads, as well as contaminated clothing, should be properly secured in the red plastic biohazard bags.
 - c. During regular business hours, Medical staff will be responsible for securing, transporting, and depositing the storage containers. After hours, on-site staff will facilitate this routine.
3. Holding Area
 - a. All disposable items will be stored in containers labeled Biohazard.
 - b. Contaminated cleaning materials and clothing are maintained in red biohazard bags and placed in the laundry bins.

VIII. General Policies and Essential Standards per California Medical Association

- A. KCJC health services are accredited by the Institute for Medical Quality (IMQ) of the California Medical Association
- B. A detailed Procedural/Protocol Manual covering treatment of youth is maintained by Medical staff.
- C. The health care/medical office and the equipment in said room are used exclusively by the Medical staff, unless otherwise directed by the Medical staff.
- D. Upon Intake/Admission, all youth are to be advised that medical and mental health care services are provided for them at the KCJC and that they have access to said services. Further, youth are to be asked if they wish to/need to see Medical/Mental Health staff. This should be noted in the “Comments” Sections. Further, if the youth wishes to see Medical/Mental Health staff or if the Intake Officer refers them to Medical staff, make sure you check the box:

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“Referred to: Medical and/or Mental Health”

1. All youth will receive a health appraisal/medical examination within 96 hours of admission to the facility.
2. Information is posted on the bulletin boards in each unit and at intake informing youth that medical/mental health care services are provided at KCJC and how to access said services.

E. Level of care

1. Generally, youth with health care needs are treated in the facility by the Physician, Nurse Practitioner and/or Nurse. Further, instructions are written to KCJC staff, by the Physician and/or Nurse, to provide continuing care when Medical staff are not at the facility.
2. Removal from the facility to obtain necessary medical/dental services is recommended by medical, unless an emergency situation demands immediate transportation to the hospital.

F. Special medical care and care plans

1. Each youth’s medical/dental care service needs are evaluated on a case-by-case basis. Youth needing specialized care are treated according to specific instructions given to KCJC staff by the Medical staff.
2. The Physician or Nurse, on an “as needed” basis, will inform the KCJC staff via a medical profile sheet of special medical needs for a particular youth, such as medication, restricted foods, physical activity, need for frequent observation, type of treatment, etc. This information is entered on the Daily Population Sheet. A copy of the medical profile sheet shall be placed in the youth’s file.

G. Detoxification procedure

1. Prior to accepting a youth from law enforcement, any youth who exhibits symptoms of being under the influence of drugs or alcohol and is unable to care for their own safety will be transported, by law enforcement personnel, to a hospital for a medical evaluation. The examining physician determines if hospitalization is needed or not. Youth not needing hospitalization may be returned to the Juvenile Center and admitted once they are medically cleared.

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2. Youth who exhibit signs of intoxication after admission are referred to KCJC Medical staff or are transported to a hospital emergency room for examination and diagnosis.
 3. Staff should be aware that youth may mix various types of drugs and/or alcohol and thus different behaviors may result. It is imperative that youth be observed closely so that if a youth's condition worsens, medical attention can be arranged. Youth must be checked for appropriate responsiveness at a minimum of every fifteen-minute intervals for the first six hours, with said checks documented on the Observation log (*Refer to Attachment 4108 – B*).
 4. Detoxification Procedure include room checks at a minimum every 10 minutes and waking the youth. Checks and observations are documented on the Observation Log.
- H. The NaphCare medical staff in cooperation with the Director and local health officer shall have procedures in place that address the identification, treatment, control and management of communicable diseases. These procedures should address, at a minimum, intake and screening, identification of symptoms, referrals for evaluation, treatment responsibilities during detention, coordination for public and private agencies for follow-up treatment, applicable reporting requirements and strategies for handling disease outbreaks. Any issues of communicable diseases shall be reported to the Director and/or Juvenile Corrections Manager, who will staff the matter with the NaphCare HSA and the Kings County Public Health Officer.

IX. Medical Care

- A. Legal basis
1. Every facility Administrator/Manager shall, in cooperation with the facility physician or County Medical Officer, set forth in writing to all facility personnel a routine procedure for the summoning of proper medical aid, for the application of emergency first aid, and for the ongoing medical care of persons confined.
- B. Availability of health care for youth in the KCJC
1. General
 - a. All youth in the KCJC will have essential medical care and other essential health care services available to them as needed.

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2. Non-emergency medical procedure

For after hours questions and consultation, call the On-Call Nurse at the Jail.

- a. Incident Reports must be filed when the On-Call Nurse is contacted.

3. Elective procedure

- a. Elective medical care is not provided for youth except under specific circumstances and requires prior authorization.

4. Outpatient services

- a. When it becomes necessary for a youth to receive health care services outside of the facility, these arrangements will be made by the KCJC Nurse/Physician in conjunction with Probation staff and the youth's parent/guardian/person standing in loco parentis (except when medical confidentiality is an issue). Depending on the type of service or treatment and the status of the youth, youth may be transported to the appointment by the Transportation JCO and/or the Deputy Probation Officer. The Nurse will first consult with Probation staff to determine whether or not any security issues exist that could possibly compromise the safety of the youth or transporting staff, and if the parent/guardian/person standing in loco parentis should be made aware of when and where the youth is scheduled to be outside of the facility.

5. Inpatient care

- a. Hospitalization will be provided for youth detained in the KCJC as determined by the NaphCare medical Staff. Probation Department will generally be responsible for providing security for such youth until such time as they are released from custody per the Director or in some cases, by order of the Court.
- b. Youth in the KCJC who are certified as 5150 WIC cases, KCJC staff are to follow established 5150 release procedures.

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6. Dental care
 - a. Dental care is limited to emergency dental care, however, if examination indicates remedial dental care should be undertaken immediately, after authorization by the facility manager, the Nurse will notify the youth's Probation Officer, contact the parents/guardians/person standing in loco parentis, and arrange for said treatments.
 - b. Annual dental exams shall be provided to any youth detained longer than one year.
7. Private medical care
 - a. Youth may be examined by a private physician designated by, and paid for, by the parents/guardians/person standing in loco parentis, if desired.
 - b. Arrangements are made in through NaphCare medical staff with consultation of the KCJC Transport Unit.

X. Sick Call

- A. Legal basis
 1. There shall be scheduled and/or as-needed sick calls conducted for all youth by the Medical staff assigned to the KCJC.
- B. Treatment areas
 1. Medical examination room
 - a. There is a medical examination room located at the KCJC. In some cases, limited medical procedures may be administered in the youth's assigned room or in a holding cell.
 - b. A JCO shall be present during all in-custody medical examinations and sick call. JCO's are to remain as discreet as possible and will not intervene in any medical matters.
- C. Sick call procedure/ referral process
 1. Written or verbal requests can be made by the youth at anytime. If confidential in nature, the youth will complete a sick call chit and place it in a locked box located in each living unit. Medical staff, having sole access, will pick up at minimum of one time per day.

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2. Sick call will be conducted daily when Medical staff is on site. Medical staff collects the medical requests in the morning, after which they review the requests and the youth is placed on either the Nurse's or Doctor's list.
3. Youth shall be seen within 24 hours of review of request.
4. No person will be refused the right to be seen at sick call pursuant to either a written or a verbal request.

XI. Female Youth

- A. Each female shall be provided personal hygiene supplies with regard to her menstrual cycle and reproductive system.
- B. There shall be no condition or restriction upon the obtaining of an abortion by a female detained in local detention facilities. (*Refer to Health and Safety Code Section 25950*)
 1. Youth requesting abortion information shall be referred to the Nurse.
 2. Female youth shall have access to birth control as outlined in Sections 220, 221 and 222 WIC.

XII. Protocol for Juvenile Center Staff on Admission of Youth when Physician/Nurse is not on Duty

- A. If a youth has had a head injury, which resulted in unconsciousness, he/she will be evaluated by the Emergency Room at a hospital prior to admission to the KCJC.
- B. At the direction of the Lead Officer, arresting agency personnel will transport any youth with a questionable medical condition to a hospital Emergency Room for evaluation and medical release prior to admission to the KCJC.
 1. This is to include suspected hepatitis, or other contagious diseases and suspected illnesses, including severe intoxication or drug abuse
- C. Medications shall not be given to a youth without the approval of KCJC Medical staff, the physician or nurse. (*Refer to Receiving and Handling of Medications, Section III and IV*)

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Visitation

I. Introduction

Youth are allowed an initial visit by parents/guardians, or persons standing in loco parentis; as well as children of youth and two hours of visits per week thereafter. Additional visitation may be arranged on an individual case by case basis by the Lead Officer assigned to oversee visitation.

