

**San Diego County Juvenile Justice Commission  
2016 Inspection**

According to Welfare and Institutions Code 229, the Juvenile Justice Commission conducts annual inspections of the juvenile detention facilities in San Diego County. It shall report the results of such inspections together with its recommendations based thereon, in writing, to the Juvenile Court and to the Board of State and Community Corrections.

<b>Girls' Rehabilitation Facility</b>	
<b>Facility Address:</b>  2861 Meadow Lark Drive San Diego, CA 92123	<b>Date of Inspection:</b> July 11, 2016
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	<b>Chief Probation Officer:</b> Adolfo Gonzales
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## I. Executive Summary

### A. Institution Overview

*To be completed by JJC Inspection Team.*

1. Population Trends

Adjusted capacity is 25; 23 were present on day of inspection. It is recommended that near 45 be placed at GRF. The approved capacity is 45.

2. Educational Achievements

Unknown, except for blossoming horticultural area which could be enhanced educationally. Individual Education Plans (IEPs) participation needs to be emphasized.

3. Evidence-Based Programming Improvements

Unknown.

4. Serious Incidents Trends and Use of Pepper Spray

Only one use of pepper spray.

5. Coordination of Behavioral Health Services Care

Appears to be on track.

6. Improved Transition Services and Results

Unknown.

### B. Commission Recommendations

*For Probation Department:*

1. Since GRF is designed as a “camp” for girls and since there was only one Critical Incident Report (CIR) involving the use of pepper spray for calendar year 2015, the Juvenile Justice Commission recommends that pepper spray (O.C.: Oleoresin Capsicum) be entirely eliminated at GRF. Most counties in California do not use pepper spray in juvenile facilities and many oversight groups have recommended the elimination or reduction of O.C. spray in San Diego juvenile facilities. We believe that its elimination at GRF would be a positive step for San Diego County which could affect the Probation Department’s reliance on pepper spray in its other facilities.
2. Since GRF is the smallest of the Probation Department’s facilities, it should be a model for treatment and rehabilitation. One idea by the Chief Probation Officer (shared at a Juvenile Justice Commission meeting) would be to personalize the interaction by calling the girls by their first names and labelling each room by first and last names. Instead of calling a youth Miss (Last Name) as was done during the inspection, the girl would be addressed by her first name. Therefore, the Juvenile Justice Commission recommends that name

placards and name tags reflect first and last names and Probation Department personnel at GRF (and at other juvenile facilities) work on calling the girls by their first names.

3. GRF (like the boys' facility at Camp Barrett) uses an inmate leadership system for its youth by forming teams and selecting a team leader and a "dorm" counsel. Each of the girls selected for these positions by the Probation Department and by other youth earn "points" toward early release or extra privileges. It is noted that there is no dormitory housing at GRF as each girl is assigned to a single cell unlike the dorms at the boys' facility at Camp Barrett. The Juvenile Justice Commission believes that the system of selecting and removing leaders at GRF engenders emotions and psychological problems that outweigh its benefits. Since GRF has such a small population, the Juvenile Justice Commission recommends that the team leader and dorm counsel program be eliminated.

*For Probation Department and Behavioral Health Services:*

1. GRF has an authorized capacity according to the Board of State and Community Corrections (BSCC) of 45 girls. The Probation Department has adjusted the capacity to 25 and there were 23 girls on the day of the inspection. Since the Commission believes that the program at GRF is a good one which could benefit more girls and that it is now under-utilized, we recommend that the Probation Department, along with Behavioral Health Services, identify other appropriate girls in Units 70 and 700 at the Kearny Mesa Juvenile Detention Facility and ask for court approval to transfer them to GRF, setting the maximum capacity at 45 girls.
2. As of March 2016, the Probation Department has instituted the Columbia Suicide Severity Rating Scale ("C-SSRS") to screen youth upon entry at GRF and its other juvenile facilities, for possible suicidal actions and suicidal ideation. The Juvenile Justice Commission recommends that the C-SSRS also be utilized upon discharge from GRF and that Behavioral Health Services designate a "trainer" to assist the outside Probation Officers with mental health services, specifically suicide prevention, when GRF girls (and other youth) are released.
3. As a "camp" setting with a patio and garden, GRF is suitable for a therapy dog program as mentioned during the inspection on July 11, 2016. The Juvenile Justice Commission observed such a therapy dog program during a past inspection at the Polinsky Children's Center. Therefore, it is recommended that the Probation Department and Behavioral Health Services formally set up a program utilizing volunteers from the Helen Woodward Center, or another appropriate place, to bring therapy dogs to GRF during a regularly scheduled visitation program.
4. All personnel should be attuned to the special needs of LGBTQI girls and the existence of bullying or other special problems interfering with maximum rehabilitation while in detention.

