

**County of San Diego - Juvenile Justice Commission  
2013 Inspection**

*According to Welfare and Institutions Code 229, the Juvenile Justice Commission conducts annual inspections of the juvenile detention facilities in San Diego County. It shall report the results of such inspections together with its recommendations based thereon, in writing, to the Juvenile Court and to the Board of State and Community Corrections.*

**A. Detention Facility Information:**

<b>Facility Name:</b> <b>KEARNY MESA JUVENILE DETENTION FACILITY</b>	
<b>Facility Address:</b>  2801 Meadow Lark Drive San Diego, CA 92123	<b>Date of Inspection:</b> February 27, 2014
	<b>JJC Chair:</b> Kimberly Allan
	<b>JJC Administrative Officer:</b> Marc Regier <b>JJC Secretary:</b> Kathi Hamill
	<b>Chief Probation Officer:</b> Mack Jenkins
	<b>Presiding Judge of the Juvenile Court:</b> Hon. Carolyn Caietti
<b>Facility Administrator:</b> Craig E. Stover, Probation Director	<b>Telephone:</b> (858) 694-4501
<b>Detention Facility Contact:</b> Craig E. Stover, Probation Director	<b>Telephone:</b> (858) 694-4501
<b>JJC Inspection Team:</b> Melanie Delgado / Joan Hiser / Janice Tang	

**B. Recommendations:**

**The 2013-2014 Juvenile Justice Commission recommends that the San Diego County Probation Department:**

- 1. Where possible, increase the frequency of the Anger Management program and/or offer more similar programs. During the individual interviews of two youth, they stated that they benefit from the program, which is currently offered once a week. They noted that they would further benefit if the program was offered more frequently.*
- 2. Take further steps to reduce or eliminate the use of O.C. (oleoresin capsicum) Spray: The Commission is encouraged to see that this facility has undertaken efforts to reduce the use of O.C. spray. However, there were still 86 uses of O.C. spray in 2013, which is, on average, more than one use every week. The Commission recommends that Probation ensure that written policies are in line with the practices as they were described at the inspection. Staff noted that O.C. spray is used only when there is a threat to the physical*

*safety of officers or youth in the facility, and it is not used to gain compliance with an order or for punishment in any circumstance. The Policies and Procedures should very clearly reflect this. Interviews with staff and the documented decline in the usage of O.C. spray in the facility indicate that the facility is taking successful steps to reduce the usage of O.C. spray; Probation is encouraged to continue these efforts to reduce or eliminate the use of this chemical agent on the youth in the facility. Probation should continue to train officers in areas such as Safe Crisis Management (SCM) and Integrated Behavioral Intervention Strategies (IBIS) and should explore additional methods by which officers can avoid situations that would require the use of O.C. spray. Probation should also explore ways in which it can provide more oversight in instances where O.C. spray is deemed necessary.*

**The 2013-2014 Juvenile Justice Commission recommends that the San Diego County Office of Education:**

- 1. If feasible, implement Saturday School at the facility as an additional resource to students who are not academically prepared to complete work at their grade level.*

**C. General Comments**

*The Kearny Mesa Juvenile Detention Facility is working to improve the quality of education youth receive. Curricula are tailored around youth's current level. Ongoing evaluations are conducted to assess youth's reading and math skills. The average stay at the facility is usually only between 21-26 days. To ensure a smooth transition when the youth leaves the facility, a comprehensive report of the youth's academic record, including transcripts and assessments, will be sent to the school the youth will be transferring into.*

*As to the staffing vacancies, Probation Director Craig Stover indicated that the vacancies are in the process of being filled and will be filled shortly.*

*Attempted suicides have increased over the last year. Staff reports that this increase may be due in part to some of the youth in the facilities attempting multiple times. The facility has a strict procedure that it follows in cases of attempted suicide and has in place a suicide prevention plan. The facility is very cautious and cognizant of risk factors. Staff reports that if a youth in the facility even mentions suicide, that youth will be put on suicide watch.*

**D. Population & Staffing Information:**

**Average Daily Population:**

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Facility Capacity	0	0	279	80	359
Facility Average Daily Population	0	0	175 (2012) 149 (2013)	75 (2012) 66 (2013)	250 (2012) 215 (2013)

Has the facility exceeded capacity since the last inspection?  Yes  No

Does the facility house minors under California Welfare & Institutions Code Section 601?  Yes  No

If yes, are youth adjudicated pursuant to 601 separated from youth adjudicated pursuant to 602?  Yes  No

List the languages spoken by Probation staff members: Several staff are fluent in Spanish  
In addition, contract interpreters are employed as needed.

