

## JJC DETENTION FACILITY INSPECTION REPORT

### A. Detention Facility Information

<b>Facility Name:</b> <b style="text-align: center;">KEARNY MESA JUVENILE DETENTION FACILITY</b>	
<b>Facility Address:</b>  2801 Meadow Lark Drive San Diego, CA 92123	<b>Date of Inspection:</b> November 29, 2011
	<b>JJC Chair:</b> Kathleen Edwards
	<b>JJC Admin. Officer:</b> Michele Cummings <b>JJC Secretary:</b> Kathi Hamill
	<b>Chief of Probation:</b> Mack Jenkins
	<b>Presiding Judge of the Juvenile Court:</b> Hon. Cynthia Bashant
<b>Facility Administrator:</b> Craig Stover, Director	<b>Telephone:</b> (858) 694-4501
<b>Detention Facility Contact:</b> Craig Stover, Director	<b>Telephone:</b> (858) 694-4501
<b>Inspection Team:</b> Kathleen Edwards and James Howard	

### B. Recommendations and Comments:

The 2011-12 Juvenile Justice Commission recommends that the County of San Diego Probation Department:

1. Work with Education staff to allow grievance/complaint forms to be filled out by students. These grievance/complaint forms need to be recorded and responded to in accordance with facility standards. Work with Education staff to ensure monthly reports are shared with Director and Supervisor.
2. Explore the complaint procedures of the medical services provider. Of the 28 Medical complaints recorded from April to June, 2011, there were no sustained complaints compared with 10% for the other facilities.
3. Ensure only qualified medical personnel triage juveniles in the facilities in accordance with Title 15 code regulations. It was stated that every minor is seen after a sick call slip is turned in; however, it was relayed to the Inspection Team that, in some instances, a child is advised to try Tylenol first, but if the problem persists, they are seen.

The 2011-12 Juvenile Justice Commission recommends that the San Diego County Office of Education:

1. Education staff should allow grievance/complaint forms to be filled out by students. These grievance/complaint forms need to be recorded and responded to in accordance with facility standards. Monthly reports need to be shared with facility Director and Supervisor.

Progress update for 2010 inspection report recommendations:

1. To continue and complete the resurfacing of the hallways;
  - ✓ All hallways have been resurfaced.
2. To continue and complete the replacement of beds.
  - ✓ All beds have been replaced with platform beds.

**C. Average Daily Population & Staffing Information**

Population Information:

	Adult Male	Adult Female	Juv. Male	Juv. Female	Total
Facility Capacity	0	0	178	69	247
Facility Average Daily Population	0	0	194	76	270

Has the facility exceeded capacity since the last inspection?

- Yes  No

Does the facility house minors under California Welfare & Institutions Code Section 601?

- Yes  No

If yes, are youth adjudicated pursuant to 601 separated from youth adjudicated pursuant to 602?

- Yes  No

List the languages spoken by Probation staff members:

- Spanish; contract interpreters as needed

Probation Staffing Ratios: Awake: 1:10 Asleep: 1:30

Probation Staffing:	# Filled	# Open
Director	1	0
Supervisors	14	0
Senior Probation Officers	4	0
CDPOs	152	5
Admin/Support	22	0
Other	0	0

**D. CSA/Other Inspections**

List inspections conducted by other agencies and dates of most recent inspection:

U.S. Marshals service: September 30, 2011  
 Fire Inspection: November 5, 2010  
 Title 15 Nutritional Evaluation: April 4, 2011  
 Title 15 Environmental Health Evaluation: March 21, 2011  
 Title 15 Medical/Mental Health Evaluation: February 17, 2011  
 CSA Biennial Inspection: February 25, 2010  
 Juvenile Court Holding: March 18, 2011  
 Date of last fire drill: September 27, 2011

**E. Facility Construction Information**

<b>Date Facility was: Constructed:</b> 1957	<b>Remodeled:</b> N/A
<b>Construction Added:</b> 1978	<b>Construction Planned:</b> None.

Will any Planned Remodeling or Construction Affect Facility Capacity (If Yes, Please Comment)? N/A

**F. Serious Incidents in Facility During Previous Calendar Year**

<b>Number of:</b>	<b>Suicide Attempts:</b> 16	<b>Suicides:</b> 0
	<b>Escape Attempts:</b> 2	<b>Escapes:</b> 0
	<b>Serious Assaults on Prisoners:</b> 22	
	<b>Serious Assaults on Staff:</b> 3	
	<b>Other Serious Incidents:</b> 112	
	<b>Serious Assaults Youth to Youth:</b> 14	
	<b>Serious Assaults Staff to Youth:</b> 0	
	<b>Serious Incidents Above for Which There Is A Written Record:</b> All have written reports.	