- A. Visitation days and time will be disclosed to the youth at the time of admission.
- B. During the initial phone call with the parent or guardian or persons standing in loco parentis, Kings County Juvenile Center (KCJC) staff shall inform the parent or guardian or person standing in loco parentis of the visitation days for the unit the youth will be housed in.
- C. Whenever a youth's housing location changes, it is the responsibility of KCJC staff to contact the parent or guardian or person standing in loco parentis to notify them of the change in housing location and the new visitation day and time.
- D. Regular visitation times are posted in each housing unit for youth to reference. Notwithstanding, these scheduled visitation times, if it is determined by KCJC staff that the well-being of the youth would be served by modifying the visitation schedule, then additional visitation times may be arranged for upon approval of the Lead Officer, Director or Juvenile Corrections Manager.
- E. Special visits, outside of normal visitation, may be allowed under certain circumstances, which will be approved by the Program Coordinator. The Program Coordinator will conduct an investigation into whether the special visit is in the best interests of the youth and whether the person visiting is appropriate to enter the KCJC. This could include running a records check, talking to the assigned Probation Officer or reviewing any Probation Department reports, if available.
- F. KCJC staff will comply with any special visits ordered by the Court.
- G. Youth being transferred to DJF or to a CDCR facility may receive a final visit with their parent or guardian or person standing in loco parentis prior to their transportation. The Program Coordinator shall coordinate this visit as appropriate.

II. Visitor Check in Procedures

- A. Visitors will sign the visitation roster made available during scheduled visiting hours.

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- B. Visitors shall provide identification to staff.
- C. Handbags and packages shall be left in the visitors' vehicle.
- D. All visitors are subject to outward body search by use of metal detector (hand-held and/or walk-through).

III. Visitation Rules

- A. The KCJC is a smoke and tobacco free facility.
- B. Youth are not allowed to eat food items supplied by their parents. Parents are not to bring food items to visits. Parents may purchase one soft drink and one snack item for the youth from the vending machines maintained in the Probation Lobby.
- C. The Juvenile Corrections Officer (JCO) will visually supervise the youth and their parents/guardians/person standing in loco parentis during visits, but will not monitor the conversations.
- D. The Lead Officer has the authority to terminate any visit when it does not appear to be in the best interest of the youth or the facility.
- E. Youth who are to visit with their parents/guardians/persons standing in loco parentis, Probation Officer, attorneys, or any other authorized person, should be clean and properly attired.
- F. Prior to returning to the unit, the youth shall receive a pat down search; which may include the use of a hand-held metal detector wand.
- G. If a youth leaves the facility after visiting with a Probation Officer, public defender, pre-placement interviewer, medical, or dental practitioner, each youth will receive a pat down search for contraband and the use of a hand-held metal detector wand will be used by unit staff before being allowed contact with the group.

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IV. Youth Visitation with Own Children

- A. On occasion, youth who are parents will be housed in the KCJC. When that occurs, youth will be allowed to have visitation with their children. Children must be at least six (6) months of age, current on all vaccinations (as evidenced by an immunization record), and the youth in custody must be named on the birth certificate as the biological parent. A copy of the birth certificate must be provided.
- B. If a staff member has reason to believe the child has been abused, a Suspected Child Abuse Report form (SCAR) (*Refer to SCAR form, Chapter 4108*) shall be completed along with an incident report.
- C. Parent-child visitations will only occur in the intake interview rooms. Children/infants will not be allowed into the units for visitation.
- D. If there is a 300WIC case involving the youth and their child, visits supervised by a Child Protective Services social worker will be allowed for the purpose of reunification. These visits will be coordinated with the Program Coordinator, Director or Juvenile Corrections Manager and will occur in the manner, which will provide the least amount of disruption to the operation of the facility.
- E. Youth who are nursing mothers will be given the opportunity to pump their breast milk for release to the current caregiver of the child.
 - 1. The youth will be afforded sufficient privacy while pumping.
 - 2. The youth's parent or guardian or person standing in loco parentis will supply the tools necessary to pump and store the breast milk.
 - 3. Clearly label the expressed breast milk containers with the youth's name and date of collection.
 - 4. Breast milk may be temporarily stored in a refrigerator until such time as the parent, guardian, person standing in loco parentis or other authorized person picks it up.
 - 5. The youth should be advised to thoroughly clean the breast pump materials after use.

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Religious Services

I. General Policy

All religious programs are voluntary and any youth who chooses not to participate will be provided an alternative activity or program. Placing youth in their rooms due to non-participation is not permitted. Youth are not allowed to facilitate their own Bible studies.

- A. Ministers/church volunteers of various denominations may conduct services for youth. Individual and group meetings are facilitated through the Lead Officer.
- B. Religious services are held at least once per week.
- C. Services must be conducted in such a manner that safety and security of the institution is not compromised.
- D. Religious traditions or restrictions that do not jeopardize the security of the institution will be honored (i.e. special diets, wearing of yarmulke, rosary beads, etc.).
- E. All persons that enter the Kings County Juvenile Center (KCJC) to provide religious services to in-custody youth will be required to submit a volunteer application to the Program Coordinator and undergo a background check including Live Scan. Upon completion of a background and Live Scan check, the Program Coordinator will either approve or deny their application. If the Program Coordinator denies the application, it shall be reported to the Juvenile Corrections Manager or Director.
- F. At any one time, only four (4) religious providers will be approved to provide services within the KCJC.

NOTE: Prior to a religious program entering the units, unit staff will advise youth that a religious program will be held. Non-participating youth are given the option of reading, writing, drawing quietly on the periphery of the program (i.e. at tables in the dayroom area) during the program. Youth may be permitted to read/rest in their rooms during the religious program without sanction or penalty. Non-participating youth will be admonished by staff that any disruptive behavior during the program would result in disciplinary sanctions.

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Correspondence and Mail

I. General Provisions

Youth shall be given the opportunity to write and receive mail. (*Refer to Title 15, Section 1375*) They shall be informed of the mail policy during orientation. Youth are provided opportunities to write letters during free recreation periods.

A. Definition of contraband included in incoming mail:

Contraband is any object or substance, the possession of which would constitute a crime under the laws of California, any object or possession which would pose a danger within the facility, and any object or substance which would interfere with the orderly day-to-day operation of the program and is not routinely allowed in the possession of the youth without supervision.

B. Authority and procedures to read and/or inspect mail:

1. Mail may be inspected by staff if there is reason to believe one or more of the following conditions exist:
 - a. It contains contraband;
 - b. It advocates the direct furtherance of a specific criminal act or gives evidence of a past criminal act;
 - c. It promotes one racial and/or ethnic group as superior while disparaging, degrading or belittling another racial and/or ethnic group;
 - d. It promotes or encourages specific acts of violence or physical harm to a person;
 - e. It promotes furtherance of institution gang activities that may fall under any of the above; and/or
 - f. It advocates plans for escape.

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2. If one of the above conditions exists, the staff member who believes there is cause to read the mail will document in an Incident Report the nature and source of information. Mail may also be read and/or inspected by a Court order. The Lead Officer, after consulting with the Director or Juvenile Corrections Manager, shall make the determination whether a youth's mail should be screened for inappropriate content and shall communicate this information in the Pass-down Log.
 - a. Staff who open and screen the mail will initial and date the back of the envelope.
 - b. After the mail is screened and it is found to contain material coming within the above described conditions, it may be withheld. Staff shall inform the sender and intended receiver that the letter is being returned or withheld.
 - c. In instances where specific criminal acts are advocated, threats of violence and harm to a person are made, the Director or Juvenile Corrections Manager, through the Lead Officer shall be notified for any further action, including contacting potential victims or forwarding the information to law enforcement for further action.

II. Mail Restrictions/Screening

- A. Youth may correspond confidentially with State and Federal courts; any member of the State Bar; any member of the Board of State and Community Corrections or any public office holder. A Juvenile Corrections Officer (JCO) may open and inspect such mail only to search for contraband and in the presence of the youth.
- B. Youth are not allowed to send for, receive, or possess magazines, newsletters, etc. advocating racial hatred, gang activity, pornography, drug abuse, violence, and/or any other unacceptable and illegal behaviors.
- C. Any identified gang member who is Court ordered not to associate with other gang members will not be allowed to send mail to or receive mail from other identified gang members.
- D. Staff will open and scan all mail to check for contraband and unauthorized correspondence in recipient's presence. If a violation should occur, the specifics will be documented in an Incident Report.
- E. Mail is to be received only through the U. S. Postal Services.

