

JJC DETENTION FACILITY INSPECTION REPORT

A. Detention Facility Information

Facility Name:	
JUVENILE RANCH FACILITY	
Facility Address:	Date of Inspection: November 16, 2011
957 Forrest Gate Road Campo, CA 91906	JJC Chair: Kathleen Edwards
	JJC Admin. Officer: Michele Cummings
	JJC Secretary: Kathi Hamill
	Chief of Probation: Mack Jenkins
Presiding Judge of the Juvenile Court: Hon. Cynthia Bashant	
Facility Administrator: James Seal, Director	Telephone: (619) 401-3580
Detention Facility Contact: James Seal, Director	Telephone: (619) 401-3580
Inspection Team: Charlie Cleaves and Joan Hiser	

B. Recommendations and Comments:

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

1. Carefully monitor general funds to adequately repair, paint, and update facility needs despite historical site designation, and continue to address San Diego County Grand Jury findings of 2009-2010 that the exterior maintenance has been neglected and is deteriorating, including replacing all worn carpets throughout the facility.
2. Monitor East Mesa Juvenile Detention Facility residents for suitable transfer to the Juvenile Ranch Facility to better utilize the facility.
3. Build and develop mentoring programs prior to reentry to community and/or adulthood. That community mentoring programs be invited into the facility to develop mentors and relationships prior to discharge and reintegration.
4. Build relationships with faith-based and other community organizations to start programs prior to discharge into the community.
5. Increase parental involvement programs, when appropriate, despite distance and remoteness of facility.
6. Use Tele-Mental and Tele-Psychiatry Services to support the onsite psychologist, Dr. Nelson, at the facility and Stabilization Treatment and Transition (STAT) Team.
7. Continue work the San Diego County Office of Education to ensure staff are more connected with the minor's school of record.
8. Implement the Probation Department's Aftercare Program to begin six months prior to release to support successful transition into the community and completion of probation.
9. Upgrade the thickness of mattresses in residential areas.
10. Install video cameras throughout the facility to protect residents from Prison Rape Elimination Act (PREA) incidents and to protect staff from false allegations.

11. Conduct orientation for all wards stressing the dangerousness of escaping into the desert environment.

General Comments:

Director Seal and his staff run a great facility. It has the feel of military boot camp with residents following instructions and policies without problems and displaying mental discipline. The kitchen was clean and in good condition. Dietitian Marlene Tutt and her staff take pride in providing quality foods equaling 3,000 calories a day with no fried foods. Milk is served at every meal and snacks are available before bedtime. Correctional staff was very professional and those interviewed stated that they loved working there and would work nowhere else. Positive attitudes were evident in their direct communication with residents.

C. Average Daily Population & Staffing Information

Population Information:

	Adult Male	Adult Female	Juv. Male	Juv. Female	Total
Facility Capacity	0	0	135	0	135
Facility Average Daily Population	0	0	130	0	130

Has the facility exceeded capacity since the last inspection?

- Yes No

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

- Yes No

List the languages spoken by Probation staff members.

English, Spanish, contract interpreters as needed through Interpreters Unlimited.

Probation Staffing Ratios:

Awake: 1:15

Asleep: 1:30

Probation Staffing:	# Filled	# Open
Director	1	0
Supervisors	4	0
Senior Probation Officers	7	0
CDPOs	40	0
Admin/Support	2	0
Other	0	0

D. CSA/Other Inspections

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

Food Services/Environmental: June 1, 2011
 Title 15: September 21, 2011
 CSA Inspection: December 15, 2009
 Grand Jury: November 18, 2011
 Fire and Life: March 11, 2009
 Date of last fire drill: October 12, 2011

E. Facility Construction Information

Date Facility was: Constructed: 1940	Remodeled: Never
Construction Added: 1985 Rayo I & II /kitchen	Construction Planned: None

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

No

F. Serious Incidents in Facility During Previous Calendar Year:

Number of:	Suicide Attempts: 0	Suicides: 0
	Escape Attempts: 1	Escapes: 9
	Serious Assaults on Prisoners: 0	
	Serious Assaults on Staff: 0	
	Other Serious Incidents: 0	
	Serious Incidents Above for Which There Is A Written Record: 10	

G. Problems/Complaints Affecting Facility During Previous Calendar Year

Court Orders Affecting Facility (Attach Copy if Available): No				
Pending Litigation: None				
Number of Written Complaints Involving:				
Detainees: 0	Attorneys: 0	Family: 0	Medical: 0	Abuse: 0

H. Visual Review of Facility:

Living Area Comments: Well maintained and very clean throughout. Youth were accountable for their spaces and seemed to take pride in their areas.

