

**San Diego County Juvenile Justice Commission  
2018 Inspection Report**

**Data from Calendar Year 2017**

<b>Kearny Mesa Juvenile Detention Facility</b>	
<b>Facility Address:</b>  2801 Meadow Lark Drive San Diego, CA 92123	<b>Date of Inspection:</b> May 1, 2018
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## I. Executive Summary

### A. Institution Overview

#### 1. Population Trends

The population on the day of the inspection was 153 youth (115 males and 38 females). The average daily population was 137. In 2016, the average daily population was 148. There has been a continued decline in the population as the Probation Department continues its efforts in assisting youth from entering the system and the facility. The average length of stay was 18-21 days. The average length of stay remains consistent as previous years.

After youth enter the facility, there are two staff assigned to complete a Risk Assessment using a Vulnerability Screening tool developed by Probation. This tool is used to identify youth at risk for victimization and abusiveness. The tool helps assist with identifying the Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) population. By using this tool, the staff are able to assist in placing youth in a unit that would best fit their needs. During the inspection two transgender youth were interviewed in unit 700. One was transgender male and the other transgender female. Each stated their medical needs are being addressed as well as their emotional needs by the medical and mental health staff. They enjoy most of the staff as they listen to them and work to ensure they are not at risk for abuse. They also related the staff do not judge them or stare at them, they say things that are nice to them. The staff “are not mean, strict, but not mean”. Each youth was comfortable in the unit and had privacy when using the bathroom and taking showers. They liked the school program as it is easier to get credits but they both added the school provides challenges in learning. Other likes about being in the facility included the books available to read, being grateful for what they have in life compared to others they interact with in the unit and the least liked was the food. The choices of food were not always to their liking. They did like that the units now have a bowl of fruit available for consumption other than snack time. The Commission was told they now get fruit other than apples and oranges and receive an additional snack after school. The daily food servings include breakfast, lunch, dinner and two snacks as well as the fruit bowl that is always available.

Staff have received LGBTQ training which is a 4-hour course that centers on empathy and interaction with others that may be different from them. To ensure and protect LGBTQ youth, safety measures have been implemented that include access to the department Prison Rape Elimination Act (PREA) Ombudsman, compliance with PREA standards, utilization of cameras that are monitored by the Main Control staff and randomly reviewed by supervisors, and there is always a staff member present in the unit.

#### 2. Educational Achievements

In previous years, the educational program took on the life of a traditional school year with summer sessions being provided to the youth. The school has returned to a year-round schedule which offers youth teacher consistency.

The school uses a Multi-Tiered System of Support (MTSS) which provides a basis for understanding how educators work together to ensure equitable access and opportunity for all students to achieve the Common Core State Standards (CCSS). It includes Response to

Instruction and Intervention. MTSS is an integrated, comprehensive framework that focuses on the alignment of systems necessary for all students' academic, behavioral and social success (CCSS, differentiated learning, student-centered learning, individualized student needs). MTSS touches on Trauma-Informed training.

It was also noted that some of the teaching staff have been trained in Trauma Affect Regulation: Guide for Education & Therapy (TARGET). TARGET is an educational and therapeutic approach for the prevention and treatment of post-traumatic stress disorders. The staff trained in TARGET primarily work with youth in the Trauma Responsive Unit (TRU). It was noted that Teacher's Aides do not receive TARGET training.

According to the information provided, the teaching staff receive various forms of training to assist in working with youth. It is also noted that Probation staff receive various forms of training depending on the population they are working with. All Probation staff receive Trauma-Informed training, and some receive TARGET. Probation related the TARGET training has assisted staff in a positive way to work with the youth in the TRU unit. For consistency, it would be beneficial for all staff to receive the TARGET training (Probation staff and educators alike, throughout the facility).

The school has a dedicated Transition Specialist who works with youth when they transition from the facility to their home. This assists the youth in continuing their education in the proper environment. The Commissioners were also informed about community college opportunities youth have once they complete their high school education. For youth participating in online college courses, there is a warm hand-off to the community college upon release from the facility as well. At the time of the inspection, five youth were enrolled in online college courses.

