

**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.

| Kearny Mesa Juvenile Detention Facility | |
|---|--|
| Facility Address: 2801 Meadow Lark Drive San Diego, CA 92123 | Date of Inspection: July 11, 2016 |
| | JJC Chair: Kimberly Allan |
| | JJC Administrative Officer: Scott Brown JJC Admin. Assistant: Amber Scott |
| | Chief Probation Officer: Adolfo Gonzales |
| | Presiding Judge of the Juvenile Court: Honorable Carolyn M. Caietti |
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I. Executive Summary

A. Institution Overview

To be completed by JJC Inspection Team.

1. Population Trends

Capacity is 359 consisting of 279 boys and 80 girls. At the date of inspection there were 115 boys and 42 girls. As population has decreased, some units have been closed. This is a good trend in this aging institution. The open units should be updated and enhanced.

2. Educational Achievements

Unknown – some teachers have been recognized for outstanding work, but it is not known whether the juveniles are doing well as a group.

3. Evidence-Based Programming Improvements

Unknown.

4. Serious Incidents Trends and Use of Pepper Spray

Approximately 85% of the Critical Incident Reports reviewed for calendar year 2015 involved pepper spray (about 6 a month). Large canisters (MK9) are used for outdoor or multi-youth incidents.

5. Coordination of Behavioral Health Services Care

Appears to be on track.

6. Improved Transition Services and Results

Unknown. This has been a continuing concern of the Juvenile Justice Commission over the last four years.

B. Commission Recommendations

For Probation Department:

1. The Juvenile Justice Commission is urging that the Probation Department reconsider its policy regarding the use of oleoresin capsicum (OC) or pepper spray at Kearny Mesa Juvenile Detention Facility. We recommend the following steps: 1) that pepper spray be utilized only in the small MK4 rather than the MK9 canisters; 2) that pepper spray use be limited to multi-youth incidents (i.e. group fights); and 3) that the use of “spit socks” be discontinued. The Juvenile Justice Commission also recommends that Probation evaluate whether it would be feasible to reduce the number of staff (possibly by 50%) who actually carry pepper spray canisters. Note: The Probation Department has recognized that some youth are particularly sensitive to pepper spray, and they identify these youth with yellow wrist bands.
2. The Juvenile Justice Commission believes that food and nutrition are vital components of a rehabilitative environment. The Commission recommends a re-evaluation of the reliance on the Sheriff’s Department for food services. Menus are available but not actually posted

in many places. It appears that the boys and girls don't participate at all in the serving or cleanup. We recommend that Probation consider having the youth serve the meals in a cafeteria line (while not taking time out from other programs) and consider instituting a culinary program similar to Camp Barrett's. Staff should still do all cleanup.

3. During the inspection on July 11, 2016, the Juvenile Justice Commission was aware of a shift change and a consequent "lockdown" (room confinement) at 2:00 p.m. at the end of classroom instruction. The boys and girls are confined to their rooms for approximately one hour without access to school supplies or books. Therefore, the Juvenile Justice Commission recommends an alteration by the Probation Department in its shift change procedures so that there is no youth confinement right after school ends at 2:00 p.m. Note: This may be the best time for outdoor recreation.
4. The Youthful Offender Unit (Y.O.U.) program for girls is based at the Kearny Mesa Juvenile Detention Facility. The Y.O.U. program for boys (except for one boy at Kearny Mesa on the day of inspection) is based at East Mesa. The Y.O.U. program for both girls and boys is designed for the most serious offenders. The Juvenile Justice Commission reviewed the program and asked about its successful completion and believes that the five (5) Y.O.U. girls in Unit 70 at Kearny Mesa have a lot of requirements in the mandated program. As detailed in the materials provided by the Probation Department, the Y.O.U. program at Kearny Mesa includes (but is not limited to) the following: 1) Motivation - one hour per session for five sessions; 2) Treatment Readiness – one hour per session for eight sessions; 3) Life Skills – one hour per topic for 16 weeks; 4) Moral Recognition Therapy – 12 Steps – one hour ongoing; 5) Seeking Safety - 25 topics focusing on coping skills – one hour per topic, open-ended; and 6) Literacy Program – if a girl fails a literacy test, she must work with a reading specialist one hour per week. We believe that as constituted the Y.O.U. program for girls at Kearny Mesa should be limited (probably to items 1, 2 and 3 herein) to set parameters to achieve success in the program.