**G. Problems/Complaints Affecting Facility During Previous Calendar Year**

<b>Court Orders Affecting Facility (Attach Copy if Available):</b> None				
<b>Pending Litigation:</b> N/A				
<b>Number of Written Complaints Involving:</b>				
<b>Attorneys:</b> 0	<b>Family Members:</b> 0	<b>Medical:</b> 108	<b>School:</b> Not available.	<b>Abuse:</b> 1

**H. Visual Review of Facility:**

Despite facility being more than 40 years old, it is in fair condition. It was observed that the floors had been resurfaced and that the physical plant appeared cleaner than on previous inspections.

**I. Review of Confinement Conditions:**

There is no confinement area; a “restraint chair” is available for use as a last resort to control a volatile minor. Staff are able to defuse most volatile situations.

**SECTION A: ADMINISTRATION/MANAGEMENT**

**A.1 Policy Development and Monitoring**

Who is primarily responsible for creating, updating, or modifying policies and procedures?

Title: Deputy Chief Probation Officer; Probation Director

How often are policies and procedures reviewed for accuracy and consistency with daily practices?

Every incident that occurs within the facility is reviewed by the Supervisor and the Director to ensure practice and policy are in line with one another. Policies and Procedures are reviewed quarterly and any need for changes is made at these meetings.

Are policy and procedure manuals available on site?

Yes  No On-line Probation-shared drive for staff only.

Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint?

Yes  No Anyone can make a complaint to any staff member.

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 Proposed changes can be made to any Probation management person in the facility, a policy and procedure review committee member or the Deputy Chief Probation Officer.

Please list the number of manuals available and the locations:

-Available to all staff on-line.

-One hard copy is available in every unit and the Watch Commander’s Office.

Are Probation staff members permitted to access these manuals?

Yes  No

Are contractors familiarized with these manuals during contractor orientation?

Yes  No – due to safety and security.

Are the youths’ attorneys permitted to access these manuals via subpoena?

Yes  No

**A.2 Internal Inspections and Reviews**

Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility?

Yes  No

If yes, how often: Weekly or as needed

How often does the administrator in charge meet with Probation staff members to discuss operations?

Weekly or as needed.

How often does the administrator in charge meet with medical staff to discuss operations?

Weekly or as needed

How often does the administrator in charge meet with mental health staff to discuss operations and services?

Weekly or as needed

How often does the administrator in charge meet with contracted programming representatives to discuss operations and services?

Weekly or as needed

How often does the administrator in charge meet with school/education staff members to discuss operations and services?

Weekly or as needed

### **A.3 Youth Records**

Are case records regarding individual youth kept on site?

Yes  No

If yes, describe the steps taken to protect their confidentiality:

Records can be accessed through the computer system PCMS and are password protected. Youth records are safeguarded in accordance with all HIPPA and confidentiality laws. Files are kept in secured areas, and access to files is controlled and limited.

### **A.4 Admission and Orientation**

Are minors oriented to rules and procedures?

Yes  No

What steps are taken to ensure that minors are explained the rules and procedures in a developmentally appropriate manner?

Rules and procedures are explained verbally when minors arrive at the facility. Minors are also given a written copy of the rules and procedures before they are placed in a unit, and if a minor arrives at a unit without a copy of the rules and procedures, a copy is provided at the unit.

Are minors given copies of rules and procedures?

Yes  No

Can minors request that rules and procedures be provided in a language other than English?

Yes  No

Can parents request that rules and procedures be provided in a language other than English?

Yes  No

Are minors required to sign a document indicating they understand rules and procedures?

Yes  No

Are rules and procedures posted anywhere in the facility?

Yes  No

If yes, please indicate the number of postings and the locations.

Number: All Units

Locations: All Units

#### **A.5 Personal Property and Monies**

Are person property and monies recorded, stored, and returned upon release?

Yes  No

Describe the types of personal property that may be kept in sleeping rooms.

Minors are allowed to keep books, letters, professional correspondence and pictures in their rooms and other personal items that they purchase with points they earn in their unit.

#### **A.6 Youth Release and Transition**

Are there established protocols for transitioning youth out of the facility and into the community?

Yes  No

Coordination is done between Institutional and Juvenile Field Service Staff to assure a successful transition.

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

Has the facility received any complaints from parents regarding the transition process?

Yes  No

Has the facility received any complaints from attorneys regarding the transition process?