The school provided information regarding educational accomplishments of youth during 2017. Three (3) students passed the High School Equivalency Test (HiSET), eight (8) youth graduated with their High School Diploma and thirteen (13) youth completed twenty (20) online college courses. The school is to be commended for offering continued education to youth incarcerated who have completed high school requirements.

<https://www.cde.ca.gov/ci/cr/ri/mtsscompri2.asp>

### 3. Improvements to Evidence Based Practices

Kearny Mesa Juvenile Detention Facility (KMJDF) continues to use evidence-based practices to assist staff and youth. The Probation Department received a grant for technical assistance in implementing the Youth in Custody Practice Model which focuses on what is right rather than what is wrong with youth. This involves identifying the positive aspects of a youth's life and designing individually tailored interventions that build on those strengths and interests while holding youth accountable for their offenses. The Commission looks forward to hearing about further implementation in the coming year.

KMJDF had visiting opportunities for parents and guardians twice per week in the past. They have increased the visitation days to six days per week (Sunday-Friday). Research has shown contact with family increases opportunities for success when transitioning back into their homes. The facility has made the visiting area more "home-like". KMJDF is commended for the additional visiting opportunities for families.

The Commissioners were informed that the TRU unit for males, provides programs that include Seeking Safety, Aggression Replacement Training, drug treatment, Pet Therapy and Yoga. The unit population receives individual counseling once per week and groups are also provided but less frequently.

The facility expanded the TRU unit concepts in 2018 to the girls' unit, but they receive counseling only upon request. In the TRU unit, the youth are taught to identify triggers, deal with the issue in real time, talk themselves down and use alternate solutions when resolving issues (T-4). The TRU unit population practices scenarios to increase their skills in resolving issues in a positive manner. It is understandable, due to the short length of time youth are at the facility, that evidence-based programs are more difficult to implement with fidelity. However, using evidence-based practices such as TARGET and T-4 could lead to improved social skills and interaction between youth, families and staff.

KMJDF staff have stated the TRU unit continues to be a success in assisting youth with better behavior and making better choices. It is noted that the youth are not assigned to the TRU unit for their entire stay in custody and are in the unit for a short period of time. They are moved to other units once staff feel the youth is ready to move to another unit. This causes some concern as all facility staff are not trained in TARGET and T-4; rules and staff interaction with youth is different in the other units and when a youth tries to apply what they have learned the other unit staff may not be able to assist them with their process. This provides inconsistency for youth. The Commission would like to see the TRU unit philosophy, TARGET and T-4 expanded to all units in the facility.

In 2016, Governor Brown approved SB 1143. Commencing January 1, 2018 there were restrictions on the use of room confinement. In preparation for the facility to comply with SB1143, facility management began changing policy and practice by shortening the length of time a youth was placed on room confinement. The bill also provided certain safe guards that would decrease mental health issues caused by isolation. By the end of the calendar year in 2017 the facility was in compliance with SB1143.

#### 4. Serious Incidents Trends and Use of Pepper Spray

Probation has decreased the use of Pepper Spray substantially from past use. There was a slight increase (by three) from 2016 and 2017. In 2017, three of the OC uses were for non-fight incidents. It is noted there was a change in their population by the addition of Camp Barrett Administrative Removals (AR) now being housed at KMJDF instead of East Mesa Juvenile Detention Facility.

Probation management changed policy and practice in 2017 regarding all staff carrying the large OC canisters. Prior to 2017, all Probation staff would carry both the large (MK9) and smaller (MK4) canisters; now the large canisters are housed in Main Control and only that staff have access to the large canisters when responding to incidents. As the OC use went up slightly from the previous year, this change in policy and practice has not assisted in the decrease of OC use.