*For Office of Education:*

1. GRF should have Special Education Teachers on staff dedicated to its facility and not shared with the Kearny Mesa Juvenile Detention Facility. Service logs should be created, or updated, keeping track of all services provided to girls with IEPs.
2. The garden at GRF is flourishing and the entire staff are duly proud but it appears that the horticultural program is not fully integrated into the educational system nor are grown vegetables able to be used as food. The Commission recommends that during school time, the garden be utilized as an apprentice-type component for the educational program. The

Juvenile Justice Commission is aware that at Monarch School (operated by the San Diego County Office of Education) the gardening program is integrated into the education curriculum. We recommend that the San Diego Office of Education formally develop a horticultural garden education program at GRF by utilizing educators and volunteers and give class credit to the girls who complete the class.

3. All teachers should be trained on the law regarding "child find" and be instructed on identifying girls with disabilities or other educational needs.

## II. GENERAL ADMINISTRATION

### A. Population and Staffing Information

#### 1. Average Daily Detainee Population

	<b>Adult Male</b>	<b>Adult Female</b>	<b>Juvenile Male</b>	<b>Juvenile Female</b>	<b>Total</b>
Facility Capacity	0	0	0	45	45
Facility Average Daily Population	0	0	0	25	25

- a. Has the facility exceeded capacity since the last inspection?  Yes  No
- b. Does the facility house youth under California Welfare & Institutions Code Section 601 (truancy and status offenders)?  Yes  No
- c. If yes, are youth adjudicated pursuant to WIC 601 separated from youth adjudicated pursuant to WIC 602 (delinquent youth)?  Yes  No

d. List the languages spoken by Probation staff members:

English	Russian
Spanish	Ukrainian
French	Turkish

#### 2. Probation Staffing Ratios

Awake:   1   /  15     Asleep:  1   /  30 

<b>Probation Staffing (As of date of inspection)</b>	<b># Filled</b>	<b># Open</b>
Director	1	1
Supervisors	1	1
Deputy Probation Officer	0	0
Correctional Deputy Probation Officer	15	15
Admin/Support	1	1
Psychologist, Drug and Alcohol Counselor	2	2
Other: Senior Probation Officers	3	3

### B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner?  
They are oriented by staff and a peer. They are provided the Program outline and Rules packets. Staff and the youth go over the material together. They may also ask any staff if they have questions or don't understand the material.
2. Are youth given copies of rules and procedures?  Yes  No

3. What languages are the rules and procedures provided in other than English?  
Spanish \_\_\_\_\_  
\_\_\_\_\_
4. How does facility staff ensure that youth understand rules and procedures? Ask if they have any questions. Review it with them. The staff review the rules and procedures with the whole group often. Girls are given opportunity ask questions daily.  
\_\_\_\_\_
5. Where are rules and procedures posted in the facility? They are not posted. Every youth receives a copy in their binders.  
\_\_\_\_\_

C. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release?  Yes  No
2. Please list the types of personal property that may be kept in sleeping rooms:  
Pictures, letters, books \_\_\_\_\_ clothing \_\_\_\_\_  
Hygiene products \_\_\_\_\_

D. Youth Records

1. Are case records regarding individual youth kept on site?  Yes  No
- a. If yes, what steps are taken to protect these records? They are kept in a file cabinet.  
\_\_\_\_\_

E. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification?  Yes  No
- a. If yes, what classifications are used?  
PREA Screening \_\_\_\_\_  
Columbia Suicidality Screening \_\_\_\_\_  
West Coast Tool for CSEC \_\_\_\_\_
2. How often are reclassification reviews conducted? Upon entry to the unit & as needed.  
\_\_\_\_\_

F. Access to Legal Services

1. Are youth permitted to have reasonable contact with their attorneys?  Yes  No
2. In the last calendar year has an attorney complained that they were not able to communicate with a youth/client?  Yes  No
3. In the last calendar year has a parent complained that their child was denied access to his or her attorney?  Yes  No

G. Telephone and Video Conferencing (Skype) Access

1. Are youth permitted to use the telephone/video conferencing (Skype) to contact:
- a. Parents/guardians?  Yes  No
- b. Anyone other than parents/guardians and attorneys?  Yes  No

- i. If no, are youth permitted to use the telephone/video conferencing (Skype) to contact other close family members under special circumstances (such as upon the recommendation of a counselor or therapist)?  Yes  No
2. Are telephone calls monitored?  Yes  No
3. Are telephone calls recorded?  Yes  No
4. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone?  Yes  No

#### H. Family Visits

1. What are the visiting hours for this facility? Thursdays: 6:00 p.m. - 8:00 p.m.  
Sundays: 9:00 a.m. - 11:00 a.m.
2. Who may visit youth? Check all that apply:
  - Parents/Legal guardians
  - Adult siblings
  - Minor siblings
  - Other: Upon request or as necessary
3. Is there ample space in the facility for visitation?  Yes  No
4. Are youth permitted to have private conversations with visitors?  Yes  No
5. Do probation staff members supervise visits?  Yes  No
6. In the last calendar year has there been an instance of a visitor bringing contraband into the facility  Yes  No
7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member?  Yes  No
8. Are there transportation alternatives for family members who want to visit youth?  Yes  No
9. What is the policy on undocumented parents/family members of a youth? Must have a valid ID. Probation will provide if they do not have a valid CA ID.  