For Probation Department and Behavioral Health Services:

1. The Juvenile Justice Commission was able to briefly observe the Trauma Responsive Unit (TRU) which began operating during 2015. To the extent that this approach successfully addresses mental health and prior youth abuse issues, it should be expanded to more than a handful of boys and girls that we observed. In the absence of 24-hour staffing, we recommend more, and better, camera monitoring and more analysis of individual mental health to qualify more youth for TRU.
2. Since Behavioral Health Services for the boys and girls at Kearny Mesa Juvenile Detention Facility is crucial and accurate evaluations for treatment are necessary, the Juvenile Justice Commission recommends that a designated Behavioral Health Services representative (probably a STAT team member) be permitted to review the Critical Incident Reports prepared by the Probation Department and, if necessary, have access to the names of the youth mentioned in the reports so that appropriate mental health decisions can be made for each youth.
3. With societal norms evolving, the Juvenile Justice Commission is attuned to disabled LGBTQI youth in the facility. Except for one deaf youth mentioned in one of the Critical Incident Reports, no handicapped youth were identified during the inspection of July 11, 2016. Although no inquiry was made of LGBTQI awareness or about coping with bullying, we recommend that such material be incorporated into the mental health programs and the suicide prevention plan. Note: The Probation Department has adopted the Columbia Suicide Prevention Rating Scale (C-SSRS) as of March 2016.

For Office of Education:

1. With a decreasing population for both boys and girls, there should be no non-credentialed or partially credentialed substitute teachers at the Kearny Mesa Juvenile Detention Facility. The Juvenile Justice Commission recommends that the San Diego County Office of Education eliminate its summer, spring and winter “intersession” program, or at a minimum, staff it with regular full-time teachers or substitutes. During the inspection on July 11, 2016 at Kearny Mesa, there was a substitute teacher present who said she was “working on her credential”. We believe that “year-round education” should be the norm with full-time teachers and credentialed substitutes (as necessary).
2. Kearny Mesa should have Special Education teachers on staff dedicated to its facility and its youth, and should not have its staff shared with the Girls Rehabilitation Facility. Service logs should be created or updated keeping track of all services provided to youth with Individual Education Plans (IEPs).
3. As in past JJC recommendations for Kearny Mesa, the JJC would emphasize that all teachers be trained on the law regarding “child find” and be instructed on identifying youth with disabilities or other educational needs.

II. GENERAL ADMINISTRATION

A. Population and Staffing Information

1. Average Daily Detainee Population

| | Adult Male | Adult Female | Juvenile Male | Juvenile Female | Total |
|-----------------------------------|-------------------|---------------------|----------------------|------------------------|--------------|
| Facility Capacity | 0 | 0 | 279 | 80 | 359 |
| Facility Average Daily Population | 0 | 0 | 117 | 51 | 169 |

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 _____
 Spanish _____

2. Probation Staffing Ratios

Awake: 1 / 10 Asleep: 1 / 30

| Probation Staffing (As of date of inspection) | # Filled | # Open |
|--|-----------------|---------------|
| Director | 1 | 0 |
| Supervisors | 12 | 1 |
| Deputy Probation Officer | 0 | 0 |
| Correctional Deputy Probation Officer | 131 | 10 |
| Admin/Support | 16 | 3 |
| Other-Senior Probation Officers | 3 | 0 |

B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner? During the intake process, youth receive the KMJDF handbook (Spanish or English). It is a comprehensive age appropriate break down of the policies and procedures of the facility. Additionally, it includes other relevant information to assist the youth in preventing and reporting any discrepancies in their treatment. This orientation is provided verbally and in writing or with an interpreter if necessary for all youth including those who are limited English or otherwise disabled.

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? As previously noted, the youth are informed of the rules via written information and verbally through an orientation.
5. Where are rules and procedures posted in the facility? The information is posted in the Living Units, Intake Booking and Release and Main Control.

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:
Letters Cards & Books
Photos Phone Numbers & Addresses

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? The case records are stored in the Probation Case Management System, electronically.

E. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification? Yes No
- a. If yes, what classifications are used?
Age, physical size, level of sophistication Court Commitment
Current Charges Physical Disability
Gender Intellectual & Developmental
2. How often are reclassification reviews conducted? 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? Visits can be conducted within the first 48 hours of the youth's incarceration 8-8, Court ordered 8am-11am and 12pm-4pm Monday through Friday; Thursdays from 630pm-830pm and Sundays 630pm-830pm.
2. Who may visit youth? Check all that apply:
 - Parents/Legal guardians
 - Adult siblings
 - Minor siblings
 - Other: Court or Probation approved visitors
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? Anyone with a valid identification card can visit.
 - a. How is this policy disseminated to parents/family members? We do not have a specific policy to address undocumented family members; however, rules and visiting hours are posted with a notation that a valid identification card is required.