There are a number of other factors that could assist the department in its endeavors to decrease the use of OC spray:

- a. Positive interaction with youth is extremely important to assist in changing behavior. It has been proven that higher ratio of staff to youth increases ability to work with the youth. Having a 10:1 detainee to staff ratio limits the ability for staff to interact with youth. Other agencies recognized this and have changed their ratio to 8:1, 8:3. The 8:1 ratio is also the PREA standard. The Probation Department has implemented the 8:1 ratio in some areas of the department where success with youth in those units has been seen.
- b. Youth have success with TARGET and T-4. For consistency, and for all youth to learn ways to make better choices, TARGET and T-4 should be implemented facility-wide. This would require training for all staff (not just Probation staff) who work in the facility.
- c. Correctional Officers work in the units with the youth. The facility was budgeted for 138 Correctional Officers and at the end of 2017, there were 18 vacancies which converts to 90 shifts per week, with more positions becoming vacant in 2018. The vacancies require staff complete overtime shifts to fill these vacancies. Too much overtime can cause staff to be tired and increases the chance for burnout. This too will have an impact on youth and staff interaction.

In review of incident reports, there were 3 attempted suicides, 14 incidents of serious assaults on detainees and 10 assaults on staff compared to the previous year of 9 attempted suicides, 27 serious assaults on detainees and 11 assaults on staff. It was noted that one of the suicide attempts involved the detection of a youth entering custody who had taken an overdose while in the community. The facility staff and management are commended for the decrease in numbers in suicide attempts and serious assaults on detainees.

#### 5. Coordination of Behavioral Health Services Care

The Behavior Health Services are provided by the Stabilization, Treatment, Assessment and Transition Team (STAT). They provide mental health services in the form of individual and some group counseling in the male TRU unit. The female unit is responded to upon request. For the remainder of the facility, the STAT team will respond in crisis situations and all others are triaged. The STAT team members are onsite with offices located just outside the clinic area. Private rooms to talk to youth are available throughout the facility and in the units.

STAT has a total of 15 staff: 5 Psychiatrists, 4 Psychologists., 2 Licensed Social Workers (LSW), 2 Marriage and Family Therapists (MFT), 1 Psychiatric Nurse and 1 unlicensed mental health staff. The total hours reported per week is 480 hours. Twenty-nine percent of the population were prescribed psychotropic medication. The STAT team served 1,179 unduplicated youth during the year. Many of the youth in the facility could benefit from the STAT services on a regular basis however due to the short length of stay and the amount of mental health staff available, seeing every youth cannot be accomplished thus STAT has a triage system.

#### 6. Improved Transition Services and Results

The San Diego County Office of Education continues to improve transition services for youth leaving the facility. The school has a Transition Specialist to assist with school



enrollment into schools in the community. They also work with youth who are enrolled in online college courses to ensure a “warm hand-off” for college transition. This has eased the transition from custodial education to the community.

## B. Commission Recommendations

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.

2018 Recommendations:

1. 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 re-heating;
  - 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).
2. The JJC continues to recommend the use of gold-standard, evidenced based practices, implemented with regards to fidelity and oversight over contracted services.
  3. 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.
  4. 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.

5. 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.
  - 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.
  - c. The Juvenile Justice Commission recommends Probation decrease the amount of staff vacancies.

## II. GENERAL ADMINISTRATION

### A. Population and Staffing Information

#### 1. Average Daily Detainee Population

	<b>Adult Male</b>	<b>Adult Female</b>	<b>Juvenile Male</b>	<b>Juvenile Female</b>	<b>Total</b>
Facility Capacity	0	0	279	80	359
Facility Average Daily Population	0	0	101	36	137

- 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

<b>Probation Staffing (As of date of inspection)</b>	<b># Filled</b>	<b># Open</b>
Director	1	0
Supervisors	11	1
Deputy Probation Officer	0	0
Correctional Deputy Probation Officer	120	18
Admin/Support	14	0
Other (Laundry Worker & Store Keeper	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?

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? Case records are stored electronically in the Probation Case Management System. Additionally, medical isolation, administrative hard files, and privilege suspension are kept in the Watch Commander's office and are accessible to approved probation staff

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 \_\_\_\_\_ Current Charges \_\_\_\_\_  
Court Commitment \_\_\_\_\_ Physical Disabilities \_\_\_\_\_  
Gender \_\_\_\_\_ Intellectual and Development concerns \_\_\_\_\_

