

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

Data from Calendar Year 2018

Kearny Mesa Juvenile Detention Facility	
Facility Address: 2801 Meadow Lark Drive San Diego, CA 92123	Date of Inspection: June 10, 2019
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The San Diego County Juvenile Justice Commission is a state-mandated, court-appointed citizens' commission. Its purpose is to inquire into the administration of juvenile court law in San Diego County, to provide leadership for citizen action and to promote an effective juvenile justice system operated in an environment of credibility, dignity, fairness and respect for the youth of San Diego County.

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I. Executive Summary

A. Institution Overview

1. Population Trends & Staffing

On the day of the inspection the population was 122 (83 males and 39 females). Compared to the previous year the female population has remained consistent while the male population has decreased. The Probation Department continues in its efforts in assisting youth from entering the system and facility. The average length of stay remains consistent.

The facility continues to abide by the Prison Rape Elimination Act (PREA) standards. The Department reviewed scheduling and implemented a new 12-hour shift schedule in 2019 which brings the Department in compliance with the 1:8 daytime staff to youth ratio and 1:16 nighttime PREA ratios. There is a “soft cap” of 24 youth per unit. In speaking with staff there was a mix of feelings regarding the new schedule.

On the day of the inspection there were no transgender youth in the facility. In review of the policies and procedures they do have a system in place to meet the needs of this population.

- a. How many youths were diverted from custody during the intake process? 131
- b. Where were the youths diverted to? 26 youth were diverted to ATD/cool beds. 102 youth were diverted home. 3 youth were rejected medically without returning.
- c. How many youths were brought to the facility under the age of 12? 2.
 - i. How many youths under the age of 12 were detained? 1.

2. Educational Achievements

On the day of the inspection the Principal was not available however Charlene Brockoff, School Counselor, did provide an update on school achievements and activities. It is positive to hear that they have received the Assets Grant and with that money are funding opportunities for the students such as Art Group, a Drum Circle, Playwrights Project, Basketball coach and Photography. It was also wonderful to hear about Empowerment Day, Vocational Fair with College and Military resources available. This ties in nicely with the Oasis Center, their Academic and Career assessment and development. Realizing that this facility has a continuous turn around in the students they serve, San Diego County Office of Education (SDCOE) should still continue to explore more Career and Technical Education (CTE) opportunities for the students at Kearny Mesa Juvenile Detention Facility (KMJDF).

(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)

Educational Achievement	# of Participants	# of Graduates
No data	No data	No data

3. Are programs in the facility evidence-based programs or evidenced based practices? The Probation Department continues to review evidence-based practices. The Department had

previously received a technical assistance grant and continued to review their practices. With the conclusion of the grant in 2019 the Department evaluated their practices and have identified areas for improvement. The Commission looks forward to a report on the outcome of the evaluation and changes in 2019. Some of the programs that youth participate in are Healthy Relationships and Pregnancy Prevention and Project A.W.A.R.E. Through a grant afterschool and weekend programs include Drum Circle, Art, OG Yoga, there is a coach for skill building, Playwright activities, and College and Career groups where assessments are completed and speakers from the community share their experience and knowledge. Youth engagement activities have included trips in the community such as attendance to theatrical plays. With the expansion of visiting hours, the outcome produced more interaction with staff and parents where thoughtful discussion on how youth are doing in the facility and parents working with staff to correct negative behaviors the youth may be engaged in. There is also a Youth Advisory Board that meets with the Division Chief and Administrative Supervisor on a quarterly basis.

- a. Data and Outcomes for Programs: No data
 - b. Repeat Clients: No data
 - c. How do you determine who receives what services? No data
4. Serious Incidents Trends and Use of Pepper Spray: In previous years the Probation Department had decreased the use of pepper spray substantially. However, it is noted the use of OC spray increased over 50 % in 2018 for Kearny Mesa Juvenile Detention Facility. The use reported in 2017 was 50 times where in 2018 the use reported to the Commission was 106. Comment to the Commissioners for the increase was the transfer of housing of Camp Barrett Administrative Removals from East Mesa Juvenile Detention Facility to the Kearny Mesa Juvenile Detention Facility. However, in review of East Mesa Juvenile Detention Facility in 2017 there was a reported use of 137 times and 127 in 2018. The transfer of housing unit does not appear to be the cause of the increase at Kearny Mesa Juvenile Detention Facility. In reviewing incident reports there appeared to be a discrepancy in the reports provided and the monthly statistics provided to the Commission. A new reporting system of statistics to the Commission in fiscal year 2019-2020 should alleviate discrepancies in the future. In review of the incident reports it was noted many were missing the Supervisor and Division Chief reviews. Of those reviewed almost all of the Division Chief reviews were completed by a Supervisor on behalf of the Division Chief. This was true of other serious incidents. In reviewing policy, the Supervisor and Division Chief should review all incident reports. This finding led to further review of policy and procedures. It is noted the policy and procedures need to be reviewed and revised by the Probation Department. In review of staff training it was noted a number of staff trainings have been changed, are not provided at the frequency stated or no longer exists. It is crucial for the safety and wellbeing of youth and staff that probation policies and procedures are in line with actual practices. Probation has stated they are currently looking at a review and revise of policy. In review of Suicide Prevention reports it was noted youth try to harm themselves by tying a sheet around there neck. On the day of the inspection it was suggested the Probation Department research “breakaway” bedsheets for potential use.
5. Coordination of Behavioral Health Services Care: The Behavior Health representative reported they continue to provide counseling to the youth in the TRU unit as well as crisis

intervention for all youth in the facility as needed. On the day of the inspection they had two vacancies but were currently in the process of hiring two staff. The challenge they currently have is a lack of space to meet with youth. Space for interviews became more of an issue with the closing of Camp Barrett and the opening of the Urban Camp as the Urban Camp is temporarily housed at Kearny Mesa Juvenile Detention Facility. They reported when the new facility is completed will have space for counseling as each unit will have a room for a clinician. Behavioral Health has entered into a new contract that will provide services to youth in and out of custody. In custody youth will receive services that use evidence-based practices. Psychoeducational groups will be conducted for youth in the facility. Behavior Health has offered training to staff in particular on how to document occurrences in reports. An example is when staff write a youth was unresponsive this could mean a number of different things such as verbally non-responsive, not breathing or unconscious. This training would provide a clearer picture as to what had occurred. Medical services continue to be provided to youth. With the new medical contract in place with Wellpath youth are able to access vision care services while at the facility. The Commission sees this as a great addition for services to youth. On the day of the inspection inquiry as to adequate medical staffing was made. It was reported there is only one person that can give the youth in the facility their medication during evening “med pass”. This is due to the contract change. This causes a delay in “med pass” and it takes longer to give all youth their medication. As some medications need to be provided in a timely manner this could be a problem. Having one more medical position would alleviate this issue.