Yes  No

#### **A.7 Accommodations for the Disabled**

Does the facility accept youth with disabilities?

Yes  No

Has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.) in the last 12 months?

Yes  No

### **SECTION B: SECURITY AND CONTROL**

#### **B.1 Post Orders**

Do Probation staff members have access to a detailed copy of their job description?

Yes  No

Do Probation staff members have performance reviewed annually?

Yes  No

## B.2 Permanent Logs

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

Are these logs stored electronically?

Yes  No

## B.3 Security Features

Does the facility have ample security features (cameras, locks, alarms, etc.)?

Yes  No

Are there staff members on site who have the skills to maintain security features?

Yes  No

## B.4 Security Inspections

Does the administrator in charge ever visually inspect the facility for security-related concerns?

Yes  No

If yes, how often: Weekly.

Are random reviews of security tapes conducted?

Yes  No

If yes, how often: Daily, Weekly and as needed.

## B.5 Control of Contraband

Are there written policies that describe contraband?

Yes  No

Are there written policies that describe the disposition of contraband?

Yes  No

Describe if there have been a high number of incidents related to a specific type of contraband.

N/A

Has a weapon been found in the possession of a youth in the facility within the last 12 months?

Yes  No

Has a controlled substance (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 within the last 12 months?

Yes  No

## B.6 Detainee Searches

Do Probation staff search sleep areas/rooms?

Yes  No Staff conducts searches on a "for cause" basis.

If yes, do Probation staff members search the room in the presence of the youth?

Yes  No

If yes, are clean bedding or clothes mixed with soiled bedding or clothes during this process?

Yes  No

### **B.7 Accountability and Supervision**

Describe measures taken to ensure that youth are supervised in a manner that provides for youth and staff safety.

Staff ratios are strictly followed along with policies and procedures to ensure the fair and safe treatment of all minors.

### **B.8 Use of Force**

Are there written policies in place to ensure that force is used only when necessary?

Yes  No

Are there written policies in place to ensure that force is used only as long as necessary?

Yes  No

Is each instance of a use of force documented?

Yes  No

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

Yes  No

When there is an instance where force is used, does an internal committee or task force convene to discuss the incident?

Yes  No

### **B.9 Non-routine Use of Restraints**

Are there written policies in place to ensure that restraints are used only when necessary?

Yes  No

Are there written policies in place to ensure that restraints are used only as long as necessary?

Yes  No

Is each instance of a use of restraints documented?

Yes  No

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

Yes  No

### **B.10 Tool & Equipment Control**

Is there a written policy to ensure the adequate control of keys?

Yes  No Is there a written policy to ensure the adequate control of tools?

Yes  No By Unit.

Is there a written policy to ensure the adequate control of culinary utensils and equipment?

Yes  No The Sheriff.

Is there a written policy to ensure the adequate control of medical equipment?

Yes  No



Is there a written policy to ensure the adequate control of supplies?

Yes  No

Is there a written policy to ensure the adequate control of vehicles?

Yes  No

### **B.11 Weapons Control**

Are weapons of any types permitted in the facility?

Yes  No

Is there a weapons locker on site?

Yes  No

If yes, where is it located? Intake, Booking and Release.

### **B.12 Discipline**

Are there written policies that describe the discipline process?

Yes  No

Are measure to taken to ensure that due process is preserved?

Yes  No

Approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth?

Percent: Less than 10%

- The Inspection Team has noted in the recommendations above that education staff does not document complaints.

### **B.13 Supervision for Special Housing**

Describe the measure taken to ensure that the youth in the following special housing arrangements are adequately supervised:

Separate housing is provided for the disabled or bullied. Housing consideration is also given to rival gang members.

Every detainee in custody must be seen by a hall/safety check every 15 minutes, but for certain categories, there are other requirements:

An individual on Administrative Segregation will have a separate file to ensure that the detainee's time is documented for everything. The detainee must get out / is allowed to leave their room and the time noted.

Minors in Administrative Segregation or disciplinary detention will have the required information posted on the outside of the doors to indicate their status.

### **B.14 Contingency/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
- Power outage/failure
- Unit Disturbance

## SECTION C: FOOD SERVICE

### C.1 Sanitation and Meal Service

Who/what agency maintains the kitchen area?

- Sheriff Department

Are kitchen staff members trained regarding sanitation and food handling procedures?

Yes  No

Have kitchen staff members received any training in the last year other than training given to newly hired employees?

Yes  No

If yes, describe what the training included:

Training is provided by the Sheriff's Department on an on-going basis.