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  - a. How is this policy disseminated to parents/family members? If they have not already been notified, we tell them. Some are told by casework PO's.  

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#### I. Mail and Email

1. Are youth permitted to receive mail?  Yes  No
2. Are youth permitted to send mail?  Yes  No
3. Is postage provided at no charge to youth?  Yes  No
4. Is mail screened for contraband?  Yes  No

5. Does a staff member read mail addressed to a youth?  Yes  No
6. Are youth permitted to send or receive email?  Yes  No

J. Staff-Youth Communications

1. Are youth provided opportunities to communicate with staff in writing?  Yes  No
2. Are youth provided opportunities to communicate with staff verbally?  Yes  No
3. Are communication aids (translators, hearing aids, etc.) provided when necessary?  Yes  No

K. Grievances

1. Is there a formal grievance policy?  Yes  No
2. Are written grievances reviewed daily?  Yes  No
3. Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance report?  Yes  No
4. Is there a method for youth to be able to express concerns about the facility to a Probation Department official who is not assigned to the facility?  Yes  No
5. Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys?  Yes  No
6. Is there a formal grievance process available for parents?  Yes  No
- a. If yes, how many parent's submitted grievances in the last calendar year? 0

Grievance Involving	Number of Occurrences
Residents	0
Attorneys	0
Family Members	0
Medical	3
Abuse	0

L. Clothing and Bedding

1. Are additional blankets available on request?  Yes  No
2. How often is bedding laundered? Weekly
3. How often are youth given clean clothes? Daily

M. Non-Hazardous Furnishings

1. Are mattresses and bedding fire-resistant and non-toxic?  Yes  No

N. Personal Hygiene/Showers

1. How frequently may youth shower?
  - a. Showers per week: 7
  - b. Minutes per shower: 5
2. Please list the hygiene products available to youth and indicate with an asterisk (\*) which products are ethnically appropriate:  
\*Shampoo and conditioner, hair gel  
Deodorant, toothpaste, lotion, ChapStick  
Stretch mark cream
3. How do staff members balance privacy and safety concerns? Safety always comes first.  
Youth may close their doors to change clothes.

### III. Education Services

#### A. Staffing

##### 1. Positions Filled or Open

<b>Staff Type</b>	<b># Filled</b>	<b># Open</b>
Credentialed Teachers	2	0
Credentialed Special Education Teachers	0	0
Teachers' Aides	0	0
Paid Tutors	0	0
Volunteer Tutors	0	0
Other	0	0

##### 2. Average Student/Teacher Ratio & Average Daily Attendance By Month

<b>Month</b>	<b>Avg. Student/Teacher Ratio</b>	<b>Avg. Daily Attendance</b>
January	11 / 1	22
February	12 / 1	24
March	11 / 1	22
April	12 / 1	24
May	12.5 / 1	25
June	12 / 1	24
July	12.5 / 1	25
August	12.5 / 1	25
September	12.5 / 1	25
October	12 / 1	24
November	12.5 / 1	25
December	12 / 1	24

B. Capacity and Attendance

1. Number of classrooms in the facility? 2
2. For each classroom indicated in Question 1, please indicate the following:

<b>For Each Classroom Used During the Calendar Year</b>	<b>Classroom Capacity</b>	<b>Average Number of Students per Classroom</b>	<b>Number of computers per classroom</b>
1	20	12	20
2	20	12	20
3			
4			
5			
6			

C. Absences

1.

<b>Absences During the Calendar Year</b>	<b>#</b>
How many students did not attend school for one or more days?	0
Average days of absence?	0
Average days of absence due to illness?	0
Average days of absence for disciplinary reasons?	0
Average days of absence for reasons other than illness or discipline?	0

2. When is absence from the classroom or expulsion used as a disciplinary tool? No
  - a. Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool.
3. Please list reasons other than illness or discipline why a student would not attend school:  
Court

D. Supplies

1. Does each student have their own textbook for each subject?  Yes  No
  - a. If not, what is the ratio of students to textbook for each subject:

<b>Course</b>	<b># Textbooks</b>	<b># Students</b>

b. Please list the reason(s) why students may need to share textbooks:

\_\_\_\_\_

2. Are the textbooks the most recent version available in California?  Yes  No

a. Who is responsible for making sure that textbooks are up to date?

i. Name: Joanne L. Finney Nathan Head

ii. Title: Principal Vice Principal

3. What school supplies are available to the students (pens, pencils, paper, etc.)?

Paper, golf sized pencils Scissors

Chrome books Math manipulatives-compass, ruler, etc....