6. Describe Transition Services and Results: No data
7. Trauma Informed Staff training and impact: No data

B. Education/Training

1. Career and Technical Education: No data
2. Community Tutoring/Mentoring Programs: No data
3. Programs/Evidenced Practices: Programs conducted at the facility utilize evidence-based practices. Due to the short length of stay for youth programs.
4. Critical Incident Reports and STAT Team: No data
5. LGBTQI Training/Support-accommodations: No data

C. Commission Comments and Recommendations

1. Follow Up from 2018 Recommendations:
 - a. 2016 Recommendations: All but one recommendation was addressed in 2017. Recommendation #5: The Juvenile Justice Commission recommends altering current reporting procedures to specifically detail when the team is contacted, when they arrive and when they intend to follow up with the youth.

In review of Critical Incident Reports, many detailed that STAT was contacted but few documented that they responded to the unit and none documented STAT information on when they intended to follow up. Although Probation authors the Critical Incident Reports, communication with STAT could produce the information for Probation to include in the report. In speaking with Facility Division Chief Deleon, the training

officers will follow up to ensure staff are trained to include this information in reports. The Commission looks forward to seeing this change in reports in 2018.

The Probation Department has worked to improve documentation of our communication with STAT in incident reports. Incident reports are written by our direct supervision staff immediately after an incident has occurred. In order to maintain the timeliness of reports we are not able to include all of STAT's efforts after an incident in the report documenting the incident. However, this information is available from STAT as part of the youth's behavioral health record.

b. 2018 Recommendations:

- i. The JJC recognizes that the current facilities have structural limitations with regards to the kitchen designs, garden placements, and recreational areas but strongly recommend that these issues are proactively taken into consideration when designing the layout and amenities available at the new campus.

Important considerations should include:

- A) shared garden areas (not limited to access to only girls or boys);
- B) dining and classroom options for gender integrated activities for appropriate youth (based on age or other considerations). The San Diego County Office of Education could use a model like the coed. class instruction facilitated at San Pasqual Academy;
- C) open recreational spaces;
- D) improved meal plans that incorporate healthy foods that are not degraded by reheating;
- E) kitchen facilities that permit actual cooking, rather than limited (e.g., reheating) functions in order to facilitate culinary art training, dining and hospitality training; and
- F) continue to expand the Career Technical Education (CTE) options available to youth (e.g. horticulture, media arts).

The kitchen has been remodeled and meals are now prepared fresh daily. Due to space limitations related to consolidation with Camp Barrett and the planned demolition of parts of the KMJDF facility, we have been unable to accommodate the other recommendations. However, we anticipate that these recommendations will be addressed by the new build.

In the latter part of 2018, the Probation Department completed an upgrade to the kitchen area. Meals are now prepared at the facility. In speaking with youth, the food is better than the previous cook and chill food served. This is a welcomed improvement for the youth at the facility.

- ii. The JJC continues to recommend the use of gold-standard, evidenced based practices, implemented with regards to fidelity and oversight over contracted services.

Programs provided to the youth are now consolidated under the Bridgeways contract which is overseen by the Health and Human Services Agency.

- iii. The JJC continues to recommend the use of gold-standard Trauma Informed Practices training for all staff, and the use of these practices with all youth.

The Probation Department continues to train all newly hired Correctional Deputy Probation Officers in trauma informed care. We also trained a cohort of veteran officers for the TRU unit at EMJDF and we are planning to reach the rest of the veteran officers with this training in the upcoming fiscal year.

- iv. The JJC continues to recommend that OC spray be minimally used (as trends are indicating) or essentially eliminated, with other more appropriate training and tools provided to the staff as a replacement.

Tools, training and practices that reduce the need for officers to use force continue to be a priority for the Probation Department. In the coming fiscal year we plan to implement additional training for all officers in the areas of Implicit Bias, Adolescent Brain Development, Childhood Disorders, Trauma Informed Care and Restorative Practices.

- v. Specific considerations for Kearny Mesa Juvenile Detention Facility include:

- A) The Juvenile Justice Commission recommends that 2016 Recommendation #5 be implemented with follow-up from facility management to ensure staff compliance with documentation.

Please see response above (page 6).

- B) The Juvenile Justice Commission recognizes that lower youth to staff ratios will provide more opportunity for staff interaction with youth and will provide additional oversight for youth safety. The Juvenile Justice Commission recommends the Probation Department adopt, at a minimum, the PREA Standard ratio of eight youth to one staff (8:1) daytime and sixteen youth to one staff (16:1) at night to better serve the youth in custody.

The Probation Department is transitioning to a more efficient schedule which will allow us to achieve PREA compliance and place an additional officer in each unit from 10am to 6pm.

- C) The Juvenile Justice Commission recommends Probation decrease the amount of staff vacancies.

The Probation Department has hired 93 new Correctional Deputy Probation Officers (CDPO) since April of 2018. We are planning additional hiring and another CORE training class will begin in May. The recruitment for CDPOI is currently open in anticipation of additional hiring in the coming months. The Probation Department has also received approval to hire beyond the total number of positions available in anticipation of future attrition at this rank due to promotions and separations.

It was noted in the previous year's report that Probation should decrease the amount of vacancies at the facility. The response by probation included hiring

more staff with plans of three JI Cores to be conducted yearly and obtaining approval to hire beyond the total number of positions available in anticipation of future attrition due to promotions and separations. Although there are reported total of six vacancies for all facilities at the time of the inspection the department continues to hire new staff which was evident with a reported 75% of the Correctional Officers currently on probationary status.

2. 2019 Recommendations:

- a. The Juvenile Justice Commission strongly encourages and recommends the Probation Department review, evaluate, and implement changes to OC use and de-escalation tactic practices to ensure the safety of youth and staff.
- b. The Juvenile Justice Commission recommends the Probation Department review medical services (in particular “med pass”) to ensure youth obtain their medications in a timely manner.
- c. The Juvenile Justice Commission strongly recommends the Probation Department review and update their policies and procedures to ensure practice and policy are in line with one another.
- d. The Juvenile Justice Commission recommends the Probation Department continue their hiring, training and retention efforts to ensure the safety of youth.
- e. The Juvenile Justice Commission recommends the Probation Department train staff in report documentation in order for staff to present a clear understanding of what occurs during an incident.
- f. The Juvenile Justice Commission recommends that the Probation Department insert in future worksheets a short summary of appropriate Manual sections in addition to the citation to a particular policy (such as Policy section 5.4.5.2 regarding LGBTQI). We don’t believe that there are any privacy concerns in summarizing any Manual provisions.