Day Room Comments: Common areas were clean and youth were eating and/or playing table games.

Kitchen Comments: Very clean and maintained. New appliances throughout.

Medical Area Comments: Staff was very diligent, organized and very caring toward the youth and their health.

Recreation Area Comments: Swimming pool, ball field, outside basketball courts for large muscle exercises and ball games - all clean and maintained.

Visiting Room Comments: Visiting is difficult due to the remoteness of the facility, but no problems with rooms.

Special Housing Comments: Problem residents are taken to the East Mesa Juvenile Detention Facility.

SECTION A: ADMINISTRATION / MANAGEMENT

A.1 Policy Development and Monitoring

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

Title: Deputy Chief Probation Officer

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

Quarterly

Are policy and procedure manuals available on site?

Yes No In electronic format on a shared drive for Probation staff only.

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

Yes No A complaint can be made to anyone.

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 Any staff can propose to the Policy Review Committee, Supervisor, Director or DCPO.

Please list the number of manuals available and the locations.

- 16: One per dorm and one in the Admin. Senior's office. Also available to all staff online.

Are Probation staff members permitted to access these manuals?

Yes No

Are contractors familiarized with these manuals during contractor orientation?

Yes No

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

Yes No

A.2 Internal Inspections and Reviews

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

Yes No

If yes, how often: Weekly

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

- Weekly or as needed.

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

- Weekly or as needed

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

- Weekly or as needed

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

- Weekly or as needed

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

- Monthly or as needed

A.3 Youth Records

Are case records regarding individual youth kept on site?

Yes No Through PCMS

If yes, describe the steps taken to protect their confidentiality: Files are password protected.

A.4 Admission and Orientation

Are minors oriented to rules and procedures?

Yes No

Are minors given copies of rules and procedures?

Yes No

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

Yes No

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

Yes No

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

Yes No

Are rules and procedures posted anywhere in the facility?

Yes No Each ward is provided a copy of the rule book.

A.5 Personal Property and Monies

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

Yes No

A.6 Youth Release and Transition

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

Yes No

Do facility Probation staff members (“inside POs”) consult with the probation officer that will be assigned to the youth when they leave (“outside POs”) to discuss transition-related concerns?

Yes No

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

Yes No

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

Yes No

A.7 Accommodations for the Disabled

Does the facility accept youth with disabilities?

Yes No

This facility is not ADA compliant. Other arrangements are made for wards who are deaf because it poses a safety issue.

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

Yes No

SECTION B: SECURITY AND CONTROL

B.1 Post Orders

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

Yes No

Do Probation staff members have performance reviewed annually?

Yes No

B.2 Permanent Logs

Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis?

Yes No

Are these logs stored electronically?

Yes No

If yes, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted?

Yes No

B.3 Security Features

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

Yes No

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

Yes No

B.4 Security Inspections

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

Yes No

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

Are random reviews of security tapes conducted?

Yes No

B.5 Control of Contraband

Are there written policies that describe contraband?

Yes No

Are there written policies that describe the disposition of contraband?

Yes No

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

No specific type of contraband or high numbers.

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

Yes No

Has a controlled substance (alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth within the last 12 months?

Yes No

B.6 Detainee Searches

Do Probation staff search sleep areas/rooms?

Yes No

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

Yes No

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

Yes No

B.7 Accountability and Supervision

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

- CSA ratios maintained. 1:15 ratio of staff to detainees.

B.8 Use of Force

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

- Yes No

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

- Yes No

Is each instance of a use of force documented?