Art supplies – paint, makers, etc.... Journals

4. What school supplies are students allowed to take to their rooms?

No supplies are allowed in rooms

a. Who is responsible for making sure there are adequate school supplies?

i. Name: Joanne L. Finney Nathan Head

ii. Title: Principal Vice Principal

5. Do students use computers on a daily basis in each classroom?  Yes  No

a. How many hours per day do students use computers? \_\_\_\_\_

6. Are students limited in the amount of time that they can use a computer during the school day?  Yes  No

a. If yes, why? \_\_\_\_\_

7. Are students able to work on homework after the school day ends?  Yes  No

i. If yes, how? They may take literature, and take back work for credit recovery

E. High School Diploma and GED Programs

1. On average, how soon after a student is admitted to facility does school staff have access to their previous records? Within 48 hours

2. Is SDCOE working to get partial credits earned in a facility recognized by a student's home district?  Yes  No

a. If yes, what is being done; if no, why not? Students receive a personal learning plan. That plan is such that partial credits are made whole. This has been the work of our Academic Counselor, Student Support Specialists, and Transition Specialists.

3. Percentage of students who are not academically prepared to complete work at a 9<sup>th</sup> grade level? Approximately 25%

a. What interventions are used for these students? Students are provided differentiated instruction, accommodations that include, but not limited to, talk to text, small group instructional practices that allow for student voice and choice while maintaining the expectation that students will be able to participate in all classroom activities as per the grade level standards.

b. Are these students assessed for IEPs?  Yes  No

If no, why not? Not all students who are below grade level need special education services. Many students who are below grade level have had major gaps in their education.

F. Special Education

1. IEP Plan

Type of Plan	# Students with Pre-Existing	# Students Tested After Entry	# Students Who Receive After Entry
504 Plan	0; This is Gen Ed issue	0	0
IEP Plan	54	20	Based upon student need
IEP Plan with ERMHS <sup>1</sup> Services	23	15	Based upon student need
IEP Plan with BSPs or BIPs <sup>2</sup>	8	10	Based upon student need
Total	85	55	

2. Who determines if a student admitted to the facility has an IEP?

a. Name: Barbara Stojanowki

b. Title: Special Education Aide

3. How soon is this determination made after a student is admitted? 1-3 days

4. How are a student's IEP records obtained? JCCS utilizes a data base that districts in San Diego County use. Therefore, we have electronic access to special education records. We also apply for records using written and faxed request forms and calling the district's special education liaison.

5. How long does it typically take to obtain such records? Between 24 hours and no longer than one week.

<sup>1</sup> ERMHS – Educationally Related Mental Health Services

<sup>2</sup> BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

6. For students with IEPs, please provide the following:

Type of Service	Provided at Facility?	In a separate room?	How often is it provided?	Who provides?
ERMHS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As identified by ERMHS	School District Psychologist and Vista Hill
Counseling	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	School Psychologist
Speech and Language Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	Speech and Language Therapist
Occupational Therapy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Occupational Therapist

a. If the answer to any of the above is no, why not? \_\_\_\_\_

7. General Education Teachers

a. What training do general education teachers have to recognize when a student requires an initial assessment to determine eligibility of special education services? All instructional staff members receive professional learning in the identification of students who have special needs. This training is completed by SDCOE Special Education Services, as well as from the site special education teachers and the site administrators and monthly staff meetings. There are also opportunities per the SDCOE professional development calendar.

b. What training do general education teachers have with regard to effectively teaching students with:

i. a learning disability? Differentiated instruction, co-teaching model; working with content area specific coaches, monthly staff meetings, SDCOE professional development calendar

ii. an emotional disturbance? Co-teaching model with Educational Specialists and monthly staff meetings

iii. significant attention issues? Differentiated instruction, models learned from peer edited journals, monthly staff meetings, SDCOE professional development calendar

8. Credentialed Special Education Teachers

a. How many credentialed special education teachers are at the facility full-time? Zero-Four are housed at Kearny Mesa Juvenile Detention Facility, they provide special education services to GRF students

b. Do credentialed special education teachers participate in lesson planning and curriculum development?  Yes  No

i. If yes, how often do they meet with teachers? Daily, weekly, and at PLC meeting

- c. Do credentialed special education teachers instruct students in any classes?  
 Yes  No

9. IEP Meetings

- a. Are IEP meetings held whenever annual meetings for an eligible student are due?  
 Yes  No

- b. Are IEP meetings held when an eligible student arrives in the facility and attends school?  
 Yes  No

- c. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? 25-30 days. Upon entry a thirty-day interim placement is developed. At the level end of the 30-day interim placement, an IEP meeting is convened.