3. What languages are the rules and procedures provided in other than English? The rules and procedures are provided in both English and Spanish.
4. How does facility staff ensure that youth understand rules and procedures? The facility staff ensure the youth understand the rules and procedures presented to them by requesting a verbal confirmation and having the youth sign the face of their data sheet that they understand the rules.
5. Where are rules and procedures posted in the facility? The rules and procedures can be found in the living units, the Intake, Booking and Release unit as well as main control.

C. LGBTQI Admissions

1. Are staff trained in basic LGBTQI competency? Yes
2. Has a special training or ongoing training been implemented? Yes
3. Do you ask youth their gender identity and gender pronouns during intake? Yes
4. How do you work with youth who identify as non-binary, genderqueer, gender non-conforming, neither male nor female? While KMJDF has yet encounter a youth who identifies as non-binary, genderqueer, gender nonconforming or neither male or female, it is covered in our LGBTQI training and in policy section 5.4. All Probation staff are held to a standard of engaging youth in a courteous, respectful and nondiscriminatory manner.
5. What safety measures are in place to ensure that LGBTQI youth are safe and protected from harmful encounters? Please see policy section 5.4.5.3 for details on safe placement of LGBTQI youth within the facility. Youth are provided with a PREA brochure upon intake. They are reminded they can report harmful encounters, bullying, and/or sexual harassment incidents via private conversations with any staff member in the facility (officers, school staff, counselors, nurses, etc.). They may report incidents in writing, via private sick- call slips, or in person. A Sexual Harassment script is read to all youth on a daily basis, which includes the PREA Ombudsmen's contact information. Additionally, officers make PREA announcements every shift and conduct weekly PREA education addressing the consequences for harmful encounters.
6. How are LGBTQI youth identified upon admission to the facility? Intake officers conduct a private PREA Risk assessment interview upon admission. The assessment tool includes questions which allow the youth to report whether they perceive themselves to be gay, lesbian, bisexual, transgender, or gender nonconforming. Policy section 5.4.5.2 specifies: Staff should be aware that LGBTQI youth are in various stages of awareness and comfort with their sexual orientation and gender identity. Youth intake interviewers shall sensitively inquire about fears the youth may have of being harassed in the facility, but intake workers should not directly ask youth if they are LGBTQI. Some youth will disclose that they are LGBTQI. If a youth discloses their sexual orientation or gender identity, the intake officer should talk with the youth about it in an open and non-judgmental fashion and determine if the youth has particular concern or needs related to being LGBTQI.
7. Are there anti-bullying programs in the facility? Yes

D. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release? Yes

2. Please list the types of personal property that may be kept in sleeping rooms: Youth may keep personal letters, books, magazines, cards and pictures (5). Under special circumstances we allow the youth to have a stuffed animal or personal blanket.

E. Youth Records

1. Are case records regarding individual youth kept on site? Yes
 - a. If yes, what steps are taken to protect these records? Probation case records are stored electronically in a Probation Case Management System and accessed by sworn officers. In instances, contract staff have limited access to this system as well. Records such as Room Confinement reports, Incident Reports Administrative Separation Documentation and Rule Violations are stored in locked cabinets in the administration area of the facility.

F. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification? Yes
 - a. If yes, what classifications are used? Youth are classified based on age, gender association, level of sophistication, physical size, court commitment, current charges, physical disabilities as well as intellectual and developmental concerns.
2. How often are reclassification reviews conducted? As needed

G. Access to Legal Services

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

H. Telephone and Video Conferencing (Skype) Access

1. Are youth and staff trained on telephone access? Yes
2. Are youth permitted to use the telephone/video conferencing (Skype) to contact:
 - a. Parents/guardians? Yes
 - b. Anyone other than parents/guardians and attorneys? Yes
 - i. If yes, whom: Youth may contact their assigned Probation Officer, friends, family members and others identified as positive role models in their life.
 - ii. 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
3. Are telephone calls monitored? Yes
4. Are telephone calls recorded? No
5. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone? No

I. Family Visits

1. What are the visiting hours for this facility? Monday through Friday from 3pm to 9pm. Sundays from 9am to 11am. Initial visits can be conducted within the first 48 hours of the youth's incarceration 8am-8pm. Court ordered visits occur from 8am-11am & 12pm-4pm. Family visits are also permitted during special family engagement events.
2. Who may visit youth? (Left click the box(es) to mark all that apply.)
 Parents/Legal Guardians Minor Siblings
 Adult Siblings Other: Children when given advance notice, Probation Officers, Attorney, therapist and counselors.
3. Is there ample space in the facility for visitation? No
4. Are youth permitted to have private conversations with visitors? Yes
5. Do probation staff members supervise visits? Yes
6. In the last calendar year has there been an instance of a visitor bringing "hard" contraband into the facility? No
7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member? No
8. Are there transportation alternatives for family members who want to visit youth? Yes
9. What is the policy regarding an undocumented parent or family member of a youth for visitation as they may not have identification to visit? We accept US and Mexico ID. The Court, facility reception or the Probation Officer may direct parents who don't have these forms of ID to the Juvenile Probation Center to have their photo taken for a temporary ID issued by the Probation Department.
 - a. How is this policy disseminated to the parent or family member? Visitation hours and rules are posted on the Probation website and at facility reception. Information is provided at the Juvenile Court and by case carrying Probation Officers.

J. Mail and Email

1. Are youth permitted to receive mail? Yes
2. Are youth permitted to send mail? Yes
3. Is postage provided at no charge to youth? Yes
4. Is mail screened for contraband? Yes
5. Does a staff member read mail addressed to a youth? No
6. Are youth permitted to send or receive email? Yes

K. Staff-Youth Communications

1. Are youth provided opportunities to communicate with staff in writing? Yes
2. Are youth provided opportunities to communicate with staff verbally? Yes

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

L. Grievances

1. Is there a formal grievance policy? Yes
2. Are written grievances reviewed daily? Yes
3. How are grievances tracked so that facility leaders can identify trends from grievance report? Yes
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
- a. If yes, please identify the means for which they can report: Youth or their family members can report concerns to any entity within the Probation Department or outside public entity. Staff accepts reports made verbally, in writing, anonymously and from third parties. Staff will document any report of misconduct. Youth have a variety of ways to report concerns about the facility, including reporting to outside agencies not a part of the Probation Department. Phone numbers and addresses to outside agencies are provided to youth during the intake process. The agencies provided are able to receive and immediately forward youth reports to agency officials, allowing the youth to remain anonymous upon request.
5. Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys? Yes
- a. Is there a formal grievance process available for parents? Yes
- b. If yes, how many parents submitted grievances in the last calendar year? There were no formal grievances submitted by a parent regarding the treatment or interaction with a youth during the last calendar year.