Do youth work in the kitchen?

Yes  No

If yes, have they been trained?

Yes  No

Describe the types of work youth perform:

Youth put together meal trays, deliver food to the units and clean up after meals in the kitchen.

Are youth permitted to converse during meals?

Yes  No

If yes, may a youth seated at one table converse with a youth seated at a different table?

Yes  No

Are meals served cafeteria style?

Yes  No

Are youth permitted 20 minutes or more to eat?

Yes  No

### C.2 Adequate and Varied Meals

Is there a weekly menu posted?

Yes  No

Does a nutritionist, dietitian, or other health professional participate in the creation of the menu?

Yes  No

How many calories per day does a youth who eats all of the standard meals provided consume?

2800 to 3000 calories

What approximate what percent of calories are from the following:

Protein: 20%

Carbohydrate: 55%

Fat: 25%

Are weaker youths protected from having food taken from them?

Yes  No

### **C.3 Special Diets**

Can special diets be accommodated when medically necessary?

Yes  No

Was the facility unable to accommodate a special diet based on medical reasons within the last 12 months?

Yes  No

Can special diets be accommodated when based on a youth's religious practices or beliefs?

Yes  No

Was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs in the last 12 months?

Yes  No

## **SECTION D: COMMUNICATION**

### **D.1 Staff-Youth Communication**

Are youth provided opportunities to communicate with staff in writing?

Yes  No

Are youth provided opportunities to communicate with staff verbally?

Yes  No

Are communication aids (translators, hearing aids, etc.) provided when necessary?

Yes  No

### **D.2 Interpersonal Communication/Diversity Training**

Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner?

Yes  No

List types of diversity training by Probation staff members:

-Safe Crisis Management; Embracing Diversity/Encouraging Respect

### **D.3 Grievances**

Is there a formal grievance policy?

Yes  No

Are written grievances reviewed daily?

Yes  No

Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance report?

Yes  No

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

Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys?

Yes  No

Is there a formal grievance process available for parents?

Yes  No

If yes, how many parents have submitted grievances in the last 12 months? One.

## SECTION E: SAFETY AND SANITATION

### E.1 Fire Safety

Do facility leaders have specific concerns about fire safety?

Yes  No

### E.2 Non-Hazardous Furnishings

Are mattresses and bedding fire-resistant and non-toxic?

Yes  No

### E.3 Control of Dangerous Materials

Are dangerous materials (toxins, biohazards, etc.) stored on site?

Yes  No

### E.4 Clothing and Bedding

How often is bedding laundered?

Sheets/Pillowcases: Weekly  
Blankets: Monthly

Are additional blankets available on request?

Yes  No

How often are youth given clean clothes? Daily

### E.5 Personal Hygiene/Showers

How frequently must youth shower? Daily

Showers per week: 7  
Minutes per shower: 3-5

Describe the hygiene products available to youth:

Minors are given soap, shampoo, conditioner and razors for shaving. The boys get to use electric razors and the girls get disposable razors. Both boys and girls receive “beauty nights” on occasion as a privilege where they get to use specialized beauty products.

## E.6 Physical Facility and Equipment

Does this facility have a court holding area?

Yes  No

If yes, is there access to water and a toilet?

Yes  No

## SECTION F: SERVICES AND PROGRAMS

### F.1 Classification, Review, and Housing

Are youth assessed upon intake to determine appropriate classification?

Yes  No

Do facility leaders conduct adequate re-classification reviews periodically?

Yes  No

Describe classification considerations:

-Age; developmental age; size; gang affiliation; charge; previous criminal history; health

### F.2 Religious Practices

Are youth religious services offered in the facility?

Yes  No

If yes, list the religious/faith traditions for which services are offered.

-Catholic

-Christian

-any other service requested

Are religious services offered in a language other than English?

Yes  No

If yes, list the languages in which services are offered: By an interpreter, as needed.

Are youth offered religious or faith-based counseling services?

Yes  No

Are youth permitted to keep religious texts in their sleeping rooms?

Yes  No

### F.3 Volunteer Work Assignments

Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis?

Yes  No

If yes, describe the nature of the tasks: Minors are permitted to help in the kitchen; they are allowed to clean up their unit, rooms, mop and sweep, etc.

Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis?

Yes  No

If yes, describe the nature of the assignments: Minors are permitted to help in the kitchen; they are allowed to clean up their unit, rooms, mop and sweep, etc.

#### **F.4 Work Assignments and Security**

Are sentenced youth in the facility required to work or perform chores?