- d. Are IEP meetings held if a student is in the facility for more than thirty days?  
 Yes  No

i. If no, why not? \_\_\_\_\_

- e. Are parents notified of the meetings?  
 Yes  No

i. If yes, how? Written notice, phone calls, and electronic mail

Describe the most common obstacle to IEP compliance: Parents returning correspondence and special education development consent for evaluations

10. General Special Education Questions

- a. Are staff trained to implement BSP's and BIP's?  
 Yes  No

- b. What resources available to accommodate students with special education needs?  
All classes are provided with an Education Specialist and/or aide dependent upon the needs and IEPs of the students enrolled on any given day. All staff are provided the list of accommodations, modifications and supports for their students.

- c. How many students are brought to the facility directly from school? N/A

- d. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0

- e. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? \_\_\_\_\_

G. Post-High School/GED Programs

1. How many students are taking courses for college credit online? 4

a. At what college? Palomar, Mira Costa, and Southwestern Community Colleges

2. Are students given information and counseling regarding community college and four-year college options?  
 Yes  No

3. Are students given information and counseling regarding financial aid options for college?  
 Yes  No

4. Are students given resources for college entrance exam preparation?  Yes  No
5. Do students in the facility take military readiness testing?  Yes  No
- a. If yes, are they required to do so?  Yes  No

H. Career Technical Education (CTE)

1. What Career Technical Education (CTE) programs are available in the facility?  
PLATO online courses
2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating?  Yes  No
3. Are programs scheduled so all students can participate in all programs?  Yes  No
- a. If no, how many students have been denied participation in one of these programs in the last calendar year? Students are not denied participation in CTE programming; CTE online programming enrollment is based upon the student's personal learning plan.

I. Special Programs and Activities

1. What other special programs or activities are take place in the classroom?  
Arts Words Alive
- What programs or situations would result in a student leaving the classroom during school hours? Court

J. Independent Study

1. What independent study options are available?  
N/A
2. When is independent study used? Per California Education Code, Independent Study is not permissible for students who are remanded to the Juvenile Court Schools.

#### IV. Health Care Services

##### A. Medical Staffing

<b>Staff Type</b>	<b># Staff</b>	<b># Contractors</b>	<b># Positions Open</b>	<b>Avg. Number of Hour per Week at Facility</b>
Physician	1	CFMG	0	32
Physician's Assistant	1	CFMG	0	40
Registered Nurse	1	CFMG	0	24 hrs./day 12 hr shifts
Licensed Vocational Nurse	2 and 3	CFMG	0	2 nurses 24 hrs./day 12 hr shifts 1 extra LVN PM shift 4:30 to 4:30am
Nurse Practitioner	0			
Emergency Medical Tech	0			

B. Health Screening

Type of Health Screening	Not Given	Given at Intake	Given within 14 Days	Who Administers?	What Test is Used?
Medical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LVN or RN	Upon intake, booking and screening/questionnaire; Exam by LVN or RN within 6 hours of arrival; Physical exam within 72 hours.
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		As needed or requested
Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LVN or RN	Snellen
Behavioral Health/Psychological	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		As indicated or requested
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LVN or RN	Public Health
Pregnancy test (if females are held in facility)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN or RN	Clarity HCG
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
  - a. medical services/treatment? Youth submits a sick call request form
  - b. dental services/treatment? Youth submits a sick call request form
2. Are probation staff members permitted to refer youth for medical/dental treatment?  Yes  No
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? The staffing varies throughout the work day; 6 people on site during daytime work hours and 4 on the night shift.
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, AEDs in multiple locations; Emergency Bag, oral and nasal airways, oxygen, glucose monitoring, cervical immobilization, etc.

5. Are the youth's medical needs addressed in private treatment rooms only?  Yes  No
- a. If yes, how many treatment rooms does the facility have? 3
- b. If no, where are the youth treated? N/A
6. On average, how long does it take for clinic staff to respond to:
- a. an emergency? 2 to 4 minutes depending on the location; All Officers are CPR and AED certified.
- b. a request for an inhaler? 2 to 8 minutes
7. Call Slips
- a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? The RN or PA triage the sick calls slips
- b. Of a random sample of 25 sick call slips:
- i. How many were responded to? All
- ii. What was the average response time? 6 to 12 hours
8. Personal/Family Healthcare Providers
- a. Are youth permitted to see their personal or family healthcare providers?  Yes  No
- If yes, how is a visit arranged? Visits are arranged jointly with Probation
- b. How many youth saw a personal healthcare provider during the calendar year? CFMG does not isolate this information. However, 2015 data reports 101 off site community specialty consults of various nature. This can include the private MD.