Grievance Involving	Number of Occurrences
Residents	None
Attorneys	None
Family Members	None
Medical	None
Abuse	None

M. Clothing and Bedding

1. Are additional blankets available on request? Yes
2. How often is bedding laundered? Bedding is laundered on a weekly basis or as needed.
3. How often are youth given clean clothes? Youth are given clean clothing on a daily basis or upon request.

N. Non-Hazardous Furnishings

1. Are mattresses and bedding fire-resistant and non-toxic? Yes

O. Personal Hygiene/Showers

1. Are youth permitted to shower? Yes
 - a. Showers per week: Youth are given the opportunity to shower on a daily basis and as needed.
 - b. Minutes per shower: Showers are approximately 5 minutes in length
2. Please list the hygiene products available to youth and indicate with an asterisk (*) which products are ethnically appropriate: Soap, Shampoo, Toothpaste, Combs, Lotion, Deodorant, Dark and Lovely Shampoo*, Proclaim coconut oil hair and scalp conditioner*, Superwet gel*, and Mocco Gorilla gel*.
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/Support Services

A. Staffing

1. Positions Filled or Open

Staff Type	# Filled	# Open
Credentialed Teachers	11	0
Credentialed Special Education Teachers	4	0
(Special Ed) Teachers' Aides	3	2
Paid Tutors	0	0
Volunteer Tutors	0	0
Other (Classroom Assistants)	3	0

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

Month	Avg. Student/Teacher Ratio	Avg. Daily Attendance
January	Y 2018- 10.54:1	116
February	11.64:1	128
March	12.45:1	137
April	12.81:1	141
May	13.18:1	145
June	13.55:1	149
July	Y 2017- 9.5:1	105
August	10.63:1	117
September	9.36:1	103
October	9.72:1	107
November	10.27:1	113
December	11.0:1	121

B. Capacity and Attendance

1. Number of classrooms in the facility? We have 11 classrooms which includes the use of Unit 70 as a self-contained classroom.
2. For each classroom indicated in Question 1, please indicate the following: (After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)

For Each Classroom Used During the Calendar Year	Classroom Capacity	Average Number of Students per Classroom	Number of computers per classroom
1	20	11.2	20
2	20	11.2	20
3	20	11.2	20
4	20	11.2	20
5	20	11.2	20
6	20	11.2	20
7	20	11.2	20
8	20	11.2	20
9	20	11.2	20
10	20	11.2	20
11	20	11.2	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

2. When is absence from the classroom or expulsion used as a disciplinary tool? We do not have expulsions or absence as a disciplinary tool.

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

3. Please list reasons other than illness or discipline why a student would not attend school: Students may miss some time in school if the student has court or has been requested to be present at visitation (MIC)

D. Supplies

1. Does each student have their own textbook for each subject? Yes

a. If not, what is the ratio of students to textbook for each subject: *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

Course	# Textbooks	# Students
N/A	N/A	N/A

b. Please list the reason(s) why students may need to share textbooks: No data

2. Are the textbooks the most recent version available in California? Yes

a. Who is responsible for making sure that textbooks are up to date? *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

Name	Title
Joanne L. Finney	Principal

3. What school supplies are available to the students (pens, pencils, paper, etc.)? Student supplies include but are not limited to paper, golf-sized pencils, Chrome books, Art supplies (markers, paint, brushes, etc...) math manipulatives (algebra blocks, compass, ruler, etc...) and journals.

4. What school supplies are students allowed to take to their rooms? Students may take journals, textbooks, and literature back to their rooms.

a. Who is responsible for making sure there are adequate school supplies? *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

Name	Title
Joanne L. Finney	Principal

5. Do students use computers on a daily basis in each classroom? Yes

a. How many hours per day do students use computers? 2-3 hours per day

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

a. If yes, why? No data

7. Are students able to work on homework after the school day ends? Yes

a. If yes, how? Students have the opportunity to read literature, use softback textbooks and complete packets for additional course credit.

E. High School Diploma and HiSET Programs

1. On average, how soon after a student is admitted to facility does school staff have access to their previous records? 24-48 hours.

2. Is SDCOE working to get partial credits earned in a facility recognized by a student's home district? Yes

a. If yes, what is being done; if no, why not? Students receive a Personal Learning Plan (PLP) and Transition Plan upon admittance to our school. The plans are made in conjunction with the student, school counselor, and transition technician. The education rights holder is also contacted during this process. After reviewing all information, the counselor created the student's schedule which is reflective of making sure that all partial credits are made whole.

3. Average grade level of students at the facility: 10th grade

4. Percentage of students who are not academically prepared to complete work at a 9th grade level: About 25%
 - a. What interventions are used for these students? Students are provided with differentiated instruction, accommodations and supports that include but are not limited to: talk-to-text, small group instruction, group projects, use of technology, alternative formative assessments, etc... Our instructors also are focusing on the English Language Art Standards and English Development Standards (Speaking, Reading, Writing, and Listening) which provide for student voice and choice while maintaining the expectation that all students will be able to participate in all classroom activities as per their grade level and core subject standards.
 - b. Are these students assessed for IEPs? Yes
 - i. If no, why not? No data

F. Special Education

1. IEP/504 Plan/Autism/Learning Disorders

Type of Plan	# Students with Pre-Existing	# Students Tested After Entry	# Students Who Receive After Entry	% of Students
504 Plan		NA	0	0%
IEP Plan	144	15	Based upon student need	No data
IEP Plan with ERMHS ¹ Services	48	10	Based upon student need	No data
IEP Plan with BSPs or BIPs ²	30	10	Based upon student need	
Total	222	35	No data	No data

2. Who determines if a student admitted to the facility has an IEP/504Plan? (After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)

Name	Title
Dulce Gonzalez	Special Education Aide

3. How soon is this determination made after a student is admitted? 1 to 3 days
4. The JJC is seeking information regarding the disability classifications of each youth with an IEP. Please indicate how many youths with IEP's this year were classified under each of the following disability classifications:

¹ ERMHS – Educationally Related Mental Health Services

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

IEP Classification	# with Classification	IEP Classification	# with Classification
Autism	5	Orthopedic Impairment	4
Deaf Blindness	0	Other Health Impairment	102
Deaf	1	Specific Learning Disability	109
Emotional Disturbance	80	Speech and Language Impairment	31
Hard of Hearing	2	Traumatic Brain Injury	0
Intellectual Disability	3	Visual Impairment	0
Multiple Disabilities	0		

5. How are a student’s IEP/504 Plan records obtained? JCCS utilizes the Special Education Information System (SEIS) that districts in San Diego use and therefore JCCS has electronic access to special education records. We also apply for records using written and faxed forms, and/or calling the district of record or charter school's special education liaison. Records may also be obtained through the education rights holder, Probation Officers or Social Worker.
6. How long does it typically take to obtain such records? If the district is a member of SEIS, we have immediate access. If the student attended a school that is not, it may take up to a week.
7. For students with IEP/504 Plans, please provide the following:

Type of Service	Provided at Facility?	In a separate room?	Who provides?
ERMHS	Yes	Yes	School Psychologist, Mental Health caseworker, and Vista Hill
Counseling	Yes	Yes	School Psychologist, and Mental Health caseworker
Speech and Language Services	Yes	Yes	Speech and Language Therapist
Occupational Therapy	Yes	Yes	Occupational Therapist

- a. If the answer to any of the above is no, why not? N/A

G. General Education Teachers

1. What training do general education teachers have to recognize when a student requires an initial assessment to determine eligibility of special education services? All staff members receive professional learning in the identification of students who have disabilities / special needs. The training is completed by SDCOE Special Education Services, Student Support Services, Education Specialists, the school administrators and via monthly staff meetings. There are also additional opportunities per the SDCOE professional development calendar.
2. What training do general education teachers have with regard to effectively teaching students with:
 - a. a learning disability? Differentiated instruction; co-teaching model; working with content specific coaches, monthly staff meetings, SDCOE professional development calendar; weekly bulletin

- b. an emotional disturbance? Co-teaching and full inclusion model with a site Education Specialist; monthly staff meetings; weekly bulletin
- c. significant attention issues? Differentiated instruction models learned from peer edited journals, monthly staff meetings, weekly bulletin; SDCOE professional development calendar

H. Credentialed Special Education Teachers

- 1. How many credentialed special education teachers are at the facility full-time? Four- they are now called Education Specialists
- 2. Do credentialed special education teachers participate in lesson planning and curriculum development? Yes
 - a. If yes, how often do they meet with teachers? Daily, weekly, and during Professional Learning Community (PLC) meetings
 - b. Do credentialed special education teachers instruct students in any classes? Yes

I. IEP Meetings

- 1. Are IEP meetings held whenever annual meetings for an eligible student are due? Yes
- 2. Are IEP meetings held when an eligible student arrives in the facility and attends school? Yes
- 3. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? The average length of time between a student's arrival to our school and his or her first IEP meeting is between 25-30 days. Upon entry a thirty-day interim placement IEP is developed. Prior to the end of the 30-day placement period, an IEP meeting is convened.
- 4. Are IEP meetings held if a student is in the facility for more than thirty days? Yes
 - a. If no, why not? No data
- 5. Are parents notified of the meetings? Yes
 - a. If yes, how? The education rights holder is provided written notice, phone calls, electronic mail, and through the Probation Officer if necessary.
- 6. Describe the most common obstacle to IEP compliance: The education rights holds returning correspondence to the special education department for consent for evaluation of the student.

J. General Special Education Questions

- 1. Are staff trained to implement BSP's and BIP's? Yes
- 2. What resources are available to accommodate students with special education needs? All classes are provided with an Education Specialist and/or special education teacher's aide. The individual assigned to the classroom is dependent upon the needs and the IEPs for the student's enrolled at our school on any given day. All staff are provided with the list of accommodations, modifications and supports for their students as per the IEP At a Glance.
- 3. How many students are brought to the facility directly from school? N/A
- 4. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0

5. 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

K. Post-High School/HiSET Programs

1. How many students are taking courses for college credit online? 5
2. At what college(s)? Palomar; Mira Costa; San Diego City; Grossmont; Southwestern Community colleges
3. Are students given information and counseling regarding community college and four-year college options? Yes
4. Are students given information and counseling regarding financial aid options for college? Yes
5. Are students given resources for college entrance exam preparation? Yes
6. Do students in the facility take military readiness testing? Yes
 - a. If yes, are they required to do so? No

L. Career Technical Education (CTE)

1. What Career Technical Education (CTE) programs are available in the facility? Horticulture; Guitar (music); Business Information Systems
2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating? No
 - a. If no, what plans does the facility have to provide adequate space and resources? JCCS is planning to provide students the ability to earn their food handler's card and First Aid/CPR certification which may be completed in the classroom. Additional CTE classrooms and labs are part of the new design for juvenile hall.
3. Are programs scheduled so all students can participate in all programs? No
 - a. If no, how many students have been denied participation in one of these programs in the last calendar year? About 90% of students at SOAR KM are denied participation in CTE programming, as they are not enrolled long enough to participate in a CTE pathway course.
 - b. What plans does the facility have to ensure all eligible youth can participate? KM administration is working with the JCCS CTE coordinator in creating additional CTE pathways for most students. These opportunities include a food handler's card and CPR Certification

M. Special Programs and Activities

1. What other special programs or activities are take place in the classroom? Art (SD County and the Timken), yoga, sex education, Project Aware, Project Detour (Unit 70), Pet Therapy, Mindfulness, Career and College group (Unit 70), Drumming
2. What programs or situations would result in a student leaving the classroom during school hours? Students may leave the classroom due to but not limited to court, MIC for visitation-attorney, therapy as per their IEP, academic/behavior testing, probation officer, etc.