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 | 0 |
| 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 and as needed _____

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:

Soap

Shampoo

Deodorant

Combs

Toothpaste

Lotion

3. How do staff members balance privacy and safety concerns? Youth are given an opportunity to shower in an individual room or in a shower stall, except with exigent circumstances or when viewing is incidental.

III. Education Services

A. Staffing

1. Positions Filled or Open

| Staff Type | # Filled | # Open |
|---|-----------------|---------------|
| Credentialed Teachers | 12 | 0 |
| Credentialed Special Education Teachers | 4 | 0 |
| Teachers' Aides | 6 | 0 |
| Paid Tutors | 0 | 0 |
| Volunteer Tutors | 0 | 0 |
| Other (Special Education Ass't) | 1 | 0 |

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

| Month | Avg. Student/Teacher Ratio | Avg. Daily Attendance |
|--------------|-----------------------------------|------------------------------|
| January | 12.91 / 1 | 155 |
| February | 12.83 /1 | 154 |
| March | 13.58/1 | 163 |
| April | 12.67/1 | 152 |
| May | 13.83/1 | 166 |
| June | 10.91/1 | 131 |
| July | 12.83/1 | 12.83 |
| August | 12.25/1 | 12.25 |
| September | 12.42/1 | 12.42 |
| October | 13.5/1 | 13.5 |
| November | 12.83/1 | 12.83 |
| December | 13.67/1 | 13.67 |

B. Capacity and Attendance

1. Number of classrooms in the facility? 15

2. For each classroom indicated in Question 1, please indicate the following:

| For Each Classroom Used During the Calendar Year | Classroom Capacity | Average Number of Students per Classroom | Number of computers per classroom |
|---|---------------------------|---|--|
| 1 | 20 | 11.81 | 20 |
| 2 | 20 | 11.81 | 20 |
| 3 | 20 | 11.81 | 20 |
| 4 | 20 | 11.81 | 20 |
| 5 | 20 | 11.81 | 20 |
| 6 | 20 | 11.81 | 20 |
| 7 | 20 | 11.81 | 20 |
| 8 | 20 | 11.81 | 20 |
| 9 | 20 | 11.81 | 20 |
| 10 | 20 | 11.81 | 20 |
| 11 | 20 | 11.81 | 20 |
| 12 | 20 | 11.81 | 20 |

C. Absences

1.

| Absences During the Calendar Year | # |
|---|----------|
| 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 |

When is absence from the classroom or expulsion used as a disciplinary tool? N/A

a. Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool.

2. Please list reasons other than illness or discipline why a student would not attend school:

Court Visitation
Probation mandated classes

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:

| Course | # Textbooks | # Students |
|--------|-------------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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, markers, etc. _____

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? 2-3 hours

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 read 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 hour

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

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 9th grade level? Approximately 25%

What interventions are used for these students? Students are provided differentiated instruction, accommodations that include but not limited to talk to text, small group instruction, us of technology, etc. Teachers are also using different 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.

a. 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 (Please note that the number of students in this data base are for both Kearny Mesa and GRF, as the caseload of the special education staff consists of students from sites)

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) | | |
| IEP Plan | 54 | 20 | Based upon student need |
| IEP Plan with ERMHS ¹ Services | 23 | 15 | Based upon student need |
| IEP Plan with BSPs or BIPs ² | 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? One to three days

¹ ERMHS – Educationally Related Mental Health Services

² BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

4. How are a student's IEP records obtained? JCCS utilizes a data that San Diego County use and 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 a week
-
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 type="checkbox"/> Yes <input type="checkbox"/> No | As identified by ERMHS | School Psychologist and Vista Hill |
| Counseling | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input 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 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 type="checkbox"/> Yes <input type="checkbox"/> No | IEP Team designates | 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. The training is completed by SDCOE special education services, as well as the site special education teachers, the site administrators, and via 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 Specialist, monthly staff meetings
 - iii. significant attention issues? Differentiated instructional models learned from peer edited journals, monthly staff meetings, SDCOE professional calendar, monthly staff meetings

8. Credentialed Special Education Teachers

- a. How many credentialed special education teachers are at the facility full-time?
Four
- 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?** _____
- 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 department 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 Educational Specialist and/or aide dependent upon the needs and IEP's of the students enrolled on any given day. All staff 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? **This is a transition question for SD Probation** _____

G. Post-High School/GED Programs

1. How many students are taking courses for college credit online? 5

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?
Graphic Design PLATO On-Line courses
Online Sales and Entrepreneurship Horticulture
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? 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?
Art Health
Jessie Program-YOU girls
2. What programs or situations would result in a student leaving the classroom during school hours? Probation mandated courses, Court attendance, visitation