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances.
2. Are medical clearances obtained prior to booking any youth who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency?  Yes  No
3. Who provides medical clearance for these youth? Hospital Emergency Room if indicated
4. Did the facility detain any youth determined to be under the influence of an intoxicating substance?  Yes  No
- If yes:
- a. Was medical clearance obtained?  Yes  No
- b. Were these detentions documented?  Yes  No
- c. Were there documented safety checks at least once every 15 minutes?  Yes  No

E. Hunger Strikes

Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to a youth on a hunger strike: None

F. Death

Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to the death of a youth: None

G. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care?  Yes  No
2. Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications?  Yes  No
3. Under what circumstance would a youth undergo an involuntary medical test or treatment?  
Life threatening or unconscious

H. Experimental Research

1. Are youth permitted to be subjects of any of the following types of research?

Research Type	Permitted?
Behavioral/Psychological	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Biomedical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cosmetic	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pharmaceutical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Do youth consent to participation in research?  N/A  Yes  No
3. Do parents consent to participation in research?  N/A  Yes  No
4. Describe any research studies in which youth in the facility participated in the last calendar year. N/A

I. Infectious Disease

1. Is there an infection control program that aims to ensure that safety of youth, staff, and visitors?  Yes  No

J. Accommodations for the Disabled

1. Does the facility accept youth with disabilities?  Yes  No

## V. Programs

### A. All Programs

1. Please list every program and/or service offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such programs are substance abuse counseling financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.)
  - a. Tutoring
  - b. Juvenile Court Book Club
  - c. Work Readiness
  - d. Individual therapy
  - e. Aggression Replacement Therapy (ART)
  - f. Female Health & Hygiene
  - g. Sexual Health and Adolescent Risk Prevention
  - h. Freedom From Exploitation
  - i. HT/CSEC – My Life My Choice
  - j. Healthy Relationships
  - k. Alcohol & Other Drugs (AOD) Group
  - l. AA/NA, Alateen
  - m. Horticulture Program
  - n. Girls Scouts
  - o. Mediation
  - p. Parenting
  - q. Thinking for a Change
  - r. Prison Rape Elimination Act (PREA)
  - s. Yoga
  - t. Meditation

**For each program listed above, please fill out the questions listed in Appendix A.**

### B. Religious Practices

1. Are youth religious services offered in the facility?  Yes  No
  - a. If yes, list the religious/faith traditions for which services are offered:  
Catholic Protestant

2. Are religious services offered in a language other than English?  Yes  No  
a. If yes, list the languages in which services are offered:  
\_\_\_\_\_

3. Are youth offered religious or faith-based counseling services?  Yes  No  
4. Are youth permitted to keep religious texts in their sleeping rooms?  Yes  No

C. Work Assignments

1. Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis?  N/A  Yes  No  
2. Are unsentenced youth in the facility required to work or perform chores?  N/A  Yes  No  
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis?  Yes  No  
4. Are sentenced youth in the facility required to work or perform chores?  Yes  No

D. Exercise and Out-of-Sleeping Room Opportunities

1. How many hours per day are youth given opportunities for physical recreation/exercise?  
2  
\_\_\_\_\_
2. Is participation in physical recreation/exercise required?  Yes  No
3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise.
4. How many hours per day are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)? 3 on weekdays, 5 on weekends.  
\_\_\_\_\_
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Officers provide group time to do homework. Youth who need additional assistance may write a note to staff for additional help.  
\_\_\_\_\_

E. Transition and Release

1. Are there established protocols for transitioning youth out of the facility and into the community?  Yes  No
2. Do facility probation staff members (“inside POs”) consult with the probation officer that will be assigned to the youth when they leave (“outside POs”) to discuss transition-related concerns?  Yes  No
3. Has the facility received any complaints from parents regarding the transition process?  Yes  No
4. Has the facility received any complaints from attorneys regarding the transition process?  Yes  No

5. In the last calendar year has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.)?  Yes  No

## VI. Security and Control

### A. Security Features

1. Does the facility have ample security features (i.e. cameras, locks, alarms, etc.)?  Yes  No

### B. Security Inspections

1. Does the administrator in charge ever visually inspect the facility for security-related concerns?  Yes  No
- a. If yes, how often? Daily during rounds. Monthly Inspection/Report completed.
2. Are random reviews of security tapes conducted?  N/A  Yes  No
- a. If yes, how often? \_\_\_\_\_

### C. Control of Contraband

1. In the last calendar year has a weapon been found in the possession of a youth in the facility?  Yes  No
2. In the last calendar year has a controlled substance (i.e. alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth in the facility?  Yes  No
3. If there have been a high number of incidents related to a specific type of contraband, please describe: NA
- \_\_\_\_\_
- \_\_\_\_\_

### D. Searches

1. Do probation staff search sleep areas/rooms?  Yes  No
2. If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth?  Yes  No
3. If staff search sleep areas/rooms, is clean bedding or clothing mixed with soiled bedding or clothes during this process?  Yes  No

### E. Discipline

1. Please provide the written policy for the discipline process.
2. Are measures taken to ensure that due process is preserved?  Yes  No
3. Of a random sample of 25 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? 0%

F. Serious Incidents

1.