**Probation Staffing Ratios:**

Awake:  1 / 10

Asleep:  1 / 30

<b>Probation Staffing:</b> <i>(As of date of inspection)</i>	# Filled	# Open
Director	1	0
Supervisors	12	1
DPOs	0	0
CDPOs	161	0
Admin/Support	15	2
Other (Corr. Counselor, Storekeepers/Laundry)	4	0

**E. CSA/Other Inspections:**

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

<u>Agency</u>	<u>Date</u>
BSCC (Formerly CSA)	01-10-2012
Title 15	10-22-2013
US Marshals	09-10-2013
City of San Diego Fire Rescue Dept	10-16-2013
California Medical Association (Medical Accreditation)	06-05-2013
Date of last Fire drill: <u> 12-28-2013</u>	

**F. Serious Incidents in Facility During the Calendar Years:**

<b>Calendar Year 2012</b>	<b>Totals</b>
Deaths	0
Suicides	0
Attempted Suicides	10
Attempted Homicide	0
Minor's Transported to Hospital/Psych Facility	15
Serious Acts of Violence Involving three or more youth	26
Assault on Staff	13
Assault on Minor	31
OC Incidents/Non Fight	38
OC Incidents Fights	102
Injury to Staff/Contract Staff Requiring Medical Treatment	2
Criminal Conduct by Staff/Contract Staff	0

Totals	237
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Serious Acts of Violence Involving three or more youth may also be counted in OC Incidents Fights.

Calendar Year 2013	Totals
Deaths	0
Suicides	0
Attempted Suicides	23
Attempted Homicide	0
Minor's Transported to Hospital/Psych Facility	24
Serious Acts of Violence Involving three or more youth	20
Assault on Staff	17
Assault on Minor	37
OC Incidents/Non Fight	12
OC Incidents Fights	67
Injury to Staff/Contract Staff Requiring Medical Treatment	2
Criminal Conduct by Staff/Contract Staff	0
Totals	202

Serious Acts of Violence Involving three or more youth may also be counted in OC Incidents Fights.

**G. Problems/Complaints Affecting Facility During the Calendar Years:**

2012:

- Court Orders Affecting Facility (Please have a Copy, if Available):  Yes  No
- Pending Litigation:  Yes  No
- Number of Written Complaints / Grievances Involving:
  - Residents: 1,107
  - Attorneys: 0
  - Family Members: 0
  - Medical: 0
  - Abuse: 0

2013:

- Court Orders Affecting Facility (Please have a Copy, if Available):  Yes  No
- Pending Litigation:  Yes  No
- Number of Written Complaints / Grievances Involving:
  - Residents: 924
  - Attorneys: 0
  - Family Members: 0
  - Medical: 0
  - Abuse: 0

**H. Visual Review of Facility:**

Inspection Team comments: *The facility at Kearny Mesa is kept clean and secure. The County is in the process of updating the facility's cameras; the building was built in 1955. The update should be complete in 3-4 months (May or June 2014). The cameras have no audio, but there appears to be ample security and supervision throughout the facility.*

**I. Review of Confinement Conditions:**

Inspection Team comments: *The rooms in which the youth sleep are adequately appointed; they were clean, secure, and appeared to provide a balance between appropriate privacy for the youth and adequate supervision to ensure the youths' safety. It appeared that several of the rooms were being repainted; staff reported that this happens often due to graffiti the youth commonly scrawl on their room doors, window, etc.*

**SECTION A: ADMINISTRATION/MANAGEMENT**

**A.1 Policy Development and Monitoring**

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

Title: Facility Director/Superintendent

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

Are policy and procedure manuals available on site?  Yes  No

If yes, list the number of manuals available and the locations:

Number 3 paper copies & Online (Shared Drive)

Locations Superintendent's office, Admin Office, Watch Office, & Online (Shared Drive)

Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint?  Yes  No

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

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 or as more often needed

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

Weekly or more often as needed

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

Weekly or more often as needed

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

Weekly or more often as needed

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

Weekly or more often as needed

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

Weekly or more often as needed

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

Are case records regarding individual youth kept on site?  Yes  No

Inspection Team comments: All information on computers is password protected. The Security Manager and IT must authorize access. In addition, all persons who will be accessing confidential information on the computer must complete a four-hour training before receiving access. They must also sign confidentiality forms.