N. Independent Study

1. What independent study options are available? No, students are admitted to a juvenile detention center are not eligible for independent study.
2. When is independent study used? N/A

IV. Health Care Services

A. Medical Staffing

Staff Type	# Staff	# Contractors	# Positions Open	Avg. Number of Hour per Week at Facility
Physician	0	4	0	32
Physician's Assistant	1	0	0	MWF (24 hours a week)
Registered Nurse	2	0	0	24 hours/day x7 days/week
Licensed Vocational Nurse	2 Day 1 pm 1 night	0	0	2 day 12 hours/day M-f 1 Day 12 hours/day Sat-Sat 1 pm 8 hours/day Mondays 1 pm 10 hours/day Tuesday-Friday 1 night 12 hours/day x7 days a week
Nurse Practitioner	0	0	0	0
Emergency Medical Tech	0	0	0	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 type="checkbox"/>	LVN/RN	N/A
Dental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nurses/MD	Dentist on-site Fridays
Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Snellen
Behavioral Health/Psychological	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental Health	N/A
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Public Health Nurse/Quest Lab
Pregnancy test (if females are held in facility)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Clarity
Other: <u>No data</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No data	No data

C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
 - a. medical services/treatment? The youth can fill out a sick call slip and place it in a confidential box, which is picked up by the clinic four times a day. The youth can request to see the nurse via verbal communication with an officer or a referral from a therapist or counselor.
 - b. dental services/treatment? Youth submits a sick call slip and/or referred by nursing staff or MD through sick call.
2. Are probation staff members permitted to refer youth for medical/dental treatment? Yes
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? Day shift M-F 4-5, PM shift 2-3, and weekends 2-3
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, AEDs, Emergency Response bag, Oxygen, Glucose monitoring, Back Board, Cervical Spine Collars, Oropharyngeal/nasopharyngeal Airways and more.
5. Are the youth's medical needs addressed in private treatment rooms only? Yes
 - 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? One to four minutes depending on the location of the emergency.
 - b. request for an inhaler? Two to eight minutes depending on the location of the youth requesting the inhaler.
7. Call Slips
 - a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? The registered Nurse or the PA pick up the slips within 8 hours.
 - b. How many times were youth not seen after submitting a sick call slip: 0
 - i. Reason why not seen: N/A
 - ii. What was the average response time? 6-12 hours
8. Personal/Family Healthcare Providers
 - a. Are youth permitted to see their personal or family healthcare providers? Yes
 - i. If yes, how is a visit arranged? Appointment is scheduled by the clinic with MD order and permission from Probation.
 - b. How many youths saw a personal healthcare provider during the calendar year? 192

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances.

2. Are medical clearances obtained prior to booking any youth who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency? Yes
3. Who provides medical clearance for these youth? The youth are seen in the emergency room prior to being admitted in to the facility.
4. Did the facility detain any youth determined to be under the influence of an intoxicating substance? 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

1. Please provide a copy of the facility plan in managing hunger strikes.
2. 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: N/A

F. Suicidal Ideation

1. Please attach a copy of the written suicide prevention plan.
 - a. Please list all agencies who participated in developing this plan. Behavioral Health, County Counsel, Probation, and CFMG
2. How often do Probation staff attend suicide prevention training? Every two years
 - a. What topics are covered during this training? 1. Staff Training 2. Intake Screening and Assessment 3. Communication 4. Safe Housing 5. Levels of Observation/Management 6. Intervention 7. Reporting 8. Follow-Up/Morbidity-Mortality Review
3. In the last calendar year have there been any instances where the written plan was not followed in response to a youth at risk of suicide? No
 - a. If yes, what happened? N/A
4. Number of referrals of youth with suicidal ideation during the last calendar year? 114
5. Are all youth with suicidal ideation put in a "suicide watch" room? No
 - a. If no, why not? Youth are assessed by therapists to determine the need for suicide prevention protocol to be implemented.
6. Have tear-away bed sheets been installed in "suicide watch" rooms? No
7. Is there a TRU unit (Trauma Recovery/Rehabilitation Unit) at this facility? Yes
 - a. If no, when will a TRU unit be opened at this facility? N/A

G. Death

1. Please provide a copy of the facility response plan when a death occurs.

2. 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: N/A

H. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care? Yes
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
3. Under what circumstance would a youth undergo an involuntary medical test or treatment?
Unconscious and life threatening

I. Experimental Research

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

Research Type	Permitted?
Behavioral/Psychological	No
Biomedical	No
Cosmetic	No
Pharmaceutical	No
Other: <u>No data</u>	No

2. Do youth consent to participation in research? N/A
3. Do parents' consent to participation in research? N/A
4. Describe any research studies in which youth in the facility participated in the last calendar year. None

J. Infectious Disease

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

K. Accommodations for the Disabled

1. Does the facility accept youth with disabilities? Yes

L. Accommodations for Autism or Other Developmental Disorder

1. What are your procedures for dealing with youth who have autism or other developmental disorder? The Probation Department will make reasonable accommodations or modifications to existing policies and procedures, consistent with legitimate rehabilitative interests, in order to allow youth with disabilities the same access to programs and facilities as non-disabled youth, unless doing so would be an undue burden to the Probation Department, cause a fundamental alteration to a program, or pose a direct threat of substantial harm to the health and safety of the individual or others.

V. Programs

A. Evidence Based Practices/Programs

Please list programs and/or services offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such services are substance abuse counseling, financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.) *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

- **Evidence based practices**/services are usually tracked in terms of numbers of participants and number of successful completions. Evidence based practices are **approaches** to prevention or treatment that can be documented as effective.
- **Evidence based programs** track data on not only the number of participants and number of who completed the program but also on participants attaining the outcomes associated with the program (i.e. found a job or entered a specific field as a result of being in the program). The US Department of Child Welfare defines evidence based programs as **using a defined curriculum or set of services that, when implemented with fidelity** as a whole, can be validated.

1. Evidence Based Practices

Name of Program	Type of Evidence Based Practice	Duration of Program	# of Participants	# of Repeat Participants	# of Participants Who Completed the Program
Anger Management	Ways to help manage temper	1 hour	4,653		4,653
Character Counts	Character development	1 hour	6,614		3,614
Chemical Dependency	Drug/Alcohol Education	1 hour	925		925
Life Skills	Essential daily skills	1 hour	5		5
Literacy through Character	No data	1 hour	No data		No data
Social Skills	No data	1 hour	26	9	26

2. Evidence Based Programs

Name of Evidence Based Program	Goals of Program	Duration of Program	# of Participants	# of Repeat Participants	Explanation of How and What Follow-Up Data is Collected	# of Participants Who Met the Goals of the Program
AA/NA/Alateen	Alcohol/Drug Education No data	1 hour	606	No data	Not tracked	606
Alcohol & Other Drug Group	Alcohol/Drug Education No data	1 hour	161	51	Not tracked	212
Anger Management	Ways to help manage temper	1 hour	4,653	No data	Not tracked	4,653
Character Counts	Character development	1 hour	3,614	No data	Not tracked	3,614
Chemical Dependency	Alcohol/Drug Education	1 hour	925	No data	Not tracked	925
Criminal Conduct Substance abuse		1 hour	57	6	Not tracked	63
Health Ed	Education of Health	1 hour	319	143	Not tracked	319
Life Skills	Essential Daily Skills	1 hour	206	No data	Not tracked	206
Literacy through Character	No data	1 hour	No data	No data	Not tracked	No data
Meditation	Train attention & awareness	1 hour	102	10	Not tracked	102
M.I.T.E.	No data	1 hour	5	0	Not tracked	5
My Life my Choice	Personal choices	1 hour	132	No data	Not tracked	132
Pet Therapy	Interaction & Coping	1 hour	216	2	Not tracked	218
Plan Parenthood	Sex Education	1 hour	61	0	Not tracked	61
Reading Legacies	Facilitate supportive relationships through reading aloud	1 hour	59	12	Not tracked	75
Seeking Safety	Safety Practices	1 hour	98	No data	Not tracked	No data