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	0
Deaths from other causes	0
Escapes	0
Attempted escapes	0
Serious assaults on detainees	0
Serious assaults on staff	0
Other serious incidents	0
Serious incidents above for which there is a written record	0

2. Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis?  Yes  No
3. Are these logs stored electronically?  Yes  No
4. If logs are stored electronically, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted?  
 N/A  Yes  No

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary?  Yes  No
2. Are there written policies in place to ensure that force is used only as long as necessary?  Yes  No
3. Is each instance of a use of force documented?  Yes  No
- a. If yes, are these documents reviewed by the administrator in charge?  
 N/A  Yes  No
4. What level of review occurs when there is an instance of use of force? Check all that apply.
- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Supervisor     | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Division Chief | <input type="checkbox"/> Chief           |
| <input checked="" type="checkbox"/> Deputy Chief   | <input type="checkbox"/> Committee       |
5. Number of instances in the last calendar year: 5

H. Use of Oleoresin Capsicum (OC or Pepper) Spray

1. Are there written policies in place to ensure that OC spray is used only when necessary?  Yes  No
2. Are there written policies in place to ensure that OC spray is used only as long as necessary?  Yes  No
3. Is each instance of OC spray documented?  Yes  No
  - a. If yes, are these documents reviewed by the administrator in charge?  
 N/A  Yes  No
4. What level of review occurs when OC spray is used? Check all that apply.  
 Supervisor  Assistant Chief  
 Division Chief  Chief  
 Deputy Chief  Committee
5. Number of instances in the last calendar year: 1

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary?  Yes  No
2. Are there written policies in place to ensure that restraints are used only as long as necessary?  Yes  No
3. Is each instance of a use of restraints documented?  Yes  No
  - a. If yes, are these documents reviewed by the administrator in charge?  
 N/A  Yes  No
4. What level of review occurs when restraints are used? Check all that apply.  
 Supervisor  Assistant Chief  
 Division Chief  Chief  
 Deputy Chief  Committee
5. Number of instances in the last calendar year: \_\_\_\_\_

J. Room Confinement

1. Are there written policies in place to ensure that room confinement is used only when necessary?  NA  Yes  No
2. Are there written policies in place to ensure that room confinement is used only as long as necessary?  NA  Yes  No
3. Is each instance of room confinement documented?  NA  Yes  No

a. If yes, are these documents reviewed by the administrator in charge?

N/A  Yes  No

4. Number of instances in the last calendar year: : 0 (GRF doesn't utilize Room Confinement or Privilege Suspension)

## VII. Safety and Sanitation

### A. Fire Safety

1. Do facility leaders have specific concerns about fire safety?  Yes  No

### B. Control of Dangerous and/or Toxic Materials

1. Are dangerous materials (toxins, biohazards, etc.) stored on site?  Yes  No

### C. Environmental Control (To be completed by the JJC Inspection Team)

1. Does the facility appear clean and sanitary?  Yes  No
2. Does the facility appear appropriately ventilated?  Yes  No
3. On the day of inspection, did the facility's temperature seem appropriate for the season and weather?  Yes  No

### D. Physical Facility and Equipment

1. Does this facility have a court holding area?  Yes  No
- a. If yes, is there access to water and a toilet?  NA  Yes  No

### E. Tool and Equipment Control

1. Is there a written policy to ensure the adequate control of keys?  Yes  No
2. Is there a written policy to ensure the adequate control of tools?  Yes  No
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment?  Yes  No
4. Is there a written policy to ensure the adequate control of medical equipment?  Yes  No
5. Is there a written policy to ensure the adequate control of supplies?  Yes  No
6. Is there a written policy to ensure the adequate control of vehicles?  Yes  No

### F. Weapons Control

1. Are weapons of any types permitted in the facility?  Yes  No
2. Is there a weapons locker on site?  Yes  No
- a. If yes, where is it located? To the right of the front door on the wall.

G. Contingency and Emergency Plans

Are there written plans in place for the following contingencies/emergencies? Check all that apply:

Contagious disease outbreak (Tuberculosis, Flu, etc.)

Earthquake

Fire

C Power outage/failure

Unit disturbance

Other: Bomb Threat

Other: Hostage Situation

### VIII. Food Services

#### A. Sanitation and Meal Service

1. Are kitchen staff members trained regarding sanitation and food handling procedures?  Yes  No
2. Have kitchen staff members received any training in the last year other than training given to newly hired employees?  Yes  No
  - a. If yes, describe what the training included: monthly PREA training
3. Do youth work in the kitchen?  Yes  No
  - a. If yes above, have they been trained?  Yes  No
4. Are youth permitted to converse during meals?  Yes  No
  - a. If yes, may a youth seated at one table converse with a youth seated at a different table?  N/A  Yes  No
5. Are meals served cafeteria style?  Yes  No
6. Are youth permitted 20 minutes or more to eat?  Yes  No
7. Who/what agency maintains the kitchen area? San Diego Sheriff's Dept.
8. Describe the types of work youth perform in the kitchen:  
NA

#### B. Adequate and Varied Meals

1. Is there a weekly menu posted?  Yes  No
2. Does a nutritionist, dietitian, or other health professional participate in the creation of the menu?  Yes  No
3. How many calories per day does a youth who eats all of the standard meals provided consume? Approximately 3100 calories per day-5meals; 2 Breakfast, Lunch, Dinner, and evening snack
4. Are youth protected from having food taken from them?  Yes  No
5. What approximate percent of calories are from the following:  
Protein: 18%                      Carbohydrate: 56%                      Fat: 26%
6. What is the procedure for handling a youth's request for second helping/additional food? No procedure and 5 meals a day is sufficient and eliminates the need.