### **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

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

Number: 12

Locations: All Living Units

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

Are personal property and monies recorded, stored, and returned upon release?  Yes  No

Inspection Team comments: Personal property that may be kept in sleeping rooms, includes legal papers, letters, photos from home, and pencils.

### **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

Has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.) in the 2012 Calendar Year?  Yes  No  
 ..... in the 2013 Calendar Year?  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 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

**B.3 Security Features**

Does the facility have ample security features (i.e. cameras, locks, alarms, etc.)?  Yes  No

Inspection Team comments: *The facility is currently updating their camera systems. It is expected to be completed within the next 3-4 months.*

**B.4 Security Inspections**

Does the administrator in charge ever visually inspect the facility for security-related concerns?  Yes  No

If yes, how often: Weekly

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

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

**B.5 Control of Contraband**

Has a weapon been found in the possession of a youth in the facility during the 2012 Calendar Year?  Yes  No  
 .....during the 2013 Calendar Year?  Yes  No

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 during the .....2012 Calendar Year?  Yes  No  
 .....2013 Calendar year?  Yes  No

Describe if there have been a high number of incidents related to a specific type of contraband: No

**B.6 Detainee Searches**

- Do probation staff search sleep areas/rooms?  Yes  No
- 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 clothes mixed with soiled bedding or clothes during this process?  Yes  No

**B.7 Accountability and Supervision**

Inspection Team comments: *Safety checks are conducted every 15 minutes. Staff are trained in assuring youth are supervised at all times and in a manner that prioritize youth and staff safety. This is demonstrated through the use of the "cover command." In an event where a situation can become threatening, a staff will yell, "cover." Upon the command, youth will go into a safety position (on the floor, knees up, arms covering their head). This will allow staff to know they are not involved in a potentially threatening activity, and will also prevent staff from spraying them with OC.*

*The facility also uses a classification system by the colors of the youth's shirts. Different colors mean different units. Security staff must escort youth with the most severe offense at all times. They are also kept in separate housing.*

*Finally, staff tries to learn about youth and build a rapport. This helps staff to talk to youth and diffuse tense situations before they become critical, which helps to avoid the need for OC spray use or physical force.*

**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?  N/A  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 Use of Oleoresin Capsicum (OC) Spray**

- Are there written policies in place to ensure that OC spray is used only when necessary?  Yes  No
- Are there written policies in place to ensure that OC spray is used only as long as necessary?  Yes  No
- Is each instance of OC spray documented?  Yes  No
  - If yes, are these documents reviewed by the administrator in charge?  N/A  Yes  No

Inspection Team comments: *This decrease in the number of instances from 2012 to 2013 is attributed to the additional training officers received. Officers are trained to learn different alternatives to address issues, such as learning how to better talk to youth and providing youth with handouts.*



*It is further clarified that officers cannot spray OC to a youth that has been failure to comply with an order. Officers may only use OC Spray when there is a threat. The most common threats at the facility are assaults and fights.*

**B.10 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?  N/A  Yes  No

When there is an instance where use of restraints is used, does an internal committee or task force convene to discuss the incident?  Yes  No

Inspection Team comments: *The Safety Rooms are padded. In instances where non-routine use of restraints must be utilized, the first restraint will be the Safety Room. If the Safety Room is not a viable option, then the restraint chair will be used. The youth cannot stay in the restraint chair for more than two hours; however, youth may stay in the restraint chair for more than two hours with superintendent's approval and medical staff's review. Psychologists are also brought in to assess the youth.*

**B.11 Confinement**

Are there written policies in place to ensure that solitary confinement is used only when necessary?  N/A  Yes  No

Are there written policies in place to ensure that solitary confinement is used only as long as necessary?  N/A  Yes  No

Is each instance of solitary confinement documented?  N/A  Yes  No

If yes, are these documents reviewed by the administrator in charge?  N/A  Yes  No

Inspection Team comments: *The youth has his/her own room. Solitary confinement is not used at this facility.*