Yes  No

If yes, describe the nature of the assignments: Minors are required to clean their own spaces.

Are unsentenced youth in the facility required to work or perform chores?

Yes  No

If yes, describe the nature of the assignments: Minors are permitted to help in the kitchen; they are allowed to clean up their unit, rooms, mop and sweep, etc.

#### **F.5 Programming**

For which of the following areas are formalized programs or services offered (either by Probation staff members or a contractor)? Check all that apply.

- Anger management classes/Counseling/Groups
- Conflict resolution skills
- Diversity/Tolerance/Human relations
- Domestic/Relationship violence education
- Family reunification planning
- Financial literacy education
- Gang awareness/Prevention/Intervention
- Health and wellness education
- Parenting education
- Sexual health education
- Social/interpersonal skills
- Substance abuse counseling
- Survivors of abuse/maltreatment/violence counseling
- Victim awareness
- Vocational training

#### **F.6 Exercise and Out-of-Sleeping Room Opportunities**

Are youth given opportunities for physical recreation/exercise?

Yes  No

If yes, how many hours per day? Hours: 2 hours minimum

Is participation in physical recreation/exercise required?

Yes  No

Are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)?

Yes  No

If yes, how many hours per day? Hours: 1 hour minimum on weekdays  
3 hours minimum on weekends

#### **F.7 Access to Legal Services**

Are youth permitted to have reasonable contact with their attorneys?

Yes  No

Has an attorney in the last 12 months complained that they were not able to communicate with a youth/client?

Yes  No

Has a parent complained in the last 12 months that their son or daughter was denied access to his or her attorney?

Yes  No

#### **F.8 Telephone Access**

Are youth permitted to use the telephone to contact parents/guardians?

Yes  No

Are youth permitted to use the telephone to contact anyone other than parents/guardians and attorneys?

Yes  No

Are telephone calls monitored?

Yes  No

Are telephone calls recorded?

Yes  No

Has a parent/guardian complained in the last 12 months that their son or daughter was denied reasonable access to the telephone?

Yes  No

#### **F.9 Visitation Privileges**

What are the visitation hours for this facility?

Hours: Thursday 6:30 pm - 8:30 pm; Sunday 9 am – 11 am

Who may visit youth? Check all that apply.

- Parents/Legal guardians
- Adult siblings
- Minor siblings
- Others, please list: Court-ordered, if cleared

Is there ample space in the facility for visitation?

Yes  No

Are youth permitted to have private conversations with visitors?

Yes  No

Do Probation staff members supervise visits?

Yes  No

Has there been an instance in the last 12 months of a visitor bringing contraband into the facility?

Yes  No

If yes, please describe: Candy, gum, cell phones (no weapons)

Has there been an instance in the last 12 months of a visitor threatening a youth or staff member?

Yes  No

List the primary reasons why family members do not visit youth:

Financial; Lack of transportation.

**F.10 Detainee Mail and Correspondence**

Are youth permitted to receive mail?

- Yes  No

Are youth permitted to send mail?

- Yes  No

Is postage free?

- Yes  No

Is mail screened for contraband?

- Yes  No

Does a staff member read mail addressed to a youth?

- Yes  No

If yes, describe the steps taken to ensure the confidentiality of privileged communications:

Only when approved by Supervisor when there is a safety and security concern in the facility or when court ordered.

**SECTION G: HEALTH CARE**

<b>Medical Staffing:</b>	<b>#Filled</b>	<b># Open</b>	<b>Contractor (Y/N)</b>
Physician	7	0	Y
Physician's Assistant	1	0	Y
Registered Nurse	4	0	Y
Licensed Vocational Nurse	9	0	Y
Nurse Practitioner	1	0	Y
Emergency Medical Tech	0	0	Y

**G.1 Intake Health Screening**

Which of the following health screenings are conducted upon intake? Check all that apply.

- Medical
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (if females are held in the facility)



## G.2 Medical, Dental, and Mental Health Appraisals

Which of the following complete health appraisals are conducted within 14 days of admission to the facility? Check all that apply.

- Medical (Complete history and physical)
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (if females are held in the facility)

## G.3 Access to Routine, Chronic, and Emergency Health Services

Is there an established procedure in place for youth to request medical services?

- Yes  No

Is there an established procedure in place for youth to request dental services?

- Yes  No

Is there an established procedure in place for youth to request mental services?

- Yes  No

Are Probation staff members permitted to refer youth for medical treatment?

- Yes  No

Are Probation staff members permitted to refer youth for mental health services?

- Yes  No

Who makes the determination whether or not a minor is seen after a sick call slip is turned in?