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- F. When screening mail, staff will slit open the envelope and shake the letter and envelope. The correspondence will be scanned visually, without reading the content, for obvious gang drawings, logos or other indications of a safety/security risk. Any mail accordingly rejected shall be documented in an Incident Report and referred to the Director or Juvenile Corrections Manager by the Lead Officer for further investigation/action. After mail has been screened and is ready to be given to a youth, the stamp and any stickers will be cut off.

III. Outgoing Mail Procedures

- A. Youth in the Kings County Juvenile Center (KCJC) are encouraged to maintain regular correspondence with their family members and there is no limit on the volume of mail a youth may send or receive.
- B. Outgoing mail envelopes will only show the sender's name and return address as well as the name and address of the person to whom it is being sent. (No profane or offensive markings, gang drawings, lettering, symbols, etc.)
- C. Letters are collected daily. Letters will be given unsealed to a JCO. Staff will ensure that all outgoing mail is properly sealed and delivered to the post office within 24 hours of collection, excluding weekends and holidays.
- D. To protect the confidentiality of the youth, no institutional paperwork with youth's names on it will be sent out.
- E. Youth will be provided, if necessary, free postage for two letters per week.
- F. Parents/guardians/persons standing in loco parentis are encouraged to provide additional envelopes with embossed postage or stamps. All envelopes and/or stamps will be given to staff.
- G. If requested, staff assistance will be provided to youth who have difficulty writing or reading letters.

IV. Incoming Legal Mail Procedures

- A. Mail received from public officials, judges, and attorneys is considered legal mail and shall not be read by staff.
- B. Youth may receive and send unlimited legal mail.

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- C. Mail received from public officials is to be opened and inspected for contraband in the presence of the designated youth by a JCO. If contraband is found, it is to be confiscated and an Incident Report shall be written.

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Telephone Policy

I. Access and Use

- A. Each youth may utilize NCIC to make calls to parents/guardians/person(s) standing in loco parentis. Phone calls are allowable when the youth's parents/guardians/person(s) standing in loco parentis establish an account through NCIC. Calls are allowed within the unit, at school, during dayroom activity, and during daily clean up so that they can maintain contact with parent/guardians/person(s) standing in loco parentis.
- B. Telephone calls to youth from parents/guardians/persons standing in loco parentis are normally not permitted – except in an emergency situation.
- C. Three-way calls are not allowed. If a youth continuously violates this policy, JCO Staff will notify the Director and/or the Juvenile Corrections Manager.
- D. Youth may receive extra phone calls from Mental Health staff, the Deputy Probation Officer, or other approved treatment providers when deemed to be of therapeutic value to the youth.
- E. The phone calls are in addition to the two free phone calls youth are allowed to make at their booking pursuant to Section 627(b) Welfare and Institutions Code. If these calls are not completed in the Intake Area, the staff within the units will see that these calls are completed in the units.
- F. Youth should be made aware that all phone calls are monitored and recorded; except those phone calls made to attorneys or the crisis rape hotline.

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Legal Services and Law Enforcement Access

I. Access to Legal Services

- A. Youth will have access, upon request, to licensed attorneys.
 - 1. Youth are allowed private and free phone calls utilizing NCIC to their designated attorneys and their authorized representatives.
 - 2. Youth may correspond confidentially with State and Federal Courts and any member of the State Bar or holder of public office, and the Board of State and Community Corrections. Authorized Kings County Juvenile Center (KCJC) staff may open and inspect such mail only to search for contraband and in the presence of the youth.
 - a. Youth will be provided free postage for legal mail going to assigned, licensed attorneys.
 - b. Youth may send and receive unlimited postage-free legal mail.
 - 3. Youth may meet privately with their assigned attorneys or Probation Officer at the KCJC.

II. Law Enforcement Access to Youth

- A. If law enforcement requests to speak with a youth once they are booked into the KCJC or if the youth has allegedly committed new crime violation while in the KCJC, staff must contact the youth's parent/guardian/person standing in loco parentis and the assigned attorney in order to get approval. If an attorney has not been appointed/assigned, law enforcement personnel must comply with Section 625.6 of the Welfare and Institutions Code; which states prior to a custodial interrogation and prior to any waiver of Miranda rights, a youth 15 years of age or younger shall consult with legal counsel in person, by telephone or by video conference. The consultation may not be waived. If approval is granted or denied, an Incident Report will be completed.
- B. On occasion, law enforcement personnel may request permission to obtain a DNA sample or other forensic evidence after a youth is booked into the KCJC. In such situations, the law enforcement personnel must have a valid court order and/or a valid search warrant specific to the collection of DNA for evidentiary purposes.

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- C. In all such situations, forensic medical services for the purpose of prosecution are to be collected by appropriately trained medical personnel who are not responsible for providing ongoing health care to the youth. (*Refer to Title 15, Section 1452*)

- D. On occasion, law enforcement personnel may request that youth participate in a line-up. The youth's participation may require a temporary release from custody. The Director or Juvenile Corrections Manager shall be notified of the request and make the appropriate arrangements with the law enforcement agency, and will also make the necessary notifications to the youth's parent/guardian/person standing in loco parentis and attorney. Such notification should be timely but can occur either before the release or after as time permits.

- E. If booking pictures are requested for a photographic line-up, the request shall be forwarded to the Lead Officer in consultation with the Director and Juvenile Corrections Manager. Once the nature of the request is determined, pictures will be printed and forwarded to the law enforcement agency. If a group of pictures is released, each picture will be identified by number and a log will be created assigning a name to the numbered picture. An entry must also be made on the youth's release of information form in their office file. The picture(s) will be stamped with the disclaimer that the pictures shall not be disseminated.

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Food Service and Meal Time Procedures

The written Food Service Plan complies with the applicable sections of the California Uniform Retail Food Facilities Law (CURFFL). *(A copy is available upon request)*

I. Requirements for Food Handlers

- A. All Food Service Workers (FSW) and other staff who handle food for distribution to the youth shall adhere to the following guidelines:
1. No staff member shall commit any act that may result in the contamination or adulteration of food, food contact services, or utensils.
 2. All staff serving or handling food or utensils shall wear clean washable outer garments, or other clean uniforms.
 3. All staff shall thoroughly wash their hands and that portion, if any, of their arms exposed to direct food contact by vigorously rubbing them with cleanser and warm water, paying particular attention to areas between fingers and around and under the nails, rinsing with clean water. Staff shall wash their hands:
 - a. Immediately before engaging in food preparation, including working with unpackaged food, cleaning equipment and utensils, and unwrapped single-service food containers and utensils;
 - b. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area;
 - c. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross-contamination when changing tasks;
 - d. When switching between working with raw foods and ready-to-eat foods;
 - e. After touching bare human body parts other than clean hands and clean, exposed portions of arms;
 - f. After using the bathroom;
 - g. After coughing, sneezing, using a handkerchief or disposable tissues;

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- h. After handling soiled equipment or utensils; and
 - i. After any other activities that contaminate the hands.
4. Use of tobacco products is prohibited in the Kings County Juvenile Center (KCJC) and staff shall not expectorate or use tobacco in any form in any area where food is prepared, served, stored or where utensils are cleaned or stored.
 5. Food service staff shall use utensils, including scoops, forks, tongs, paper wrappers, gloves, or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or in other containers. However, ready-to-eat food may be assembled or placed on tableware or in other containers in an approved food preparation area without using utensils by staff who comply with the hand-washing requirements specified in Subsection 3 above.
 6. Gloves shall be worn when contacting food and food contact surfaces if the employee has any cuts, sores, rashes, artificial nails, dirty fingernails, nail polish, or rings (other than plain ring such as a wedding band).
 7. When gloves are worn, they shall be changed, replaced, or washed as often as hand washing is required, as described above. When single use gloves are used, they shall be replaced after removal.

II. Dietary Considerations

- A. All meals served must meet minimum daily nutritional requirements and comply with USDA standards.
- B. Diets are not restricted except by a physician or nurse order. Special nutritional needs of diabetics, those allergic to certain foods or other illnesses shall be met by consultation with a dietician.
- C. Modified diets
 1. Once it is ascertained that a youth has a special dietary need, staff will immediately make a referral to medical staff, who will then give specific instructions as to the special diet. After hours, the staff can contact the On-Call Nurse.
 2. When diabetic youth are in custody, the staff shall refer to the medical staff for a diet plan.

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3. General guide for pregnant youth
 - i. When pregnant youth are in custody, the staff shall refer to the medical staff for evaluation to see if a modified diet is required.
 4. Youth who have other modified diets, food allergies or other restrictions of certain foods (e.g. citrus fruit, milk, nuts, etc.) shall be referred to the Medical staff for evaluation and recommendation.
 5. When there is a special diet required, staff shall document this in the “Medical Considerations” section of the Room Assignment Sheet.
- D. Withholding of regular meals or cutting down of amounts served as a disciplinary measure is prohibited.