**B.12 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.13 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? Lockers located in IBR & Staff Entrance

**B.14 Discipline**

Are there written policies that describe the discipline process?  Yes  No

Are measures taken to ensure that due process is preserved?  Yes  No

Of a random sample of 40 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? Less than 10 %

Inspection Team comments: *Upon submission of a grievance, youth are automatically given a hearing. They may also appeal.*

**B.15 Supervision for Special Housing**

*On occasion, it may be necessary to remove a detainee from the general population and place him/her under stringent restrictions for security reasons. Placement on Administrative Segregation (AS) acts to physically and socially segregate a detainee from the general population. It is considered a temporary status, subject to daily review by the Unit Supervisor or Watch Commander. In order for a detainee to be placed on administrative segregation, approval from the Watch Commander or Unit Supervisor must be obtained. To continue such status beyond 72 hours, approval of the Supervisor in charge of Administrative Segregation and the Superintendent must be obtained. All requests for administrative segregation must be accompanied by an Incident Report providing written documentation specifying the security risk imposed by the detainee's actions, and the need for the special staff observation or control of the detainee's behavior. All detainees on administrative segregation are subject to twice daily review of their status and file by the Watch Commander. Safety checks for all youths are to be made at least every 15 minutes when detainees are confined to their rooms. If officers note strange or unusual behavior, they should increase the number of safety checks as appropriate. At all times, all youths are to be kept outside their rooms as much as safety and security permits.*

**B.16 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
- Other: Medical Emergencies, Hostage Situations, Bomb Threats, Explosions, & Floods.
- Other: Violence in the Workplace, Africanized Honey Bees & Wildlife Emergency, and Nuclear Attacks.

**SECTION C: FOOD SERVICE**

**C.1 Sanitation and Meal Service**

Are kitchen staff members trained regarding sanitation and food handling procedures?  Yes  No

Have kitchen staff members received any training in the last year other than training given to newly hired employees?  Yes  No

If yes, describe what the training included: Training is provided by the Sheriff's Department on an on-going basis. Youth will obtain a food handler certificate upon completion of the training.

Do youth work in the kitchen?  Yes  No  
 If yes above, have they been trained?  N/A  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?  N/A  Yes  No  
 Are meals served cafeteria style?  Yes  No  
 Are youth permitted 20 minutes or more to eat?  Yes  No  
 Who/what agency maintains the kitchen area? Sheriff Department  
 Describe the types of work youth perform: Prepare meal trays under guidance of the cook, deliver food to the units, and clean up after meals in the kitchen.

**C.2 Adequate and Varied Meals**

Is there a weekly menu posted?  Yes  No  
 Does a nutritionist, dietitian, or other health professional participate in the creation of the menu?  Yes  No  
 How many calories per day does a youth who eats all of the standard meals provided consume? 2800 calories  Yes  No  
 Are weaker youths protected from having food taken from them?  Yes  No  
 What approximate percent of calories are from the following:  
 Protein: 17 %  
 Carbohydrate: 56 %  
 Fat: 27 %

**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 during the 2013 calendar year?  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 during the 2013 calendar year?  Yes  No

**SECTION D: COMMUNICATION**

**D.1 Staff-Youth Communication**

Are youth provided opportunities to communicate with staff in writing?  Yes  No  
 Are youth provided opportunities to communicate with staff verbally?  Yes  No  
 Are communication aids (translators, hearing aids, etc.) provided when necessary?  Yes  No

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

Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner?  Yes  No

List types of diversity training attended by Probation staff members:  
Safe Crisis Management, Embracing Diversity/Encouraging Respect, & Sexual Harassment, and Integrated Behavioral Intervention Strategies (IBIS).

**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 2012? 0

If yes, how many parents have submitted grievances in 2013? 0

**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. Environmental Control**

Does the facility appear clean and sanitary?  Yes  No

Does the facility appear appropriately ventilated?  Yes  No

On the day of inspection, did the facility's temperature seem appropriate for the season and weather?  Yes  No

**E.5 Clothing and Bedding**

Are additional blankets available on request?  Yes  No

How often is bedding laundered? Sheets: Weekly, Blankets: Monthly

How often are youth given clean clothes? Daily

**E.6 Personal Hygiene/Showers**

How frequently must youth shower?