Call slips are triaged. In some instances a child is advised to try Tylenol first, but if the problem persists, they are seen.

Of a random sample of 50 sick call slips, how many were responded to and in how many hours?

All were responded to within 24-48 hours.

Are reasonable arrangements made to permit youth to see their personal or family healthcare providers?

- Yes  No

## G.4 Experimental Research

Are youth permitted to be subjects of any of the following types of research? Check all that apply.

- \*N/A
- Behavioral/Psychological
  - Biomedical
  - Cosmetic
  - Pharmaceutical

If applicable, do youth consent to participation in research?

If applicable, do parents consent to participation in research?

If applicable, describe any research studies in which youth in the facility participated in the last 12 months.

1. Research projects are assessed on a case by case basis by the San Diego County Probation Department, sometimes in conjunction with the Juvenile Court. The specifics of each approved project vary (e.g., who is responsible for the research – i.e., the Principal Investigator, specific

approvals sought, regulatory agencies involved, training required or provided etc.) and depend, in part, on whether the research involves only archival data or collaborative data analysis conducted in conjunction with the Probation Department research office versus data collected directly from minors in custody at Probation-run facilities or minors who are Wards of the Court but living in the community.

2. An ongoing inter-disciplinary research program that conducts research at San Diego County Probation Department facilities for juvenile wards of the court is led by Dr. Amy E. Lansing. As of 2012, this program of research was funded by the National Institute of Health (e.g., National Institute of Child & Human Development, National Center on Minority Health & Health Disparities), NIH-supported organizations within the University of California, San Diego system (e.g., UCSD's Clinical & Translational Research Institute, UCSD's Comprehensive Research Center in Health Disparities) and/or UCSD organizations (e.g., Academic Senate). The following criteria is utilized to protect youth who participate in their research as well as UCSD staff:
  - a. Juvenile Court applications are submitted, and reviewed by the Presiding Judge and Juvenile Court lawyers, to request access to Wards of the State. After review, any needed modifications, and approval, a Juvenile Court Order provides access to youth in Probation facilities and/or monitored by the Probation Department.
  - b. Project requests are made to the San Diego County Chief Probation Officer and appropriate Deputy Chiefs (e.g., Deputy Chief of Institutional Services for research occurring on site at Probation Department facilities). Probation Department approval is sought for each research project.
  - c. The Institutional Review Board (IRB) at the University of California, San Diego (and IRBs at any collaborating institutions such as Yale University, San Diego State University) must first approve any research project before it begins. The IRB always consists of a Prisoner Representative, as well as other members with specific expertise relevant to each reviewed project (e.g., Developmental Psychologist, Neuropsychologist, Radiologist, Pediatrician, Neurologist etc.). See <http://irb.ucsd.edu/3.7.pdf>
  - d. After UCSD IRB approval is obtained, the research protocol and all consent and assent forms are sent to the California Department of Health and Human Services for review related to Subpart C regulations (43 FR 53655; Additional DHHS Protections Pertaining to Biomedical and Behavioral Research Involving Prisoners as Subjects). Research involving incarcerated youth may only begin after this additional approval is obtained. See <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#subpartc>
  - e. All youth participants voluntarily assent (13-17 year olds) or consent (18 year olds), following ethical standards and using language geared toward adolescents. Specific questions are asked of the youth during the assent/consent process to confirm that the youth does understand what participation in the study means.
  - f. Parental Consent is sought for minors, and neutral Participant Advocates facilitate youth and/or parental consent.
  - g. Consent/Assent (answering questions, reviewing right to withdraw from the study at any time etc.) is an ongoing process during participation.
  - h. A Federal Certificate of Confidentiality is obtained for each research project and protects collected data. All Universities, co-investigators and faculty involved in any given research project are included on the Federal Certificate issued by the National Institute of Health and are held to the same requirements with respect to confidentiality, compliance with privacy safeguards and protection of human participants in research as well as additional requirements for research with vulnerable populations. See <http://grants.nih.gov/grants/policy/coc/>
  - i. UCSD Youth Study staff who have contact with the youth and/or collect archival data at Probation-run facilities, each go through:

- 1) UCSD's background check for Staff (non-salaried/non-staff students go through Probation's background check, see ii below)
- 2) San Diego County Probation Department's Volunteers in Probation process (See VIP details at: [http://www.sdcounty.ca.gov/probation/volunteer\\_opportunities.html](http://www.sdcounty.ca.gov/probation/volunteer_opportunities.html)) which includes submitting a personal application, being cleared after a County health appointment, providing finger print records, and completing a background check and clearance.
- 3) Collaborative Institutional Training Initiative for human subjects' protections training. See <https://www.citiprogram.org/aboutus.asp?language=english>
- 4) Basic training related to the Prison Rape Elimination Act (e.g., assessing and detecting sexual abuse and assault) and mandated reporting criteria under a Federal Certificate of Confidentiality.
- 5) Safety orientations specific to requirements at each site (e.g., Girls Rehabilitation Facility)
- 6) Assessing mental health issues (e.g., suicidal / homicidal ideation, non-suicidal self-injury etc.) and/or protection of information (HIPAA, see <https://www.privacyrights.org/fs/fs8a-hipaa.htm>) relevant to that staff member's contact with youth and/or archival data.
- 7) All co-investigators must complete CITI training as well even if they are only involved in secondary data analysis. Co-investigators who may have direct contact with youth are also named on the Juvenile Court Order.

j. UCSD Youth Studies Principal Investigator Contact Information:

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## G.5 Suicide Prevention

Is there a written suicide prevention plan in place?

Yes  No

Have there been any instances in the last 12 months where the written plan was not followed in response to a youth at risk of suicide?

Yes  No

Describe the suicide prevention plan:

Plans are developed on an individual basis. They may include 5-minute safety checks, one-on-one observation, items removed from room for which they can harm themselves.

## G.6 Hunger Strikes

Is there a written plan that describes the appropriate response to a youth who engages in a hunger strike?

Yes  No

When a minor is losing weight for any reason, the clinic will start monitoring the weight of the child and tracking meals. The clinic can also give liquid supplements when needed or take the minor to a hospital if required.

Have there been any instances in the last 12 months where the written plan was not followed in response to a youth on a hunger strike?

Yes  No

**G.7 Death**

Is there a written plan that describes the response to a youth’s death in the facility?

Yes  No

Have there been any instances in the last 12 months where the written plan was not followed in response to the death of a youth?

Yes  No

**G.8 Informed Consent/Involuntary Treatment**

Is informed consent obtained, when appropriate, prior to the delivery of care?

Yes  No

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

**G.9 Infectious Disease**

Is there an infection control program that aims to ensure that safety of youth, staff, and visitors?

Yes  No

**SECTION H: EDUCATION**

<b>School Staffing:</b>	<b>#Filled</b>	<b># Open</b>	<b>SDCOE/JCCS? (Y/N)</b>
Credentialed Teachers Total	25	0	Y
Credential Special Education Teachers Total	4	0	Y
Teachers’ Aides	33	0	Y
Paid Tutors	0	0	Y
Volunteer Tutors	0	0	Y
Other	7	0	Y

**H.1 School Capacity/Attendance**

How many youth are attending school? Number: 232

Estimate the average grade level of youth participating in school in the facility: 10<sup>th</sup> Grade.

Estimate the average age of youth participating in school in the facility: 16 years.

Is there adequate classroom space for the number of youth attending school?

Yes  No

## H.2 Supplies

Are there an adequate number of textbooks?

Yes  No

Are the textbooks available up-to-date and consistent with educational standards in the State of California?

Yes  No

Are there adequate school supplies (pens, pencils, paper, etc.)?

Yes  No

Are there a sufficient number of computers available for teachers and school staff to use?

Yes  No

Are there computers available for youth to use?

Yes  No

If yes, are youth supervised while using the computers?

Yes  No

## H.3 High School Programs/GED

Do youth have the opportunity to receive high school credits that can be transferred to their home school districts?

Yes  No

Are records from previous schools available to facility school staff?

Yes  No

Are youth given an opportunity to take the California High School Exit Examination (CAHSEE) when appropriate?

Yes  No

## H.4 Post-High School/GED

Are there educational opportunities available for youth who have completed high school or their GED?

Yes  No

Are youth given information and counseling regarding community college and four-year college options?

Yes  No

Are youth given information and counseling regarding financial aid options for college?

Yes  No

Are youth given resources for college entrance exam preparation when appropriate?

Yes  No

Are youth able to take courses for college credit online?

Yes  No

Do youth in the facility take military readiness testing?

Yes  No

## H.5 Vocational Programs/ROP

Do vocational programs and ROP opportunities have sufficient space and resources for the number of youth interest in participating?

Yes  No

Has a youth be denied participation in one of these programs in the last 12 months?

Yes  No (Due to the average short stay)

## H.6 Special Education/IEP Programs

Do credentialed special education teachers participate in lesson planning and curriculum development?