III. Frequency of Serving Meals

- A. Meals are served to the youth three times per day, breakfast, lunch, and dinner (hot meal).
- B. Food shall be offered to a youth at the time of initial intake, if not during the regular meal time.
- C. Evening snacks are provided for the youth every evening. The minimum diet provided is based upon State of California nutritional and caloric requirements.
- D. Provisions are in place to provide a supplemental meal and beverage when a youth misses a regularly scheduled meal.
- E. The facility can provide special diets to youth upon authorization of the medical staff.

IV. Meal Procedures

- A. Procedures to be used by JCOs when supervising youth at mealtimes: JCOs will, at breakfast, lunch, and dinner meals, remind the group of the expected behavior and the mealtime procedures.
 1. When the meal is ready to be served, all youth are to be sitting quietly and seated as directed by staff.
 2. Each youth will remain seated and will be directed when to get up and receive meal.

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3. Youth will not exchange food with one another.
4. Youth will observe appropriate table manners and behavior, and loud, profane or inappropriate talk is prohibited. Youth in violation of these rules may be subject to disciplinary action.
5. Meal periods must be a minimum of twenty (20) minutes in duration.
6. JCOs are to actively supervise the youth during the meal periods.
7. Staff should watch for youth pressuring other youth for their food or contaminating another youth's food. Staff should watch for youth demonstrating inappropriate behaviors above and below the tables.
8. JCOs are not to criticize the food in the presence of the youth.
9. Youth are not allowed to bring books, magazines, combs, cards, etc. into the dining areas during meals.
10. In order to assure proper supervision of youth during meals, JCO staff may alternate eating meals while youth are eating, providing that at least one staff is available to devote full attention to the supervision of the youth at any given time.
11. At the end of each meal, a JCO will collect and count the spoons for all youth.
12. If any food containers or utensils are missing at the end of the meal, each youth will be searched in an appropriate place and manner.
13. All meals are prepared by the Kings County Sheriff's Office Personnel pursuant to the appropriate nutritional guidelines.

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Zero Tolerance of Sexual Abuse, Assault and Harassment

I. General Anti-Discrimination Policy Statement

The following notice is prominently posted in each living unit:

“All youth with 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, 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.”

II. Policy

This policy establishes a zero tolerance standard for incidences of detention rape, sex-related offenses, and attempts thereof. The Probation Department will make the prevention of detention rape a top priority. The Department strictly enforces all federal, state, and local laws regarding youth sexual misconduct or threats of sexual assault or intimidation by providing clear definitions of prohibited conduct, establishing uniform methods of the prompt reporting and investigation of allegations of sex-related offenses or threat, identification of predators, protection of victims, and prescribing of sanctions for substantiated sexual offenses as well as false allegations. Confidentiality boxes to report sexual misconduct or behavior are placed throughout the facility and are only accessed by the Director and Juvenile Corrections Manager. The content of this policy is to be communicated to youth verbally and in writing upon arrival to this facility, in addition to staff training.

III. Purpose

The purpose of Zero Tolerance of Sexual Abuse, Assault and Harassment is to:

- A. Increase the accountability of detention officials who fail to detect, prevent, reduce, and punish detention rape.
- B. Establish a zero tolerance standard for the incidence of detention rape in custodial facilities.
- C. Make the prevention of detention rape a top priority in each custodial facility system.
- D. Develop and implement national standards for the detection, prevention, reduction and punishment of detention rape.

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- E. Increase the available data and information on the incidences of detention rape, consequently improving the management and administration of correctional facilities.
- F. Protect the 8th Amendment Rights of federal, state, and local prisoners/youth.

IV. Guidelines

The Kings County Probation Department is committed to providing a safe, humane, secure environment, free from sexual misconduct. This will be accomplished by maintaining a program to address education/prevention, detection, response, investigation, and tracking of sexual misconduct, and to address successful community re-entry of the victim. The Kings County Probation Department maintains a zero tolerance policy for any sexual misconduct. All sexual misconduct is strictly prohibited and will be referred to the District Attorney for the filing of criminal charges. This policy applies to all employees, including volunteers, interns, independent contractors, and school employees.

Retaliatory measures or any other activities intended to discourage or prevent the reporting of sexual abuse against employees or youth who report incidents of sexual abuse will not be tolerated and will result in disciplinary action and/or criminal prosecution.

V. Definitions

- A. Rape: Engage in oral/vaginal/anal intercourse with another by force, or the threat of force, without the consent of the other, or employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon, to threaten or place the victim in fear that the victim, or an individual known to the victim, will be imminently subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping.
- B. Sexual offense: Engage in a sexual act with another by force, or threat of force, without the consent of the other or employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon, to threaten, or place the victim in fear that the victim, or an individual known to the victim, will be imminently subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping.
- C. Sexual assault: Forcefully or in intimidating behavior by one or more youth that causes another youth to unwillingly engage in a partial or complete sex act. This includes pressure, threats, or other actions and communications by one or more youths to force another youth to engage in a partial or complete sexual act.

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- B. Sexual misconduct: Sexual behavior directed towards youth, including sexual abuse, sexual assault, and sexual harassment, physical conduct of a sexual nature, sexual obscenity, and conversations or correspondence of a romantic or intimate nature.

VI. Procedures

A. General information

All Kings County Juvenile Center (KCJC) employees are required to report any and all incidents of sexual misconduct or alleged sexual misconduct immediately to the Lead Officer or an available manager. Any employee, upon receiving a written or oral complaint, allegation, or any notice whatsoever of any conduct prohibited by this policy, or of retaliation for reporting such conduct, will comply with the Department's protocol.

1. Notice of alleged sexual misconduct: Any sexual misconduct or alleged sexual misconduct will be immediately reported, verbally and by written notice to your immediate supervisor. If your immediate supervisor is not available, the alleged act will be immediately reported to the next available supervisor or manager utilizing the Department's chain of command. An investigation will begin as soon as the complaint is received.
2. Mandated reporter: Pursuant to Penal Code Section 11165.7(a)(15), mandated reporters include any employee of a probation department. A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of, or observes, a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency by completing a Suspected Child Abuse Report (SCAR) (*Refer to Chapter 4108 for further discussion and Attachment 4108 – A*) and forwarding it to the agencies as directed. Staff should also contact the appropriate law enforcement agency as soon as practicable by telephone to report suspected abuse. No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report (*Refer to Penal Code Section 11666(i)(1)*).
3. Failure to report: Failure on behalf of a staff member to make a report of an allegation or complaint of sexual misconduct may be subject to disciplinary action.

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VII. Information and Prevention

A. Information for in-custody youth

1. Approved Zero Tolerance Sexual Abuse, Assault and Harassment posters (*Refer to Attachments 4130 - A&B*) in English and Spanish will be placed in designated locations throughout the facility.
2. Youth who are not fluent in English will be accommodated through the use of a translator. Every effort will be made to accommodate youth with low literacy levels and/or disabilities.
3. The following cross-gender announcement is read through the intercom to all youth on a daily basis:

“At any time staff of the opposite sex may enter or be assigned in the housing unit. All youth are required to be fully clothed when outside of their room or when entering or exiting the restroom. While in your rooms, you are also required to wear gym shorts and a T-shirt to sleep in. You will not be allowed to sleep in underwear only.”

B. Intake

1. New arrestees/youth will be provided with information concerning detention rape, sexual abuse/assault, and sexual misconduct, which will consist of:
 - a. Prevention/intervention
 - b. Self protection
 - c. Reporting sexual abuse/assault
 - d. Treatment and counseling (*Refer to Attachments 4130 – C&D*)

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1. Youth will be screened (as part of the classification assessment) within 72 hours of arrival for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing classifications are to be made accordingly. (*Refer to Attachment 4130 – F*)
2. Youth who, prior to the current confinement, have been sexually assaulted and youth identified as at risk for sexual victimization will be referred to and assessed by a mental health professional. Medical staff that conducts intake screenings shall ask youth whether they have been sexually victimized in the past. When a youth reports that he or she has been a victim of rape or sexual abuse/assault, medical staff shall immediately make a referral of that youth to the appropriate medical center for assessment and possible treatment and notify the Director and Juvenile Corrections Manager.
3. Staff members should attempt to identify sexually assaultive youth by reviewing all available documentation, including, but not limited to, prior arrest information, prior referrals to probation, assessment results, booking information, and personally interviewing the youth. If a youth is identified as potentially sexually assaultive, it should be reported to the Lead Officer and used to determine housing assignment.