Showers per week: 7

Minutes per shower: 5 minutes

Inspection Team comments: *Hygiene products available to youth include toothbrush, toothpaste, shampoo, deodorant, soap, and lotion. Hair grease is available upon request.*

**E.7 Physical Facility and Equipment**

Does this facility have a court holding area?  Yes  No

If yes, is there access to water and a toilet?  Yes  No

**SECTION F: SERVICES AND PROGRAMS**

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

Are youth assessed upon intake to determine appropriate classification?  Yes  No

Do facility leaders conduct adequate re-classification reviews periodically?  Yes  No

**F.2 Religious Practices**

Are youth religious services offered in the facility?  Yes  No

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

*Catholic, Protestant, and any other services requested*

Are religious services offered in a language other than English?  Yes  No

If yes, list the languages in which services are offered: \_\_\_\_\_

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 Work Assignments**

Are sentenced youth in the facility permitted to work or perform chores on a *voluntary* basis?  Yes  No

Inspection Team comments: *All youth are required to keep their rooms clean. All other chores are on a voluntary basis. Voluntary work includes participating in the kitchen crew and/or cleanup crew.*

Are unsentenced youth in the facility permitted to work or perform chores on a *voluntary* basis?  N/A  Yes  No

Are sentenced youth in the facility *required* to work or perform chores?  Yes  No

Are unsentenced youth in the facility *required* to work or perform chores?  N/A  Yes  No

Inspection Team comments: *All youth are required to maintain the cleanliness of their rooms.*

**F.4 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
- Other: CSEC – Commercial Sexual Exploitation of Children
- Other: \_\_\_\_\_

**F.5 Exercise and Out-of-Sleeping Room Opportunities**

Are youth given opportunities for physical recreation/exercise?  Yes  No

If yes, how many hours per day? Weekdays: 3 hrs per day, Weekends/Non-School days: 5 hrs per day

Is participation in physical recreation/exercise required?  Yes  No

Inspection Team comments: *In situations where youth refuse to participate in physical recreation/exercise during the inspection, the youth will stay in their rooms. Staff will continue to engage youth throughout that time and encourage youth to participate in the activity.*

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? Weekdays: 1, Weekends: 3

**F.6 Access to Legal Services**

Are youth permitted to have reasonable contact with their attorneys?  Yes  No

Has an attorney in in the 2013 calendar year complained that they were not able to communicate with a youth/client?  Yes  No

Has a parent complained in the 2013 calendar year that their son or daughter was denied access to his or her attorney?  Yes  No

**F.7 Telephone Access**

Are youth permitted to use the telephone to contact parents/guardians?  Yes  No

Inspection Team comments: *Youth may call their parents/guardians during their free time, which is scheduled daily. Youth are also allocated a weekly phone call, at the expense of the facility.*

Are youth permitted to use the telephone to contact anyone other than parents/guardians and attorneys?  Yes  No

If no above, are youth permitted to use the telephone to contact other close family members under special circumstances (such as upon the recommendation of a counselor or therapist)?  N/A  Yes  No

Are telephone calls monitored?  Yes  No

Are telephone calls recorded?  Yes  No

Has a parent/guardian complained in the 2013 calendar year that their son or daughter was denied reasonable access to the telephone?  Yes  No

**F.8 Visitation Privileges**

What are the visitation hours for this facility? Thursdays: 6:30pm-8:30pm, Sunday: 9am-11am

Inspection Team comments: *If parents cannot visit youth during visiting hours, the parents can contact the facility to arrange special meetings.*

Who may visit youth? Check all that apply:

Parents/Legal guardians

Adult siblings

Minor siblings

Other: Court ordered, if cleared, Special circumstances, and Bi-weekly child visits.

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 2013 calendar year of a visitor bringing contraband into the facility?  Yes  No

Inspection Team comments: *Most contraband consists of candy and gum.*

Has there been an instance in the 2013 calendar year of a visitor threatening a youth or staff member?  Yes  No

List the primary reasons why family members do not visit youth: Transportation,  
Child Care, visitation hours conflict with work hours, and lack of proper ID.