- Yes No

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

- Yes No

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

- Yes No

B.9 Non-routine Use of Restraints

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

- Yes No

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

- Yes No

Is each instance of a use of restraints documented?

- Yes No

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

- Yes No

B.10 Tool & Equipment Control

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

- Yes No

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

- Yes No

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

- Yes No

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

- Yes No

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

- Yes No

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

Yes No

B.11 Weapons Control

Are weapons of any types permitted in the facility?

Yes No

Is there a weapons locker on site?

Yes No

If yes, where is it located? Administration next to Administrative Senior Probation Officer's office.

B.12 Discipline

Are there written policies that describe the discipline process?

Yes No

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

Yes No

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

Percent: Less than 10%; most are for markdowns or school.

B.13 Supervision for Special Housing

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

- Juvenile Ranch Facility does not have special housing.

B.14 Contingency/Emergency Plans

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

- Contagious disease outbreak (Tuberculosis, Flu, etc.)
- Earthquake
- Fire
- Power outage/failure
- Unit Disturbance

SECTION C: FOOD SERVICE

C.1 Sanitation and Meal Service

Who/what agency maintains the kitchen area?

- The Sheriff Department.

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

Yes No

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

Yes No

Do youth work in the kitchen?

Yes No

If yes, have they been trained?

Yes No

Are youth permitted to converse during meals?

Yes No

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

Yes No

Are meals served cafeteria style?

Yes No

Are youth permitted 20 minutes or more to eat?

Yes No

C.2 Adequate and Varied Meals

Is there a weekly menu posted?

Yes No

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

Yes No

How many calories per day does a youth who eats all of the standard meals provided consume? 3000 calories/day.

What approximate what percent of calories are from the following:

Protein: 20%
Carbohydrate: 55%
Fat: 25%

Are weaker youths protected from having food taken from them?

Yes No

C.3 Special Diets

Can special diets be accommodated when medically necessary?

Yes No

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

Yes No

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

Yes No

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

Yes No

SECTION D: COMMUNICATION

D.1 Staff-Youth Communication

Are youth provided opportunities to communicate with staff in writing?

Yes No

Are youth provided opportunities to communicate with staff verbally?

Yes No

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

Yes No

D.2 Interpersonal Communication/Diversity Training

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

Yes No Safe Crisis Management (SCM)

List types of diversity training by Probation staff members:

- Safe Crisis Management; Embracing Diversity/Encouraging Respect

D.3 Grievances

Is there a formal grievance policy?

Yes No

Are written grievances reviewed daily?

Yes No

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

Yes No

Is there a method for youth to be able to express concerns about the facility to a Probation Department official who is not assigned to the facility?

Yes No

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

Yes No

Is there a formal grievance process available for parents?

Yes No

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

SECTION E: SAFETY AND SANITATION

E.1 Fire Safety

Do facility leaders have specific concerns about fire safety?

Yes No

E.2 Non-Hazardous Furnishings

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

Yes No

E.3 Control of Dangerous Materials

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

Yes No

E.4 Clothing and Bedding

How often is bedding laundered? Sheets/pillow cases – weekly; Blankets – monthly.

Are additional blankets available on request?

Yes No

How often are youth given clean clothes? Daily.

Upon inspection, did clothing appear appropriate for the season and weather?

Yes No

Upon inspection, did clothes appear clean?

Yes No

E.5 Personal Hygiene/Showers

How frequently must youth shower? Daily

Showers per week: 7

Minutes per shower: 3 – 5

E.6 Physical Facility and Equipment

Does this facility have a court holding area?

Yes No

SECTION F: SERVICES AND PROGRAMS

F.1 Classification, Review, and Housing

Are youth assessed upon intake to determine appropriate classification?

Yes No

Do facility leaders conduct adequate re-classification reviews periodically?

Yes No

F.2 Religious Practices

Are youth religious services offered in the facility?

Yes No

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

Protestant, Catholic, and other faiths upon request.

Are religious services offered in a language other than English?

Yes No

If yes, list the languages in which services are offered: As needed.

Are youth offered religious or faith-based counseling services?

Yes No

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

Yes No

F.3 Volunteer Work Assignments

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

Yes No

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

Yes No N/A – there are no un-sentenced youth at JRF.