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

| Staff Type | # Staff | # Contractors | # Positions Open | Avg. Number of Hour per Week at Facility |
|---------------------------|---------|---------------|------------------|--|
| Physician | 1 | CFMG | 0 | 32 |
| Physician's Assistant | 1 | CFMG | 0 | 40 |
| Registered Nurse | 1 | CFMG | 0 | 24 hours/day – 12 hr shifts |
| Licensed Vocational Nurse | 2 and 3 | CFMG | 0 | 2 nurses 24 hrs/day, 12 hr shifts |
| 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/ 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? Submit sick call slip

- b. dental services/treatment? Submit sick call slip
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? There are a minimum of 3 staff always on site and up to 6 or 7 in the daytime business hours.
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 call 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
- b. If yes, how is a visit arranged? Visits are arranged jointly with Probation
- c. 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. CFMG does not accept intoxicated youth into the facility.
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: _____
No Hunger Strikes in Calendar Year 2015

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. Alateen
 - b. Alcohol Education
 - c. Alcohol and Other Drug Wellness
 - d. Anger Management
 - e. Curriculum-Based Motivation Group
 - f. Domestic Violence Prevention
 - g. Food Safety Education
 - h. Pet Therapy
 - i. Reading Legacies
 - j. Seeking Safety
 - k. T-4 Target Trauma Affect Regulation: Guide for Education and Therapy
 - l. Tuberculosis Education

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:
Spanish
Other languages as requested
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. See Policy Section 7.0- Behavioral Control.
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 weekdays/5 weekends
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Homework is given on an as needed basis by the school and officers are informed.

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, Weekly and Monthly

2. Are random reviews of security tapes conducted? N/A Yes No

a. If yes, how often? As needed during the month

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. N/A

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. See Policy Section 7.0-Behavioral Control.

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 | 11 |
| Deaths from other causes | 0 |
| Escapes | 0 |
| Attempted escapes | 0 |
| Serious assaults on detainees (13 include O.C) | 34 |
| Serious assaults on staff (2 include O.C.) | 14 |
| Other serious incidents (5 Serious Acts-No O.C.) | 87 |
| Serious incidents above for which there is a written record | 146 |

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"/> Assistant Chief |
| <input checked="" type="checkbox"/> Deputy Chief as needed | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 227

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: 73

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 Assistant Chief
 Deputy Chief Committee
5. Number of instances in the last calendar year: "Restraint Chair" 10

J. Room Confinement

1. Are there written policies in place to ensure that room confinement is used only when necessary? Yes No
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes No
3. Is each instance of room confinement documented? 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: “RC written during the year” 232

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? 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? Staff entrance and outside of the law enforcement intake area
-

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
- Power outage/failure
- Unit disturbance
- Other: Bomb Threat
- Other: Bees/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 staff training and any other food service training which is required; Professional Standards for school nutrition program. They are provided with LMS and 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 Department
8. Describe the types of work youth perform in the kitchen:
N/A

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-5 meals; 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: 17% 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? Monthly
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: County Intra-net
 - b. Where are the manuals located?
Probation Department 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:
LGBT
Embracing Diversity & Encouraging Respect

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: Randomly and as needed

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

| Training Type | Does Staff Attend? | How Often | Who Provides? |
|--|---|------------------|--------------------------------------|
| Adolescent Development | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | As Available | STAT Team/Probation |
| Appropriate Relationships/Boundaries with Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Monthly | E-Blast monthly/Probation Department |
| Appropriate Disciplinary Techniques | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Confidentiality | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | Probation Department |
| Conflict Management | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | Probation Department |
| CPR/First Aid | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | Outside agency |
| Emergency Response | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | Probation Department |
| Ethical Decision Making | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | Probation Department |
| Identification and Treatment for Mentally Ill and/or Suicidal Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | STAT Team and 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 Department |
| Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs In the Facility | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Monthly | PREA E-BLAST |
| Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs Outside the Facility | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Monthly | PREA E-Blast |
| Sexual Harassment | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | Probation Department |
| Signs of Abuse or Neglect | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every 2 years | CFMG |
| Use of Force | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Use of Restraints | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Annually | Probation Department |
| Other: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct. See Section 914 in Admin Policy
2. Please provide the written policy that ensure youth are not bullied by staff. See Section 2.4.10 “Rules and Professional Conduct” in the Instructional Policy and Section 7.1.2.3 “Behavioral Control.
3. In the past calendar year, have there been any allegations of the following:

| Type of Misconduct By Staff Member | Occurred in Past Calendar Year? | To a Youth In Custody | To a Youth Out of Custody |
|---|---|---|---|
| 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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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.

Any of the above allegations will be thoroughly investigated, and referred to through the Chain of Command; up to and including Internal Affairs if necessary. Supporting documentation will be available during inspection.

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