Name of Evidence Based Program	Goals of Program	Duration of Program	# of Participants	# of Repeat Participants	Explanation of How and What Follow-Up Data is Collected	# of Participants Who Met the Goals of the Program
Thinking for a Change	Cognitive Self-Change	1 hour	10	0	Not tracked	10
Trauma Group	Trauma Therapy	1 hour	345	0	Not tracked	345
Youth Readiness	Job readiness skills	1 hour	4	0	Not tracked	4

3. How do you determine who receives what services? No data

B. Religious Practices

1. Are youth religious services offered in the facility? Yes
 - a. If yes, list the religious/faith traditions for which services are offered: Catholic and Protestantism
2. Are religious services offered in a language other than English? Yes
 - a. If yes, list the languages in which services are offered: Spanish
3. Are youth offered religious or faith-based counseling services? Yes
4. Are youth permitted to keep religious texts in their sleeping rooms? Yes

C. Work Assignments

1. Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes
2. Are unsentenced youth in the facility required to work or perform chores? Yes
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes
4. Are sentenced youth in the facility required to work or perform chores? Yes

D. Exercise and Out-of-Sleeping Room Opportunities

1. How many hours per day are youth given opportunities for physical recreation/exercise? Two
2. Is participation in physical recreation/exercise required? Yes
3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise. See policy section 6.2 Exercise and Recreation.
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 hours during the week and 5 hours on the weekend.
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Homework, when provided by our educational partners, is not monitored by officers. Free-time activities are mandated by Title 15 and are not restricted if a youth does not complete their homework.

E. Transition and Release

1. Are there established protocols for transitioning youth out of the facility and into the community? Yes
 - a. Please provide detail about transition planning and community involvement. Youth who are in committed Court programs participate in exit meetings with their casework Probation Officer and various other collaborative staff. Youth who are not in committed programs have developed case plans written and shared with the youth by the case work Probation Officer to assist with their transition back into the community.
2. Is there any training provided on how youth can seek help/resources when they are back in the in the community? No

3. Do facility correctional officers consult with the case carrying probation officer that will be assigned to the youth when they leave the facility to discuss transition-related concerns? No
4. Has the facility received any complaints from parents regarding the transition process? No
5. Has the facility received any complaints from attorneys regarding the transition process? No
6. 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.)? No

VI. Security and Control

A. Security Features

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

B. Security Inspections

1. Does the administrator in charge ever visually inspect the facility for security-related concerns? Yes
- a. If yes, how often? As needed
2. Are random reviews of security tapes conducted? Yes
- a. If yes, how often? As needed

C. Control of Contraband

3. In the last calendar year has a weapon been found in the possession of a youth in the facility? Yes
- a. Was the weapon found during intake or after the youth's incarceration? The weapon was found after the youth's incarceration and was fashioned from a piece of fence the youth had straightened out.
4. 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
- a. Was the controlled substance found during the intake process or after the youth's incarceration? The controlled substance was prescribed psychotropic medication.
5. 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
2. If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth? Yes
3. If staff search sleep areas/rooms, is clean bedding or clothing mixed with soiled bedding or clothes during this process? No

E. Discipline

1. Please provide the written policy for the discipline process Please refer to policy section 7.0, Behavior and Control.
2. Are measures taken to ensure that due process is preserved? Yes
3. Approximately what percent of grievances/appeals related to disciplines are resolved in favor of the youth? 36%

F. Serious Incidents

1.

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	6
Deaths from other causes	0
Escapes	0
Attempted escapes	1
Serious assaults on detainees	40
Serious assaults on staff	10
Other serious incidents	39
Serious incidents above for which there is a written record	95

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
3. Are these logs stored electronically? Yes
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? Yes

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary? Yes
2. Are there written policies in place to ensure that force is used only as long as necessary? Yes
3. Is each instance of a use of force documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when there is an instance of use of force? *(Left click the box(es) to mark all that apply.)*

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input checked="" type="checkbox"/> Deputy Chief	<input checked="" type="checkbox"/> Committee
5. Number of instances in the last calendar year: 266

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

2. Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes
3. Is each instance of OC spray documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when OC spray is used? (*Left click the box(es) to mark all that apply.*)

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input checked="" type="checkbox"/> Deputy Chief	<input checked="" type="checkbox"/> Committee
5. Number of instances in the last calendar year: 106

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary? Yes
2. Are there written policies in place to ensure that restraints are used only as long as necessary? Yes
3. Is each instance of a use of restraints documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when restraints are used? (*Left click the box(es) to mark all that apply.*)

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input type="checkbox"/> Deputy Chief	<input type="checkbox"/> Committee
5. Number of instances in the last calendar year: We did not use the Restraint Chair in 2018

J. Room Confinement

1. Are there written policies in place to ensure that room confinement is used only when necessary? Yes
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes
3. Is each instance of room confinement documented? Yes
 - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. Number of instances in the last calendar year: 1151
5. Is Administrative Segregation used at the facility? No
 - a. If used, are there written policies in place to ensure Administrative Segregation is used only as long as necessary? Yes there are written policies in place for Administrative Separation.

- b. Number of instances used: 23 instances of Administrative Separation
- c. Average length of time used: 2 days

VII. Safety and Sanitation

A. Fire Safety

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

B. Control of Dangerous and/or Toxic Materials

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

C. Environmental Control

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

E. Tool and Equipment Control

1. Is there a written policy to ensure the adequate control of keys? Yes
2. Is there a written policy to ensure the adequate control of tools? Yes
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes
4. Is there a written policy to ensure the adequate control of medical equipment? Yes
5. Is there a written policy to ensure the adequate control of supplies? Yes
6. Is there a written policy to ensure the adequate control of vehicles? Yes

F. Weapons Control

1. Are weapons of any types permitted in the facility? No
2. Is there a weapons locker on site? Yes
a. If yes, where is it located? The staff entrance and outside of the law enforcement officer intake area.