D. Victim identification

Departmental staff may be aware of rape, sexual offense, and sexual assault or misconduct incident in any of the following ways:

1. JCO discovers a sexual assault in progress;
2. Victim reports a sexual assault incident to an officer or civilian staff;
3. Rumored or suspected sexual assault as reported by other youth or staff members.

E. Verifying Suspected Sexual Misconduct

Occasionally, staff will hear of a youth being threatened with sexual misconduct or rumored to have been victimized. Some victims of rape, sexual assault, or sexual misconduct may be suspected because of unexplained injuries, changes in physical behavior such as difficulty walking, or abrupt personality changes such as withdrawal and/or suicidal behavior.

1. Staff should investigate a suspected victim without jeopardizing the youth's safety, identity, and confidence.

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2. Staff will remove the suspected victim from the area for interviewing. Staff will ask the suspected victim open-ended, neutral questions such as:
 - a. “How are you doing?”
 - b. “Are you being harassed?”
 - c. “Is there anything happening to you we should be aware of?”
 - d. “Are you be threatened?”
3. If there are no indications of any problems, or if the youth denies any issues, staff should reassure the youth and suggest that if help is ever needed, the youth can contact an Officer, Medical staff, Mental Health staff, or any other staff member they feel comfortable talking to.
4. If a staff member determines that a youth has been a victim of rape, sexual misconduct, a sexual offense or sexual assault, the staff member will notify the Lead Officer, who will immediately notify the Director and Juvenile Corrections Manager.
5. JCO staff will submit an incident report to the Lead Officer, and complete a SCAR and an Incident Report detailing the incident.
6. If an investigation concluded that the sexual assault was fabricated, JCO staff may recommend disciplinary action against the youth. The youth will be referred to mental health for services.

F. Staff intervention with victims

If the youth was threatened with rape, sexual assault, sexual offense, or sexual misconduct, the Lead Officer shall be notified immediately.

1. The Lead Officer will evaluate the incident and immediately arrange protection for the youth, refer him/her to the Medical and Mental Health staff and have an incident report written. The Lead Officer will complete the Zero Tolerance Sex Abuse, Assault, Harassment Institutional Sexual Assault Investigation Tool (*Refer to Attachment 4130 – E*) and forward it to the Director and Juvenile Corrections Manager as soon as possible.
2. The Lead Officer must ensure that the youth’s safety, identity, and confidence are not jeopardized.
3. The Lead Officer will immediately conduct an inquiry to ascertain the validity of any allegation and the need to contact law enforcement for further investigation.

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4. If an allegation of sexual abuse, assault, and/or threat is credible, the Lead Officer will immediately request that law enforcement conduct an investigation and document its findings for consideration of a recommendation to the appropriate agency for prosecution of the alleged offender. The Director or Juvenile Corrections Manager will follow up with law enforcement as to the results of the investigation.
5. All incident reports relating to sexual assault will be submitted to the Director or Juvenile Corrections Manager. All case records associated with claims of rape, sexual abuse/ assault, sexual misconduct, threat or allegation thereof including incident reports, investigative reports, offender's information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling will be maintained by the Director or Juvenile Corrections Manager. The records will be made available to appropriate federal, state, and local agencies upon request.
6. If a sexual assault is found to be credible, the on-duty NaphCare Medical staff shall be contacted for preliminary medical follow-up. The victim should not be allowed to bathe or shower before evidence is collected. Detention staff or Medical staff will not be involved in the collection of evidence in sexual assault cases nor should either one ever attempt an examination to determine the extent of assault. All sexual assault victims and referrals will be coordinated by NaphCare. The victim can decline referral to the hospital.
7. If the victim does not consent to evidence collection or it is after 96 hours, refer the victim to a Mental Health professional as soon as possible.
8. Discharge referrals to Kings View Mental Health are appropriate for follow-up when the victim is released from custody. The referral information concerning on-going sexual abuse victim's counseling should be given to the victim at the time of initial intervention.
9. The Lead Officer will be responsible for ensuring that data and documentation is gathered for a full and complete report.

G. Confidential reports of sexual assault

1. The Juvenile Corrections Manager or Director will check the confidentiality boxes located in each housing unit once per working day for grievances submitted by youth.
2. The Director or Juvenile Corrections Manager will evaluate all incidences of sexual assault and notify the Medical/Mental health staff and immediately arrange protection for the youth.

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1. If an allegation of sexual abuse, assault, and/or threat is credible, the Director or Juvenile Corrections Manager will immediately request that the Kings County Sheriff's Office conduct an investigation and document its findings.

H. Staff training

The Training Division; along with Kings County Human Resources, will ensure that all staff:

1. Receive training every other year regarding Sexual Harassment and response techniques.

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Americans with Disabilities Act (ADA)

I. Purpose

This policy provides guidelines for addressing the needs and rights of youth detained in the Kings County Juvenile Center (KCJC) in accordance with the Americans with Disabilities Act (ADA) and other federal and state laws. This policy also applies to visitors, volunteers, and attorneys at facilities operated by the Kings County Probation Department.

II. Policy

Discrimination on the basis of a disability is prohibited. KCJC will take reasonable steps to ensure that youth, visitors, and volunteers are not refused participation in services, programs, or activities on the basis of a disability, except when to do so poses a direct threat to the health or safety of anyone.

III. Definitions

Assistive device: Any device used by a person with a disability, which aids him or her in the performance of day to day activities (e.g., walker, cane, FM loop).

Disability: A physical or mental impairment that limits one or more major life activities. These include, but are not limited to, any condition that would limit the mobility of an individual substantially, or any impairment of vision, hearing, or speaking. The ADA expressly excludes certain behaviors, orientations, and conditions from the definition of “disability.” (*Refer to 42 U.S.C. Section 12211*)

Major life activities: Basic functions that the average person can perform with little or no difficulty, such as caring for oneself, seeing, hearing, moving, reading, communicating, thinking, working, or performing essential functions like eating or using the toilet.

Prosthesis: A device used to replace a defective or missing part of the body.

Reasonable accommodation: An adjustment to the system to enable a person with a disability to participate in a government program on the same terms (or as near as possible to the same terms) as an individual without the same disability, without causing the government agency responsible for providing that adjustment significant difficulty and expense in light of the resources available to the agency.

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Service animal: An animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In limited circumstances described in federal ADA regulations, a miniature horse may be a service animal. (*Refer to 28 C.F.R. Section 35.136(i)*) Otherwise, only a dog may be deemed a service animal. The work or tasks performed by a service animal must relate directly to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this definition, but the following types of activities do constitute work or tasks: alerting a person with panic disorder of the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, reminding individuals with depression to take medications, and helping people with brain injury to locate misplaced items or follow daily routines.

Telecommunication device for the deaf ("TDD")/teletypewriter ("TTY"): A machine that employs graphic communication in the transmission of coded signals through a wire or radio communication system, used by those with hearing impairments or the deaf.

IV. Identifying the Need for Accommodations

The determination that a youth requires an accommodation will be made in any of the following ways:

- A. Health care staff determines at booking that a youth has a disability that requires accommodation. This determination may be made based upon information self-reported by the youth or by physical examination. As part of any routine physical exam that occurs as part of the booking process, each youth should be asked whether he or she has a disability that requires accommodation. More information about procedures health care staff should follow in identifying youth with disabilities is described in Section VI below.
- B. Health care staff determines after booking that an accommodation is necessary. More information about procedures health care staff should follow in identifying youth with disabilities is described in Paragraph VI below.
- C. A youth requests an accommodation in writing, subject to the following procedures:
 - 1. The youth shall be assisted by custody personnel, if requested, to place the accommodation request in writing.

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2. If custody personnel receive a written request for an accommodation, the request should be referred to the on-duty supervisor as soon as possible. If the requested accommodation is minor or informal and will not affect facility operations or threaten any person's safety or security, the Lead Officer should direct that the request be honored as soon as practicable, and should ensure that the request is forwarded to Medical staff for inclusion in the youth's records to facilitate the implementation of the accommodation on an ongoing basis.
3. If the requested accommodation is not minor or informal, the request should be referred to the Director or his or her designee, who may, as appropriate, consult with health care staff and County Counsel to determine whether the requested accommodation is necessary and appropriate. The youth may also be referred to Medical staff if a medical evaluation would be helpful in determining the need for the requested accommodation.
4. Generally, a request should be honored if the accommodation sought will not:
 - a. impose a significant financial burden;
 - b. pose a safety concern; and
 - c. affect the orderly operation of the facility.

A determination to deny an accommodation request for any of these reasons should be made using substantially the same procedure described below in Section VII.E.