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 & 12pm-4pm Monday through Friday; Regular visitation hours are Monday through Friday from 3pm to 9pm and Sundays 630pm-830pm. Christmas and Thanksgiving as well as coordinated special visits.
2. Who may visit youth? Check all that apply:
- Parents/Legal guardians
- Adult siblings
- Minor siblings
- Other: Probation Officers, Court appointed or private attorneys, therapist, counselors, psychologist or any person(s) approved by the Probation Officer that has a positive influence on the youth.
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 valid identification and approved 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 parents 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 upon request

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: daily and as needed  
b. Minutes per shower: 5
2. Please list the hygiene products available to youth and indicate with an asterisk (\*) which products are ethnically appropriate:
- |                   |                |
|-------------------|----------------|
| <u>Soap</u>       | <u>Shampoo</u> |
| <u>Deodorant</u>  | <u>Combs</u>   |
| <u>Toothpaste</u> | <u>Lotion</u>  |
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	5	1
Paid Tutors	0	0
Volunteer Tutors	0	0
Special Education Assts Other	2	2

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

Month	Avg. Student/Teacher Ratio	Avg. Daily Attendance
2017 January	10.1 / 1	142
February	10.3 / 1	144
March	8.7 / 1	122
April	9.4 / 1	132
May	9.9 / 1	138
June	8.5 / 1	119
2016 July	10.5 / 1	147
August	10.8 / 1	151
September	10.0 / 1	139
October	10.3 / 1	144
November	9.4 / 1	131
December	8.8 / 1	123



B. Capacity and Attendance

1. Number of classrooms in the facility? 15
2. For each classroom indicated in Question 1, please indicate the following:

<b>For Each Classroom Used During the Calendar Year</b>	<b>Classroom Capacity</b>	<b>Average Number of Students per Classroom</b>	<b>Number of computers per classroom</b>
1	20	8.33	20
2	20	8.33	20
3	20	8.33	20
4	20	8.33	20
5	20	8.33	20
6	20	8.33	20
7	20	8.33	20
8	20	8.33	20
9	20	8.33	20
10	20	8.33	20
11	20	8.33	20
12	20	8.33	20
13	20	8.33	20
14	20	8.33	20
15	20	8.33	20

C. Absences

- 1.

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

2. When is absence from the classroom or expulsion used as a disciplinary tool? Never
  - a. Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool.

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

Court 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
N/A		

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

N/A \_\_\_\_\_

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 Asst. Principal (01-10 2017)

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, brushes, etc... journals

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

Textbooks without covers journals  
Calculator- as needed for credit recovery \_\_\_\_\_

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

i. Name: Joanne L. Finney Nathan Head

ii. Title: Principal Asst. Principal (01-10 2017)

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? 24-48 hours
2. Is SDCOE working to get partial credits earned in a facility recognized by a student's home district?  Yes  No
  - a. If yes, what is being done; if no, why not? Students receive a personal learning plan upon admittance to our school. The plan is 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 creates the student's schedule which is reflective of making sure that all partial credits are made whole.
3. Percentage of students who are not academically prepared to complete work at a 9<sup>th</sup> grade level? Approximately 25 %
  - a. What interventions are used for these students? Students are provided with differentiated instruction, accommodations and supports that include but are not limited to- talk to text, small group instruction, use of technology, alternative formative assessments, 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 and subject standards
  - b. Are these students assessed for IEPs?  Yes  No
    - i. If no, why not? Not all students who are below grade level need special education services. Many students who are below grade level have had major gaps in their education.

F. Special Education

1. IEP Plan

Type of Plan	# Students with Pre-Existing	# Students Tested After Entry	# Students Who Receive After Entry
504 Plan	This is a general education issue.		
IEP Plan	53	15	13
IEP Plan with ERMHS <sup>1</sup> Services	9	8	8
IEP Plan with BSPs or BIPs <sup>2</sup>	5	1	1
Total	67	9	

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

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

2. Who determines if a student admitted to the facility has an IEP?
  - a. Name: Dulce Gonzalez
  - b. Title: Special Education Aide (SEA)
3. How soon is this determination made after a student is admitted? One to three days
4. How are a student's IEP records obtained? JCCS utilizes the Special Education Information System (SEIS) for districts within San Diego County. We also apply for records using written and faxed forms, and calling the district of record's special education liaison. Records may also be obtained through the education rights holder, Probation Officer, prior attendance or the Social Worker.
5. How long does it typically take to obtain such records? If the student has prior attendance, 24-48 hours. If the student is new to the facility or does not show active in SEIS, it may take 3-5 days.
6. For students with IEPs, please provide the following:

Type of Service	Provided at Facility?	In a separate room?	How often is it provided?	Who provides?
ERMHS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As identified by ERHMS	School Psychologist, Mental Health Caseworker
Counseling	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	School Psychologist and Mental Health Caseworker
Speech and Language Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IEP Team designates	Speech and Language Therapist
Occupational Therapy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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 staff members receive professional learning in the identification of students who have special needs. The training is completed by SDCOE Special Education Services, SDCOE Student Support Services, as well as the site Education Specialists, 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 the content area specific coaches, monthly staff meetings, accommodations

training, disability awareness training, access to the student's IEP and the SDCOE professional development calendar

- ii. an emotional disturbance? Co-teaching and full inclusion model with Educational Specialists, meetings with the Mental Health Caseworker, monthly staff meeting
- iii. significant attention issues? Differentiated instruction; co-teaching model; working with the content area specific coaches, monthly staff meetings, accommodations training, disability awareness training, access to the student's IEP and the SDCOE professional development calendar

8. Credentialed Special Education Teachers

- a. How many credentialed special education teachers are at the facility full-time? Four- they are now called Education Specialists at KM. They also provide services to GRF.
- b. Do credentialed special education teachers participate in lesson planning and curriculum development?  Yes  No
  - i. If yes, how often do they meet with teachers? Daily, weekly, and during PLC meetings
- 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 IEP is developed. At the end of the 30-day placement period, 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, electronic mail, and through the Probation Officer if necessary
- f. Describe the most common obstacle to IEP compliance: Parent involvement and attendance to the IEP meetings, a delay in receiving current records from the district of residence, and probation constraints

10. General Special Education Questions

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

- b. What resources available to accommodate students with special education needs?  
All classes are provided with an Education Specialist and/or special education teacher's aide dependent upon the needs and the IEP's for the students enrolled at our school on any given day. All staff are provided with the list of the accommodations, modification and supports for their students. Additionally, students receive specialized academic instruction, the use of a variety of texts, access to technology, small group instruction, Positive Behavior Interventions and Supports (PBIS) and counseling services.
- c. How many students are brought to the facility directly from school? NA
- 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 transition question for SD Probation

G. Post-High School/GED Programs

1. How many students are taking courses for college credit online? 4
- a. At what college(s)? Palomar, Mira Costa, San Diego City, Grossmont 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?  
Guitar (Music) Business Information Systems
2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating?  Yes  No
3. Are programs scheduled so all students can participate in all programs?  Yes  No
- a. If no, how many students have been denied participation in one of these programs in the last calendar year? Students are not denied participation in CTE programming

I. Special Programs and Activities

1. What other special programs or activities are take place in the classroom?  
Art Health  
Project Aware YOU- Second Chance

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

What independent study options are available? NA

1. When is independent study used? Per the 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		0	32
Physician's Assistant	1		0	MWF (24 hours/week)
Registered Nurse	2		0	24 hours/day x 7 days/week
Licensed Vocational Nurse	2 days 1 pm 1 night		0	2 AM Nurses 12 hours/day M-F 1 AM Nurse 12 hours/day S-S 1 PM Nurse 8 hours/day M only 1 PM Nurse 10 hours/day T-F 1 Night Nurse 12 hours/ x 7 days a week
Nurse Practitioner	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	
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"/>	Done by Mental Health	
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Public Health
Pregnancy test (if females are held in facility)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Clarity pregnancy tests
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

#### C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
  - a. medical services/treatment? Youth submits sick call slip in box and they are picked up 4 times per day; Probation and STAT Team may refer or request an exam.