F.4 Work Assignments and Security

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

Yes No

If yes, describe the nature of the assignments.

Clean personal space.

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

Yes No N/A – there are no un-sentenced youth at JRF.

F.5 Programming

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

- Anger management classes/Counseling/Groups
- Conflict resolution skills
- Diversity/Tolerance/Human relations
- Domestic/Relationship violence education
- Family reunification planning
- Financial literacy education
- Gang awareness/Prevention/Intervention
- Health and wellness education
- Parenting education
- Sexual health education
- Social/interpersonal skills

- Substance abuse counseling
- Survivors of abuse/maltreatment/violence counseling
- Victim awareness
- Vocational training

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

Are youth given opportunities for physical recreation/exercise?

- Yes No

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

Is participation in physical recreation/exercise required?

- Yes No

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

- Yes No

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

F.7 Access to Legal Services

Are youth permitted to have reasonable contact with their attorneys?

- Yes No

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

- Yes No

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

- Yes No

F.8 Telephone Access

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

- Yes No

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

- Yes No

Are telephone calls monitored?

- Yes No

Are telephone calls recorded?

- Yes No

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

- Yes No

F.9 Visitation Privileges

What are the visitation hours for this facility?

Hours: Sundays 12 – 2 p.m. Other times, as requested.

Who may visit youth? Check all that apply.

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

Is there ample space in the facility for visitation?

- Yes No

Are youth permitted to have private conversations with visitors?

- Yes No

Do Probation staff members supervise visits?

- Yes No

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

- Yes No

If yes, please describe.

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

- Yes No

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

Transportation; Proper I.D.; Undocumented; Tough Love

F.10 Detainee Mail and Correspondence

Are youth permitted to receive mail?

- Yes No

Are youth permitted to send mail?

- Yes No

Is postage free?

- Yes No

Is mail screened for contraband?

- Yes No

Does a staff member read mail addressed to a youth?

- Yes No

Only when approved by a Senior Probation Officer, when there is a safety and security concern in the facility/community, or by court order.

SECTION G: HEALTH CARE

Medical Staffing:	#Filled	# Open	Contractor (Y/N)
Physician	1	0	N
Physician's Assistant	0	0	N
Registered Nurse	2	0	N
Licensed Vocational Nurse	1	0	N
Nurse Practitioner	0	0	N
Emergency Medical Tech	0	0	N

G.1 Intake Health Screening

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

*N/A – Screening is completed at Kearny Mesa Juvenile Detention Facility upon intake.

- Medical
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (no females held at this the facility)

G.2 Medical, Dental, and Mental Health Appraisals

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

*N/A – Screening is completed at Kearny Mesa Juvenile Detention Facility upon intake.

- Medical (Complete history and physical)
- Dental
- Vision
- Mental health/Psychological
- Sexually transmitted infections
- Pregnancy tests (no females held at this the facility)

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

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

- Yes No

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

- Yes No

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

- Yes No

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

Yes No

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

Yes No

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

Registered Nurses

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

Slips are picked up once a day and responded to in less than 24 hours.

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

Yes No

G.4 Experimental Research

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

- Behavioral/Psychological
- Biomedical
- Cosmetic
- Pharmaceutical

If applicable, do youth consent to participation in research? Yes.

If applicable, do parents consent to participation in research? Yes.