5. Minor requests of a temporary nature (such as a request for extra tissue if a youth has a cold), do not need to be made in accordance with these guidelines.

Nothing in this subsection authorizes medical staff to share with custody or other County personnel protected medical information that such personnel otherwise are not privileged to know.

V. Custody Personnel Responsibilities

- A. The Director or designee, in coordination with the Responsible Physician, will endeavor to do the following:
 1. Establish housing areas that are equipped to meet the physical needs of youth with disabilities, including areas that allow for personal care and hygiene in a reasonably private setting and for reasonable interaction with youth.

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1. Establish classification criteria to make housing assignments to youth with disabilities.
2. Ensure that staff has adequate training to assist disabled youth with basic life functions as needed. Absent an emergency, youth should not be relied upon to provide this assistance.
3. Establish transportation procedures for moving youth with limited mobility.
4. When feasible, and if necessary to provide a specific essential service to a youth with a disability, enlist or contract for trained service personnel who have experience working with people with disabilities.
5. Implement procedures for the request and review of accommodations.
6. Establish guidelines for the accommodation of individuals who are deaf or hard of hearing, have common disabilities such as sight and mobility impairments, developmental disabilities, and common medical issues such as epilepsy.

Pursuant to 15 C.C.R. § 1413(e), develop policies:

- a. Addressing accommodations for youth who may have special needs when using showers and toilets and dressing/undressing; *(If a youth arrives at the facility with special needs when using showers and toilets and dressing/undressing, KCJC staff shall determine how best to meet the youth's needs on a case-by-case basis in consultation with medical staff, the youth, and if appropriate, the youth's parent/guardian/person standing in loco parentis. This Policy may be amended from time to time to formalize protocol if, in the experience of the Director, it is prudent to do so.)* and
 - b. For the identification and evaluation of all developmentally disabled youth, including contacting the regional center for the developmentally disabled to assist with diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends.
7. Ensure the KCJC is designed or adapted to provide reasonable accommodations to youth. At a minimum, this includes:
 - a. Access to TDD/TTY for youth who are deaf, hard of hearing, or speech-impaired.
 - b. If orientation videos are used to explain facility rules to newly admitted youth, subtitles may be displayed on the video presentation to assist youth who have impaired hearing.

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- b. Some cells and dormitories should be equipped with wheelchair accessible toilet and shower facilities. Youth with physical disabilities should be allowed to perform personal care in a reasonably private environment.
 - c. Tables designed for eating should be accessible to those in wheelchairs.
8. Establish measurable goals relating to processes that enhance good communication with the health care and custody staff.
 9. Establish in writing the desired performance objectives relating to practices that support good communication between the health care provider and custody staff. The Director or designee should review the documents annually for any necessary revisions or updates in support of continuous improvement in the delivery of health care services.
- B. General custody personnel responsibilities:
1. Custody personnel should work with health care professionals to aid in making accommodations for those with physical disabilities. The KCJC Medical staff shall provide daily reports identifying those youth who require specific accommodations, and custody personnel should be trained to obtain and rely on these reports.
 2. Custody personnel should assist youth in making requests for accommodations, as described in Subsection IV.C. above.

VI. Youth Health Care Communication

- A. Purpose and scope: The purpose of this section is to establish and maintain effective communication between the treating health care providers and custody personnel. This communication is essential at all levels of the organization to ensure the health and safety of all occupants of the facility.
- B. Policy: It is the policy of this office that effective communication shall occur between the Director and the treating health care professionals regarding any significant health issues of a youth. All health issues should be considered during classification and housing decisions in order to preserve the health and safety of the occupants of this facility.

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When a health care provider recognizes that a youth will require accommodation due to a medical or mental health condition, custody personnel shall be promptly notified in writing. Specifically, a notation should be entered into the youth's health record from which a daily report can be generated identifying all youth who require accommodations due to disabilities. Custody personnel should be trained to obtain and rely on these reports, as indicated above in Subsection V.B.

- C. Managing youth with special needs: Upon a youth's arrival at the facility, the health care staff should determine whether the youth has a disability or other special health care need.
1. If health care staff determines that a youth has a special need relating to the housing of the youth, appropriate documentation should be sent to the Juvenile Corrections Manager, the Lead Officer, and the staff on duty to ensure that the youth is recommended for the housing unit best equipped to meet the youth's needs.
 2. Nursing personnel should arrange for the appropriate follow-up evaluation.
 3. The health care of special needs youth should be continuous and ongoing. At minimum, the youth should be seen by a responsible physician, nurse practitioner, or physician assistant once every 90 days to evaluate his or her continued designation as a youth with special needs.
 4. Youth who have been determined by medical or mental health staff to require a special needs classification should be seen at least once monthly by a Medical or Mental Health staff member.
 5. Prior to transfer to another facility, with ample prior notice, a medical transfer summary should be completed detailing any special requirements that should be considered while the youth is in transit and upon his or her arrival at the destination. Discharge planning should be included, as appropriate.
 6. A treatment plan should be developed for each youth and should include, at a minimum:
 - a. The frequency of follow-up for medical evaluation and anticipated adjustments of the treatment modality;
 - b. The type and frequency of diagnostic testing and therapeutic regimens; and

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- c. When appropriate, instructions about diet, exercise, adaptation to the correctional environment, and prescribed medications.
7. When clinically indicated, the health care staff and custody personnel should consult regarding the condition and capabilities of youth with known medical and/or psychiatric illnesses or developmental disabilities prior to any of the following:
 - a. Housing assignment, when clinically indicated;
 - b. Program; and
 - c. Disciplinary measures for mentally ill patients.
8. Health and custody personnel should communicate about youth who require special accommodation. These include, but are not limited to, youth who are:
 - a. Chronically ill;
 - b. Undergoing dialysis;
 - c. Have communicable diseases;
 - d. Physically disabled;
 - e. Pregnant;
 - f. Frail or elderly;
 - g. Terminally ill;
 - h. Mentally ill or suicidal; and
 - i. Developmentally disabled.
- D. Notification to supervisors: In the event that there is no mutual agreement regarding an individual or group of youth who requires special accommodations for medical or mental health conditions, supervisors in the respective chain of command within the health care and custody staff will address these issues.

VII. Assistive Devices and Other Accommodations

- A. TDD/TTY machines: Hearing impaired youth shall be afforded the opportunity to use a TDD/TTY machine for the purpose of making a telephone call. These youth shall have access to a TDD/TTY machine during visits and recreation time, which is when youth generally are allowed use of the telephone. Youth may be charged for use of the TDD/TTY machine, but not more than other youth are charged for use of the telephone.

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B. Accommodations for deaf youth or youth who are hearing impaired:

1. When feasible, youth who are deaf and reliant upon American Sign Language (ASL) as their primary means of communication shall be afforded the use of a sign language interpreter at no cost to the youth:
 - a. To communicate with attorneys;
 - b. For the purpose of medical diagnosis and treatment;
 - c. To defend themselves in disciplinary proceedings;
 - d. To exercise grievance rights; and
 - e. In other appropriate circumstances at the discretion of the Director or designee.
2. If the use of a TDD/TTY device would fully accommodate the needs of the youth to communicate effectively with another person, such device may be made available in lieu of ASL interpretation.
3. Except in the case of an immediate threat to the health and safety of any person, custody personnel shall not use other youth as ASL interpreters. Notwithstanding this requirement, absent a direct threat determined according to the procedures described below in Subsection VII.E., youth who are deaf or hearing impaired and communicate through ASL shall not be forbidden from using ASL to communicate with other individuals, including other youth.
4. If a hearing impaired youth does not respond for an appointment, visit, meal, or day room use time, the Juvenile Corrections Officer (JCO) working in the youth's housing unit will make reasonable efforts to follow up with the youth as soon as practicable to ensure that the youth does not wish to attend the event.

C. Access to shower chairs: All youth with mobility difficulties or who for some other reason are at risk of injury while standing in the shower shall be provided with the use of ADA approved shower chairs.

D. Dental and medical prostheses, eye glasses, and other medical equipment:

1. Notwithstanding the anti-surcharge policy stated in Section XII below, to the same extent that youth may be required to provide co-payment for other medical services, youth may be required to provide co-payment for durable medical equipment and eye glasses provided by health care providers while detained in KCJC.