G. Contingency and Emergency Plans

1. Are there written plans in place for the following contingencies/emergencies? (*Left click the box(es) to mark all that apply.*)

Bees

Fire

Bomb Threat

Hostage Situation

Contagious disease outbreak
(Tuberculosis, Flu, etc.)

Power outage/failure

- Earthquake
- Other: No data

- Unit disturbance

4. In the last calendar year was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs? No

IX. Administration and Management

A. Post Orders

1. Do probation staff members have access to a detailed copy (Post Orders) of their job description? Yes
 - a. If yes, what is the date of the last Post Order update? 2015-2018
2. Do probation staff members have performance reviewed annually? Yes

B. Policy Development and Monitoring

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Senior Probation Officer Nathan Becraft
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? As needed
3. What is the formal process for policy review? Policy is identified for review and edited by ESU personnel, then the Subject Matter Experts (SME) identified (as/if needed). The ESU personnel will then coordinate collaboration between ESU, SME and Associations (as/if needed). Once ESU completes draft, re-draft, and edits. The draft re-draft, and edits are then sent to County Counsel for technical review, then to Executive for review and approval. Once corrections/edits are made, draft, re-draft and edits are sent to Department HR and County DHR/Labor Relations. The SPOA/POA is last to review, then ESU personnel post the approved policies to Share-Point
4. Are policy and procedure manuals available onsite? Yes
5. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? No
6. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? No
 - a. If yes, list the number of manuals available: No data
 - b. Where are the manuals located? County Intra-net & the Probation Share-point site.
7. Are probation staff members permitted to access these manuals? Yes
8. Are contractors familiarized with these manuals during contractor orientation? Yes
9. Are the youths' attorneys permitted to access these manuals via subpoena? Yes

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
2. List types of diversity training attended by Probation staff members: LGBTQI & 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

- a. If yes, how often: Bi-Weekly and as needed
2. How often does the administrator in charge meet with the following groups to discuss operations and services:
 - a. Probation Staff: Bi-Weekly and as needed
 - b. Medical Staff: Bi-Weekly and as needed
 - c. Mental Health Staff: Bi-Weekly and as needed
 - d. Contracted Programming Representatives: Bi-Weekly and as needed
 - e. School/Education Staff: Bi-Weekly and as needed
 - f. Volunteers: Bi-Weekly and as needed

E. Staff Background and Reference Checks

1. Do staff members have an initial background before they are hired? Yes
2. Do staff members have reference checks before they are hired? Yes
3. Do staff members meet with a psychologist before they are hired? Yes
4. Do staff members undergo drug testing before they are hired? Yes
5. Do staff members undergo periodic criminal history checks after they are employed? No
 - a. If yes, date of last periodic background check N/A
 - b. If no, what safeguards are in place to capture staff criminal conduct for:
 - i. Probation Staff: The department's Internal Affairs Division receives notification from the Department of Justice anytime an officer is arrested or finger printed. Officers are also required to self-report police contact and local law enforcement agencies contact the Probation Department when arresting Probation staff.
 - ii. School Personnel: SDCOE directly monitors their own employees
 - iii. Contracted Employees: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of live scan subsequent to post employment.
 - iv. HHSa Staff: HHSa directly monitors their own employees
 - v. Medical Staff: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of live scan subsequent to post employment
 - vi. Volunteers: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of live scan subsequent to post employment

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?	Online or In Person?	Who Provides?
Adolescent Development	Yes	One time only	In Person	STAT Team/Probation
Appropriate Relationships/ Boundaries with Youth	Yes	Quarterly	Online	Probation Department
Appropriate Disciplinary Techniques	Yes	Annually	In Person	Probation Department
Autism Training	Yes	When Available	In Person	Outside agency
Confidentiality	Yes	Biannually	Online	Probation Department
Conflict Management	Yes	One time only	In Person	Probation Department
CPR/First Aid	Yes	Biannually	In Person	Outside agency
Emergency Response	Yes	Biannually	In Person	Probation Department
Ethical Decision Making	Yes	Biannually	In Person	Probation Department
Identification and Treatment for Mentally Ill and/or Suicidal Youth	Yes	Biannually	In Person	STAT
Identification and Referral of Youth for Special Education Services	Yes	When available	In Person	Outside agency
Inclusion Methods for Youth with Disabilities or Special Needs	Yes	When available	In Person	STAT
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs In the Facility	Yes	Biannually	In Person	Probation Department
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs Outside the Facility	Yes	Biannually	In Person	Outside agency ⁴
Sexual Harassment	Yes	Biannually	In Person	Probation Department
Signs of Abuse or Neglect	Yes	Biannually	In Person	CFMG (Wellpath)

Training Type	Does Staff Attend?	How Often?	Online or In Person?	Who Provides?
Use of Force	Yes	Annually	In Person	Probation Department
Use of Restraints	Yes	Annually	In Person	Probation Department
Other: <u>No data</u>	No	No data	Online/In Person	No data

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct.
2. Please provide the written policy that ensures youth are not bullied by staff.
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	No	No	No
Allegation of Sexual Assault of Youth	No	No	No
Sexually Assaulting Youth	No	No	No
Verbally Threatening Youth	No	No	No
Touching a Youth in an Inappropriate Way	No	No	No
Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties	No	No	
Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties	No	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. No data

X. Budget and Fiscal Concerns

A. Changes in Funding

1. 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.): N/A

B. Budget

1. Facility budget for past fiscal year: \$23,236,580
2. Facility budget this fiscal year: 25,114,503
3. If a decrease in budget what impacts did the facility incur (i.e. loss of staff positions, loss of contracted services, decrease in medical/mental health services provided etc.). N/A
4. If there was an increase in budget what was the increase used for: There was an increase of \$1.88 million primarily due to an increase of \$0.43 million in Salaries & Benefits related to adding a Deputy Probation Officer for reentry services, increases in required retirement contributions, and negotiated labor agreements. The budget increase was also due to an increase of \$1.45 million in Services & Supplies primarily related to standard inflationary increases for Internal Service Fund (ISF) expenditures, which include Facility Management ISF, Information and Technology ISF, and Vehicle Maintenance ISF. Services & Supplies increases were also related to Contracted Services for Functional Family Therapy (FFT), which is designed to improve within-family attributions, family communication and supportiveness while decreasing intense negativity and dysfunctional patterns of behavior and Household expenditures based on historical actual trends. Household expenditures include laundry services, cleaning supplies, and food service related supplies.