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

1. Research projects are assessed on a case by case basis by the San Diego County Probation Department, sometimes in conjunction with the Juvenile Court. The specifics of each approved project vary (e.g., who is responsible for the research – i.e., the Principal Investigator, specific approvals sought, regulatory agencies involved, training required or provided etc.) and depend, in part, on whether the research involves only archival data or collaborative data analysis conducted in conjunction with the Probation Department research office versus data collected directly from minors in custody at Probation-run facilities or minors who are Wards of the Court but living in the community.
2. An ongoing inter-disciplinary research program that conducts research at San Diego County Probation Department facilities for juvenile wards of the court is led by Dr. Amy E. Lansing. As of 2012, this program of research was funded by the National Institute of Health (e.g., National Institute of Child & Human Development, National Center on Minority Health & Health Disparities), NIH-supported organizations within the University of California, San Diego system (e.g., UCSD's Clinical & Translational Research Institute, UCSD's Comprehensive Research Center in Health Disparities) and/or UCSD organizations (e.g., Academic Senate). The following criteria is utilized to protect youth who participate in their research as well as UCSD staff:
 - a. Juvenile Court applications are submitted, and reviewed by the Presiding Judge and Juvenile Court lawyers, to request access to Wards of the State. After review, any needed modifications, and approval, a Juvenile Court Order provides access to youth in Probation facilities and/or monitored by the Probation Department.
 - b. Project requests are made to the San Diego County Chief Probation Officer and appropriate Deputy Chiefs (e.g., Deputy Chief of Institutional Services for research

occurring on site at Probation Department facilities). Probation Department approval is sought for each research project.

- c. The Institutional Review Board (IRB) at the University of California, San Diego (and IRBs at any collaborating institutions such as Yale University, San Diego State University) must first approve any research project before it begins. The IRB always consists of a Prisoner Representative, as well as other members with specific expertise relevant to each reviewed project (e.g., Developmental Psychologist, Neuropsychologist, Radiologist, Pediatrician, Neurologist etc.). See <http://irb.ucsd.edu/3.7.pdf>
- d. After UCSD IRB approval is obtained, the research protocol and all consent and assent forms are sent to the California Department of Health and Human Services for review related to Subpart C regulations (43 FR 53655; Additional DHHS Protections Pertaining to Biomedical and Behavioral Research Involving Prisoners as Subjects). Research involving incarcerated youth may only begin after this additional approval is obtained. See <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#subpartc>
- e. All youth participants voluntarily assent (13-17 year olds) or consent (18 year olds), following ethical standards and using language geared toward adolescents. Specific questions are asked of the youth during the assent/consent process to confirm that the youth does understand what participation in the study means.
- f. Parental Consent is sought for minors, and neutral Participant Advocates facilitate youth and/or parental consent.
- g. Consent/Assent (answering questions, reviewing right to withdraw from the study at any time etc.) is an ongoing process during participation.
- h. A Federal Certificate of Confidentiality is obtained for each research project and protects collected data. All Universities, co-investigators and faculty involved in any given research project are included on the Federal Certificate issued by the National Institute of Health and are held to the same requirements with respect to confidentiality, compliance with privacy safeguards and protection of human participants in research as well as additional requirements for research with vulnerable populations . See <http://grants.nih.gov/grants/policy/coc/>
- i. UCSD Youth Study staff who have contact with the youth and/or collect archival data at Probation-run facilities, each go through:
 - 1) UCSD's background check for Staff (non-salaried/non-staff students go through Probation's background check, see ii below)
 - 2) San Diego County Probation Department's Volunteers in Probation process (See VIP details at: http://www.sdcounty.ca.gov/probation/volunteer_opportunities.html) which includes submitting a personal application, being cleared after a County health appointment, providing finger print records, and completing a background check and clearance.
 - 3) Collaborative Institutional Training Initiative for human subjects' protections training. See <https://www.citiprogram.org/aboutus.asp?language=english>
 - 4) Basic training related to the Prison Rape Elimination Act (e.g., assessing and detecting sexual abuse and assault) and mandated reporting criteria under a Federal Certificate of Confidentiality.
 - 5) Safety orientations specific to requirements at each site (e.g., Girls Rehabilitation Facility)
 - 6) Assessing mental health issues (e.g., suicidal / homicidal ideation, non-suicidal self-injury etc.) and/or protection of information (HIPAA, see <https://www.privacyrights.org/fs/fs8a-hipaa.htm>) relevant to that staff member's contact with youth and/or archival data.

- 7) All co-investigators must complete CITI training as well even if they are only involved in secondary data analysis. Co-investigators who may have direct contact with youth are also named on the Juvenile Court Order.

j. UCSD Youth Studies Principal Investigator Contact Information:

Amy E. Lansing, Ph.D.
Cognitive and Neurobehavioral Studies in Aggression, Coping, Trauma and Stress,
Director
University of California, San Diego
9500 Gilman Drive, Mail Code 0949
La Jolla, CA 92093-0949

G.5 Suicide Prevention

Is there a written suicide prevention plan in place?