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2. All assistive devices belonging to KCJC shall be marked and numbered, identifying them as County property.
3. A medical equipment inventory form shall be completed by the Intake JCO for all medical equipment issued to the youth, regardless of who owns the property.
4. Upon release of a youth, the releasing JCO shall review the medical equipment issued to the youth and contact medical personnel for instructions regarding any County owned assistive device.
5. In addition to other requirements of this Policy regarding assistive devices and direct threat determinations, custody personnel shall at all times comply with Penal Code section 2656, which states as follows:
 - a. A person sentenced to incarceration or who is being held pursuant to a pending criminal matter in a county or city jail, or other county or city custodial correctional facility shall not be deprived of the possession or use of any orthopedic or prosthetic appliance, if such appliance has been prescribed or recommended and fitted by a physician.
 - b. If, however, the person in charge of the county or city custodial or correctional facility has probable cause to believe possession of such orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed.

If such appliance is removed, the prisoner shall be deprived of such appliance only during such time as the facts which constitute probable cause for its removal continue to exist; if such facts cease to exist, the person in charge of the facility shall return such appliance to the prisoner.

When such appliance is removed, the prisoner shall be examined by a physician within 24 hours after such removal.

If the examining physician determines that removal is or will be injurious to the health or safety of the prisoner, he shall so inform the prisoner and the person in charge of the facility. Upon receipt of the physician's opinion, the person in charge of the facility shall either return the appliance to the prisoner or refuse to return such appliance to the prisoner, informing the physician and the prisoner of the reasons for such refusal and promptly providing the prisoner with a form, as specified in subdivision (c) of this section, by which the prisoner may petition the superior court return of the appliance.

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Upon petition by the prisoner, the court shall either order the appliance returned to the petitioner or within two judicial days after the petition is filed receive evidence relevant to the granting or denial of the petition. When evidence is received, the court shall consider the opinion of the physician who examined the prisoner and the opinion of the person in charge of the facility and all other evidence it deems relevant. A decision shall be promptly made and shall be based upon a weighing of the risk of immediate harm to persons within the facility and the threat to the security of the facility created by the appliance's presence in the facility as against the risk to the health and safety of the petitioner by its removal.

- c. The form for a request for return of an orthopedic or prosthetic appliance as required in Subsection b. of this section shall be substantially as follows:

(Name of the facility) ____ day of ____ [20] __

I, ____ (person in charge of the facility), have today received a request for the return of an orthopedic or prosthetic appliance, namely, ____ (description of appliance or device) from the undersigned prisoner.

Signature or mark of prisoner making request for return of appliance or device.

When the prisoner has signed or made his mark upon such form, the person in charge of the facility shall promptly file the completed form with the superior court.

- d. As alternatives to providing a youth with an opportunity to petition the court for the return of a device in accordance with Penal Code section 2656, subdivision (b), consideration shall be given to transferring the youth to an appropriate medical detention facility or, with physician or dentist approval, modifying the assistive device to meet the medical needs of the youth and safety and security needs of the facility.
- e. Once an assistive device has been approved for use, health care staff shall enter the authorization into the youth's health file. If the youth requires special housing relating to the need for the assistive device, health care staff shall document this in writing and notify custody and classification personnel appropriately. Health care staff shall also document the general condition of the device and have the youth sign the medical record that he or she received the device.

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- f. Any assistive devices that are brought to the facility by family members or others after the youth has been incarcerated shall be subject to a security check.
 - g. The facility shall accept no responsibility for loss or damage to any assistive device.
 - h. Any repair or replacement of any assistive device owned by a youth shall be the responsibility of the youth. If the repair is medically necessary and the youth is indigent, funds for the repair shall be sought through the Youth Welfare Fund. Repair or replacement of any assistive device owned by the KCJC that is damaged through intentional or grossly negligent misuse by the youth to whom the device is assigned may be billed to the youth to the same extent that youths generally are held liable for destruction of County property.
- E. Direct threat determinations: The provision of a reasonable accommodation may be denied if the accommodation poses a direct threat to the health or safety of any person. Except as otherwise specified in this Policy, a direct threat determination shall be made using the following procedure:
- 1. An imminent threat may be eliminated by any reasonable means, but in such cases the reasonable accommodation will be resumed within 24 hours (or as soon as practicable thereafter), unless a formal direct threat determination is made.
 - 2. Formal direct threat determinations are made by the Director or designee.
 - 3. A formal direct threat determination shall be made in consultation with health care staff and County Counsel, and shall be documented on a form created for this purpose by County Counsel. The direct threat determination form shall be appended to any related incident report, and an appropriate record of both shall be made in the jail management system.
 - 4. A youth can grieve a direct threat determination using existing youth grievance processes.
 - 5. At such time that a direct threat is eliminated, the reasonable accommodation shall be resumed.

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VIII. Youth Housing

- A. If staff determines that a youth has special needs, a special needs communication form or other appropriate documentation relating to special needs should be completed and sent to the Director and/or Juvenile Corrections Manager to ensure that the youth is recommended to the housing unit best equipped to meet his or her special needs.
- B. JCOs who work in the classification process should be aware of youth with disabilities before making housing decisions. For example, persons with mobility issues may require a lower bunk and accessible toilet and shower facilities. When necessary or required, a supervisor or classification JCO should consult with the qualified health care professional or the responsible physician regarding housing location.
- C. Every effort shall be made to provide youth with mobility impairments with accessible cells, showers, and dining facilities, as necessary. In the event that such facilities are not available to a youth, the Director or designee shall be notified promptly in writing, and best efforts to provide the youth with accessible accommodations shall be made as soon as possible. Until such accommodations become available, ever reasonable effort shall be made to assist the youth in performing major life functions within the limitations of the accommodations available.
- D. In accordance with 28 C.F.R. § 35.152, custody personnel shall ensure that youth with disabilities are housed in the most integrated setting appropriate to the needs of the individuals. Unless it is appropriate to make an exception, custody personnel shall not:
1. Place youth with disabilities in inappropriate security classifications because no accessible cells or beds are available;
 2. Place youth with disabilities in designated medical areas unless they are actually receiving medical care or treatment;
 3. Place youth with disabilities in facilities that do not offer the same programs as the facilities where they would otherwise be housed; or
 4. Deprive youth with disabilities of visitation with family members by placing them in distant facilities where they would not otherwise be housed.

Any decision to make an exception to the above requirements shall be made using substantially the same procedure described above in Subsection VII.E.

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IX. Youth Transportation

Reasonable accommodations will be made in transporting youth with disabilities.

X. Disciplinary and Grievance Procedures

- A. Forms relating to youth grievances may be used to file grievances relating to the ADA, and youth shall be advised of the same.
- B. Forms and other materials relating to grievances and discipline shall be made available in alternative formats upon request.
- C. As necessary, custody personnel shall assist youth with reading and completing forms relating to discipline and grievances.
- D. Appropriate assistance and accommodations shall be provided in disciplinary proceedings to ensure that youth with disabilities have the same opportunity as other youth to understand the nature of the accusations against them and to defend themselves.

XI. Retaliation

Retaliation of any kind directed at a youth for exercising his or her rights under the ADA shall not be tolerated.

XII. Anti-Surcharge Policy

No youth may be charged a fee to defray or reimburse the County for the cost of providing reasonable accommodations required by the ADA.

XIII. Service Animal Policy

- A. Except as otherwise specified herein, if a youth is booked into KCJC with an animal claimed to be a service animal, the youth will be permitted to retain the animal in KCJC if the animal fits the definition of “service animal” in Section III above. If it is unclear whether an animal meets this definition, the following questions may be posed to the youth, but no other documentation or explanation may be requested:

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1. Is the animal required because of your disability?
 2. What work or tasks has the animal been trained to perform?
- B. A service animal may be excluded if it:
1. Is out of control;
 2. Is not housebroken; or
 3. Otherwise poses a direct threat to the health, safety, or security of the jail or any person.

A service animal may also be excluded if the service it provides is unnecessary in the custodial environment. For example, an animal trained to remind a youth to take medication may be unnecessary for a youth whose medication is brought to him or her daily by health care staff. The decision to exclude a service animal shall be made in consultation with health care personnel and County Counsel, pursuant to the direct threat procedures outlined above in Subsection VII.E. If it is necessary to exclude a service animal, house arrest or community supervision shall be considered as alternatives to incarceration if legal and practicable.

- C. If a service animal is excluded and an alternative to incarceration is not available or appropriate, the owner shall be allowed to designate a family member or friend into whose custody the animal will be given during the youth's incarceration. If no caretaker is designated, the animal shall be cared for by Animal Services. Animal Services shall document on the animal's cage and in any files relating to the animal that it is a youth's service animal and, absent a legitimate health and safety necessity (e.g., the animal contracts rabies), should not be destroyed without the owner's permission.
- D. A service animal at all times shall be under its handler's control on a leash, harness, or other tether unless the nature of the disability or the work performed by the animal prevents tethering, in which case the animal must be kept under control by means of voice control, signals, or other means. The inability of the animal to be kept under control by one of the foregoing means shall per se constitute a direct threat.
- E. KCJC staff shall not be responsible for the care and supervision of a service animal except on terms similar to those under which staff would be responsible for other property of a youth.