#### C. Special Diets

1. Can special diets be accommodated when medically necessary?  Yes  No

2. In the last calendar year was the facility unable to accommodate a special diet based on medical reasons?     Yes  No
3. Can special diets be accommodated when based on a youth's religious practices or beliefs?     Yes  No
4. In the last calendar year was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs?     Yes  No

## IX. Administration and Management

### A. Post Orders

1. Do probation staff members have access to a detailed copy of their job description?  Yes  No
2. Do probation staff members have performance reviewed annually?  Yes  No

### B. Policy Development and Monitoring

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Supervising Probation Officer
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices?  
Annually
3. Are policy and procedure manuals available onsite?  Yes  No
4. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint?  Yes  No
5. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy?  Yes  No
  - a. If yes, list the number of manuals available: all Manuals are available on line.
  - b. Where are the manuals located?  
On line - Probation Dept. Sharepoint
6. Are probation staff members permitted to access these manuals?  Yes  No
7. Are contractors familiarized with these manuals during contractor orientation?  Yes  No
8. Are the youths' attorneys permitted to access these manuals via subpoena?  Yes  No

### C. Interpersonal Communication and Diversity Training

1. Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner?  Yes  No
2. List types of diversity training attended by Probation staff members:  
Embracing Diversity  
Integrated Behavior Intervention Strategies  
LGBTQI Training

### D. Internal Inspections and Reviews

1. Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility?  Yes  No
  - a. If yes, how often: At least Monthly

2. How often does the administrator in charge meet with the following groups to discuss operations and services:
- a. Probation staff members? Monthly or as needed
  - b. medical staff? Weekly or as needed
  - c. mental health staff? Weekly or as needed
  - d. contracted programming representatives? As needed
  - e. school/education staff? Weekly or as needed
  - f. volunteers? As needed

E. Staff Background and Reference Checks

- 1. Do staff members have an initial background before they are hired?  Yes  No
- 2. Do staff members have reference checks before they are hired?  Yes  No
- 3. Do staff members meet with a psychologist before they are hired?  Yes  No
- 4. Do staff members undergo drug testing before they are hired?  Yes  No
- 5. Do staff members undergo periodic criminal history checks after they are employed?  
 Yes  No

F. Staff Training, Licensing, and Credentialing

1. For which of the following topics below do staff members receive training?

<b>Training Type</b>	<b>Does Staff Attend?</b>	<b>How Often</b>	<b>Who Provides?</b>
Adolescent Development	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Appropriate Relationships/Boundaries with Youth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly	Probation
Appropriate Disciplinary Techniques	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1X/year	Probation
Confidentiality	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Upon hiring	Probation Staff
Conflict Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every two years	Probation Staff
CPR/First Aid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every two years	Outside agency
Emergency Response	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation
Ethical Decision Making	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every two years	Probation
Identification and Treatment for Mentally Ill and/or Suicidal Youth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every Two Years	STAT/Probation CFMG
Identification and Referral of Youth for Special Education Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Inclusion Methods for Youth with Disabilities or Special Needs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As available	Probation
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs <b>In</b> the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Upon hiring; monthly PREA	PREA E-Blast
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs <b>Outside</b> the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Upon Hiring	Probation
Sexual Harassment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every two years	Probation/LMS
Signs of Abuse or Neglect	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Every two years	CFMG
Use of Force	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation
Use of Restraints	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annually	Probation
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**G. Staff Misconduct**

1. Please provide the written policy for addressing staff misconduct.
2. Please provide the written policy that ensure youth are not bullied by staff.
3. In the past calendar year, have there been any allegations of the following:

<b>Type of Misconduct By Staff Member</b>	<b>Occurred in Past Calendar Year?</b>	<b>To a Youth In Custody</b>	<b>To a Youth Out of Custody</b>
Physically Assaulting Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sexually Assaulting Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Verbally Threatening Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Touching a Youth in an Inappropriate Way	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

- a. If the answer is yes to any of the questions above, please provide written documentation of the incident, follow-up, and responsive action.

## **X. Budget and Fiscal Concerns**

Please describe any impacts to the facility in the last calendar year that were caused by a loss or change to funding or funding sources (include staff vacancies, program reductions, contractor changes, etc.): None

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