Yes No

Have there been any instances in the last 12 months where the written plan was not followed in response to a youth at risk of suicide? Yes No

G.6 Hunger Strikes

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

Yes No

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

Yes No

G.7 Death

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

Yes No

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

Yes No

G.8 Informed Consent/Involuntary Treatment

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

Yes No

Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications?

Yes No

G.9 Infectious Disease

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

Yes No

SECTION H: EDUCATION

School Staffing:	#Filled	# Open	SDCOE/JCCS? (Y/N)
Credentialed Teachers Total	8	0	Y
Credential Special Education Teachers Total	1	0	Y
Teachers' Aides	6	0	Y
Paid Tutors	0	0	N/A
Volunteer Tutors	0	0	N/A
Other: After-school CAHSEE tutors	4	0	Y

H.1 School Capacity/Attendance

How many youth are attending school? Number: 115 as of September 28, 2011

Estimate the average grade level of youth participating in school in the facility: 10th – 11th gr.

Estimate the average age of youth participating in school in the facility: 15-16 years

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

Yes No

H.2 Supplies

Are there an adequate number of textbooks?

Yes No

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

Yes No

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

Yes No

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

Yes No

Are there computers available for youth to use?

Yes No

If yes, are youth supervised while using the computers?

Yes No

H.3 High School Programs/GED

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

Yes No

Are records from previous schools available to facility school staff?

Yes No

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

Yes No

H.4 Post-High School/GED

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Are youth able to take courses for college credit online?

Yes No

Do youth in the facility take military readiness testing?

Yes No

H.5 Vocational Programs/ROP

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

Yes No

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

Yes No

H.6 Special Education/IEP Programs

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

Yes No

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

Number: 23 as of September 28, 2011

Are regular IEP meetings held?

Yes No

Are parents notified of these meetings?

Yes No

Are parents permitted to attend these meetings?

Yes No

Describe the most common obstacle to IEP compliance: Short length of stay.

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

Yes No

H.7 Special Programs and Activities

Describe other special programs or activities sponsored by school staff.

Literacy program using the Lindamood-Bell Model; CAHSEE Tutoring Program

H.8 Independent Study

Are independent study options available?

Yes No

H.9 Relationship with Other Stakeholders

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

There is a great working relationship with staff and all stakeholders. Collaboration is the key to the success of the youth, therefore, an important function with the Probation Department.

SECTION I: WORKFORCE INTEGRITY

I.1 Staff Background and Reference Checks

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

Yes No

Do staff members have reference checks before they are hired?

Yes No

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

Yes No

Do staff members undergo drug testing before they are hired?

Yes No

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

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

I.2 Staff Training, Licensing, and Credentialing

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

- Adolescent development. If yes, how often? Yearly.
- Appropriate relationships/boundaries with youth. If yes, how often? Yearly.
- Appropriate disciplinary techniques. If yes, how often? Yearly.
- Confidentiality. If yes, how often? Every 2 years.
- Conflict management. If yes, how often? Yearly.

- CPR/First aid. If yes, how often? Every 2 years.
- Emergency response. If yes, how often? Yearly.
- Ethical decision-making. If yes, how often? Every 2 years.
- Inclusion methods for youth with disabilities or special needs.
If yes, how often? Every 2 years.
- Reporting requirements for abuse, neglect, or maltreatment that occurs in the facility.
If yes, how often? Every 2 years.
- Reporting recruitments for abuse, neglect, or maltreatment that occurred outside the facility.
If yes, how often? Every 2 years.
- Sexual harassment. If yes, how often? Every 2 years.
- Signs of abuse or neglect. If yes, how often? Yearly.
- Use of force. If yes, how often? Twice yearly – DTAC.
- Use of restraints. If yes, how often? Twice yearly - DTAC

I.3 Staff Misconduct

Are there written policies for addressing staff misconduct?

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION J: BUDGET AND FISCAL CONCERNS

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

N/A