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F. A youth shall not be surcharged for the use of a service animal, and during the period of the youth's incarceration the County shall be responsible for the cost of the animal's care. However, to the extent that youth are held responsible for the cost of any damage they cause to public property during periods of incarceration, youth with service animals may be held responsible for the cost of any damage to public property caused by those animals.

XIV. Compliance with 28 C.F.R § 115.16

The KCJC shall comply with 28 C.F.R. § 115.16, which states that:

- A. The agency shall take appropriate steps to ensure that inmates with disabilities (including, for example, inmates who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Such steps shall include, when necessary to ensure effective communication with inmates who are deaf or hard of hearing, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. In addition, the agency shall ensure that written materials are provided in formats or through methods that ensure effective communication with inmates with disabilities, including inmates who have intellectual disabilities, limited reading skills, or who are blind or have low vision. An agency is not required to take actions that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity, or in undue financial and administrative burdens, as those terms are used in regulations promulgated under title II of the Americans With Disabilities Act, 28 CFR 35.164.
- B. The agency shall take reasonable steps to ensure meaningful access to all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment to inmates who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.
- C. The agency shall not rely on inmate interpreters, inmate readers, or other types of inmate assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first-response duties under §115.64, or the investigation of the inmate's allegations.

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XV. Visitors

- A. A visitor requiring a reasonable accommodation during a visit shall request the accommodation from the Director at the time the visit is scheduled, and the request shall be honored if feasible.
- B. TDD/TTY machines may be used to facilitate communication between visitors and youth with hearing impairments.
- C. Visitors shall be allowed to bring service animals into the facility. The rights of visitors with respect to service animals shall be consistent with the policy stated in Section XIV above, except that direct threat determinations may be made informally given the brief duration of visitors' attendance at the facility.

XVI. Volunteers and Attorneys

All attorneys and volunteers shall be afforded the same rights and privileges under the ADA as the public.

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Institutional Assessment and Case Plan

I. General Policy

Research confirms there are four principals that provide the greatest opportunity to improve outcomes for youth involved in the justice system:

- A. Basing supervision, services and resource allocation on the results of a validated risk and needs assessment.
- B. Only using those programs, services, supervision strategies that are demonstrated to reduce recidivism and improve other youth outcomes and using this data to assess the effectiveness of these interventions.
- C. Employing a coordinated approach across different services systems to address the assessed needs of the involved youth.
- D. Tailoring system policies, programs and supervision strategies to reflect the distinct developmental needs of youth involved in the justice system.

To reflect the above noted principles, the Kings County Juvenile Center (KCJC) will conduct risk and needs assessments on youth detained or committed to the KCJC and create case plans on any youth remaining in custody for at least 30 days utilizing a Multi-Disciplinary Team (MDT) approach to case conferencing.

II. Assessment

- A. All youth confined in the KCJC shall receive an initial Positive Achievement Change Tool (PACT) pre-screen to determine the youth's risk level within 72 hours of admission; as well as a Detention Risk Assessment Instrument (DRAI). The youth's risk level and DRAI score will be used to determine whether the youth should be detained in KCJC pending further Court proceedings. If a youth is held for 30 days or more and within 40 days of admission, the youth will receive a PACT full assessment to determine criminogenic needs and risk factors. These risk factors along with assessed protective factors will guide the development of an initial case plan for the youth.
- B. The PACT pre-screen and full assessment will only be completed by staff members who have received training through a certified trainer as determined by the Probation Department Administration Unit.

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- C. The PACT full assessment shall outline the youth's criminogenic risk factors and includes the following domains:
1. Past record of referrals;
 2. Social history;
 3. Educational status;
 4. Use of free time;
 5. Employment;
 6. Relationships and family history;
 7. Historical and current alcohol or drug use;
 8. Past and current mental health issues; and
 9. History of violence or aggression.
- D. JCOs or the KCJC DPO using the PACT pre-screen to determine detention decisions shall release all youth who are assessed as low to moderate risk unless such release would endanger the health and well-being or the youth or others. If the youth is not released, the Director or Juvenile Corrections Manager must approve the continued detention of the youth.
- E. All releases of youth assessed as moderate-high to high require the approval of the Director or Juvenile Corrections Manager.

III. Case Plan Development

- A. The results of the PACT full assessment shall be used by the case manager to guide the development of the youth's institutional case plan for pre-adjudicated and adjudicated youth. The developed case plan shall include objectives and time frames for the resolution of problems identified in the PACT full assessment, a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented.
- B. In addition to the information provided in Section II. C, once a youth is adjudicated, the Institutional Case Plan shall include, but not be limited to, written documentation that provides for periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth, a transition or aftercare plan that is completed prior to the youth being released and contact with the Regional Center for the Developmentally Disabled for youth that are developmentally disabled including the provisions of Section 1413(b).

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- C. Wherever possible, the case manager responsible for preparing the case plan will include the youth and responsible parent, guardian or person standing in loco parentis to assist with the development of the objectives contained in the Institutional Case Plan.
- D. Transitional Probation Officer

The KCJC employs one transitional Deputy Probation Officer who will provide assessment, case planning and re-entry services to all youth confined in KCJC. The duties of this position include, but are not limited to, re-entry services to youth and families, PACT pre-screen, DRAI scoring and full assessments, case plan development, facilitation of family contacts, coordinating pre and post release services with community providers, provide linkages to Kings View Counseling services, consult with NaphCare medical regarding any on-going medical or mental health needs, facilitation of Forward Thinking group sessions and training of KCJC Staff to perform case management services.

- E. Case management

KCJC Juvenile Correctional Officers (JCOs) may be trained to act as case managers after they have been trained at the direction of the facility Director. Prior to performing any case management duties, the JCO shall receive training commensurate with performing these duties. The JCO shall receive training or instruction in PACT assessments, DRAI scoring, case plan development, Motivational Interviewing (MI) techniques, Evidence Based Treatment, family outreach and case conference facilitation. The Director and/or Juvenile Corrections Manager shall approve all JCOs for case management roles and work with Probation Administration to provide for initial and on-going training.

IV. Case Conferencing

- A. Initial case conferencing

Within 30 days of admission, an initial case conference shall be conducted on behalf of the youth that will assist in determining the objectives for the youth's Institutional Case Plan based upon the risk and protective factors outlined in the PACT assessment results.

The case conference will be scheduled by the Transitional DPO or assigned Case Manager, and will minimally include the Transitional DPO, the youth and a parent/guardian/person standing in loco parentis. This team will confirm the case plan, including:

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1. Developing a realistic timeline for achieving programming objectives while in custody and after release;
2. Outline treatment goals based upon assessed criminogenic needs;
3. Set educational goals including returning to their school district of origin;
4. Set case plan goals for family members to support the youths return to the home and community; and
5. Identify treatment providers who will need to be involved to achieve the goals and objectives of the treatment plan.

B. Re-Entry Team meeting conferencing

30 days prior to a youth's scheduled release, a pre-release case conference will be scheduled to discuss progression and compliance with the Institutional Case Plan and to finalize the case plan for the youth's re-entry into the community. This MDT team shall consist of the same team present at the initial case conference meeting plus those providers and community members identified as crucial to the youths ability to achieve the goals outlined in the case plan. Among the objectives at this conference will be to:

1. Determine what school district the youth will be attending and ensure the youth is enrolled as soon as possible;
2. Determine the progress of in-custody treatment and arrange for a seamless transition to post-release treatment by identifying the community or county based providers who will continue providing services to the youth and their families upon release;
3. Ensure that substance abuse treatment is arranged prior to the youths scheduled release date if indicated in the case plan;
4. Ensure that mental health services, including prescribed medication are continued without delay if indicated in the case plan; and
5. Review the case plan with the youth and his/her parent and establish clear expectations for achieving established goals and objectives.

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V. Training

In addition to the transitional DPO, qualified JCOs will also be trained as case managers and administer the PACT. All staff authorized to perform the PACT pre-screen or a PACT full assessment shall be trained in its use prior to administering the PACT to youth at KCJC. Staff will also receive training in Motivational Interviewing (MI) technique as the primary means to administer the PACT to confined youth. As MI is a perishable skill, periodic refresher training will be arranged through the Probation Departments Administration Unit. It is the responsibility of the Director and Juvenile Corrections Manager to develop an annual training plan that allows for KCJC staff members to enhance their overall case management skills or to ensure that those staff administering the PACT evaluations is properly trained.