Yes  No

How many youth in the facility have an Individualized Education Program (IEP)?

Number: 60 on average - as of the inspection date, 25% of the students were on IEPs, but this can vary.

Are regular IEP meetings held?

Yes  No

Are parents notified of these meetings?

Yes  No

Are parents permitted to attend these meetings?

Yes  No

Describe the most common obstacle to IEP compliance:

- Parents
- Lack of available school records.

Are there sufficient resources available to accommodate youth with special education needs?

Yes  No

## H.7 Special Programs and Activities

Describe other special programs or activities sponsored by school staff:

Teachers provide after-school mentoring and tutoring for students and help facilitate guest speakers and a book club for the minors.

California High School Exit Examination (CAHSEE) is available to students at KMJDF.

## H.8 Independent Study

Are independent study options available?

Yes  No

## H.9 Relationship with Other Stakeholders

Describe the nature of the relationship between school staff and other stakeholders (parents, Probation staff members, contracted program staff members, etc.).

Teachers work with Probation staff on a constant basis. Teachers also make themselves available to parents during visiting hours to discuss their child's education.

A school liaison is charged with communication between KMJDF school staff and home school.

## SECTION I: WORKFORCE INTEGRITY

### I.1 Staff Background and Reference Checks

Do staff members have an initial background before they are hired?

- Yes  No

Do staff members have reference checks before they are hired?

- Yes  No

Do staff members meet with a psychologist before they are hired?

- Yes  No

Do staff members undergo drug testing before they are hired?

- Yes  No

Do staff members undergo periodic criminal history checks after they are employed?

- Yes  No Staff are to self report any contacts with law enforcement and law enforcement agencies contact the Probation Department.

### I.2 Staff Training, Licensing, and Credentialing

For which of the following topics below do staff members receive training? (Check all that apply).

- Adolescent development  
If yes, how often? Yearly – Safe Crisis Management
- Appropriate relationships/boundaries with youth.  
If yes, how often? Yearly - Safe Crisis Management
- Appropriate disciplinary techniques.  
If yes, how often? Yearly - Safe Crisis Management
- Confidentiality. If yes, how often? Every 2 years
- Conflict management. If yes, how often? Yearly
- CPR/First aid. If yes, how often? Every 2 years
- Emergency response. If yes, how often? Yearly
- Ethical decision-making. If yes, how often? Every 2 years
- Inclusion methods for youth with disabilities or special needs.  
If yes, how often? Every 2 years
- Reporting requirements for abuse, neglect, or maltreatment that occurs in the facility.  
If yes, how often? Every 2 years
- Reporting recruitments for abuse, neglect, or maltreatment that occurred outside the facility. If yes, how often? Every 2 years
- Sexual harassment. If yes, how often? Every 2 years
- Signs of abuse or neglect. If yes, how often? Yearly
- Use of force. If yes, how often? Yearly
- Use of restraints. If yes, how often? Yearly

### I.3 Staff Misconduct

Are there written policies for addressing staff misconduct?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the last 12 months of a staff member physically assaulting a youth?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the last 12 months of staff member sexually assaulting a youth?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the last 12 months of a staff member verbally threatening a youth?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the last 12 months of a staff member touching a youth in any inappropriate way?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the last 12 months of a staff member commenting on the physical appearance of a youth in a manner that is outside the scope of the staff member's job duties?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

Have there been any allegations within the last 12 months of a staff member entering a youth's sleeping room for any reason that was outside the scope of the staff member's job duties?

- Yes  No
- Yes  No Minors in custody
- Yes  No Minors out of custody

If the answer is yes to any of the inquiries related to allegations, is there written documentation of the incident, follow-up, and responsive action.

- Yes  No



## **SECTION J: BUDGET AND FISCAL CONCERNS**

Describe any impacts to the facility in the last 12 months that were caused by a loss or change to funding or funding sources (include staff vacancies, program reductions, contractor changes, etc.).

Comments related to budget and fiscal concerns:

- KMJDF would benefit from additional funds.

## **SECTION K: SUPPLEMENTAL DOCUMENTATION**

Which of the following documents did the inspection team have the opportunity to review? Check all that apply.

- Copies of reports for inspections conducted by other agencies within the last year.
- A sample daily schedule.
- A list of programs available at the facility. Please include whether they are coordinated by Probation staff, a contractor, or a volunteer/volunteer group.
- A copy of the Policies and Procedures Manual.
- Sample daily menus for seven consecutive days in the last month.
- A sample grievance form.
- A floor plan/map of the facility (if possible).
- A sample transition plan (if possible).