- b. dental services/treatment? Youth submits 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  No
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 shifts 2-3 and weekends 2
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  No
- a. If yes, how many treatment rooms does the facility have? 3
- b. If no, where are the youth treated? \_\_\_\_\_
6. On average, how long does it take for clinic staff to respond to:
- a. an emergency? 1 to 4 minutes depending on location of emergency
- b. an request for an inhaler? 2-8 minutes
7. Call Slips
- a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? RN or PA sick call slips within 8 hours
- b. Of a random sample of 25 sick call slips:
- i. How many were responded to? 25
- 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  No
- b. If yes, how is a visit arranged? Appointment is scheduled by the clinic with MD order and permission from Probation.
- c. How many youth saw a personal healthcare provider during the calendar year? 249

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances. CFMG does not accept compromised youth(s) 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? Emergency Room

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

1. 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. Death

1. 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

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 unconsciousness

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 checked="" 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. Aggression Replacement Training
  - b. Alateen
  - c. Alcohol Education
  - d. Alcoholics Anonymous
  - e. Alcohol and Other Drug Wellness
  - f. Book Club
  - g. Criminal Conduct Substance Abuse
  - h. Curriculum-Based Motivation Group
  - i. Domestic Violence Prevention
  - j. Food Safety Education
  - k. Healthy Relationships
  - l. Hepatitis Education
  - m. HIV/STDs
  - n. Life Skills
  - o. Literacy Program
  - p. Literacy Thru Character
  - q. Meditation Program
  - r. Mindfulness Program
  - s. My Life My Choice
  - t. Movie Night Questions
  - u. Moral Recognition Therapy
  - v. Nutrition Education
  - w. Oral Health Education
  - x. Pet Therapy
  - y. PREA

- z. Reading Legacies
- aa. Reproductive Health Education
- bb. Seeking Safety
- cc. T4
- dd. TCU Mapping Enhanced Counseling
- ee. Tobacco Education
- ff. Treatment Readiness and Induction Program
- gg. Tuberculosis Education
- hh. Vocational Training
- ii. Work Readiness

**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
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 hours
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 and procedure section 6.2 Recreation and Exercise.
4. How many hours per day are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)? 3 hours during the weekdays and 5 hours on the 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 then informed of the need to allow youth to work on the homework.

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? Daily, Weekly and Monthly

### 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: \_\_\_\_\_

### 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

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. Refer to policy section 7.0 on 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? 2 %

F. Serious Incidents

1.

Incident Type	Number of Occurrences
Suicides	0
Attempted suicides	3
Deaths from other causes	0
Escapes	1
Attempted escapes	0
Serious assaults on detainees	29
Serious assaults on staff	10
Other serious incidents	14
Serious incidents above for which there is a written record	All

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   | <input type="checkbox"/> Committee       |
5. Number of instances in the last calendar year: 208



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.

<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: 47

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.

<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	<input checked="" type="checkbox"/> Committee
5. Number of instances in the last calendar year: 0 uses of the Restraint Chair

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: 279

## 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

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? 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? 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: Training in LMS; In house training in food service, food prep, production, portion control, diets and food handling.
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 County Sheriff's Department  
Describe the types of work youth perform in the kitchen: Youth do not work in the kitchen

### 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? 3,120
4. Are youth protected from having food taken from them?  Yes  No
5. What approximate percent of calories are from the following:  
Protein: 17 (130 grams) %      Carbohydrate: 56 (513 grams) %  
Fat: 20 (68 grams) %      Saturated fats: 6 (20 grams) %
6. What is the procedure for handling a youth's request for second helping/additional food?  
At their request, additional fruit is available in each unit.

### 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? As need
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
    - i. 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: On a random basis 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?

<b>Training Type</b>	<b>Does Staff Attend?</b>	<b>How Often</b>	<b>Who Provides?</b>
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 <b>In</b> the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly	PREA E-BLAST
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs <b>Outside</b> the Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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 the Administrative Policy; see section 903 in the Institutional policy.
2. Please provide the written policy that ensure youth are not bullied by staff. See Section 2.4 “Rules and Professional Conduct.”
3. In the past calendar year, have there been any allegations of the following:

<b>Type of Misconduct By Staff Member</b>	<b>Occurred in Past Calendar Year?</b>	<b>To a Youth In Custody</b>	<b>To a Youth Out of Custody</b>
Physically Assaulting Youth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sexually Assaulting Youth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Touching a Youth in an Inappropriate Way	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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 would be thoroughly investigated, and reported up 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

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