**F.9 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

**SECTION G: HEALTH CARE**

<b>Medical Staffing:</b> <i>(At time of inspections)</i>	<b># Filled</b>	<b># Open</b>	<b>Contractor (Y/N)</b>
Physician	1	0	Yes
Physician's Assistant	1	0	N/A
Registered Nurse	5	0	Yes
Licensed Vocational Nurse	12	0	Yes
Nurse Practitioner	1	0	Yes
Emergency Medical Tech	0	0	N/A

**G.1 Intake Health Screening**

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

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

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

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

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

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

- Is there a procedure in place for youth to request medical services?  Yes  No
- Is there a procedure in place for youth to request dental services?  Yes  No
- Is there a 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?

Every minor is seen after a call slip is turned in accordance of triage of urgency.

Inspection Team comments: Sick call slips and their drop-boxes are located in unit. Sick call slips are collected 5 times a day. They are then given to a Registered Nurse, who will determine the urgency status of the sick call slip. Regardless of the status, the clinic addresses all sick call slips within 6-8 hours.

Of a random sample of 50 sick call slips, how many were responded to and in how many hours? All were responded within 8 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
- Other: Experimental research is not applicable

Do youth consent to participation in research?  N/A  Yes  No

Do parents consent to participation in research?  N/A  Yes  No

Describe any research studies in which youth in the facility participated in the 2013 calendar year.  N/A  Yes  No

#### **G.5 Response to Medical, Mental, and Dental Health needs**

Does the facility have adequate staff to respond to the medical needs of the youth in the facility? M-F staff on site, Weekends/off-hours staff on call  Yes  No

Does the facility have adequate staff to respond to the mental health needs of the youth in the facility?  Yes  No

Does the facility have adequate medical equipment to respond to the medical needs of the youth in the facility?  Yes  No

Does the facility have adequate clinic space and treatment rooms to respond to the medical needs of the youth in the facility?  Yes  No

On average, how long does it take for clinic staff to respond to a sick call slip? 6-8 hours (max: 8 hours)

On average, how long does it take for clinic staff to respond to an emergency? Immediately

On average, how long does it take for clinic staff respond to a request for an inhaler? Less than 4 minutes (max: 10 minutes)

**G.6 Suicide Prevention**

Is there a written suicide prevention plan in place?  Yes  No

Have there been any instances in the 2012 calendar year where the written plan was not followed in response to a youth at risk of suicide?  N/A  Yes  No

Have there been any instances in the 2013 calendar year where the written plan was not followed in response to a youth at risk of suicide?  N/A  Yes  No

Inspection Team comments: *All suicide threats are taken seriously. Clinic will contact psychiatric services, and the youth will be placed on suicide watch. Only psychiatric services can take a youth off of a suicide watch. For severe cases, youth will be hospitalized.*

**G.7 Intoxicated Minors:**

Does the facility have written procedures for the handling of minors under the influence of any intoxicating substances?  Yes  No

Are medical clearances obtained prior to booking any minor 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

Who provides medical clearance for these minors? Clinic staff or Children's Hospital

Did the facility detain any minors determined to be under the influence of an intoxicating substance?  N/A  Yes  No

If yes:

Was medical clearance obtained?  Yes  No

Were these detentions documented?  Yes  No

Were there documented safety checks at least once every 15 minutes?  Yes  No

**G.8 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 2012 calendar year where the written plan was not followed in response to a youth on a hunger strike?  Yes  No

Have there been any instances in the 2013 calendar year where the written plan was not followed in response to a youth on a hunger strike?  Yes  No

Inspection Team comments: *Youth who are on hunger strike will be assessed by the clinic. The clinic will conduct treatment plans, monitor weight loss, and if needed, refer the youth to psychiatric services. Probation officers are also instructed to observe the youth and monitor his/her meal intake. If the youth continues to refuse to eat, the youth will be given an IV (if the youth allows it; there is no forced IV) or admitted to the hospital.*

**G.9 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 2012 calendar year where the written plan was not followed in response to the death of a youth?  Yes  No

Have there been any instances in the 2013 calendar year where the written plan was not followed in response to the death of a youth?  Yes  No

Inspection Team comments: *Policies and procedures are in place to address instances where there is a death of a youth. Proper notifications will be followed.*

**G.10 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.11 Infectious Disease**

Is there an infection control program that aims to ensure that safety of youth, staff, and visitors?  Yes  No

**SECTION H: EDUCATION**

<b>School Staffing:</b> <i>(At time of inspection)</i>	#Filled	# Open	SDCOE/JCCS? (Y/N)
Credentialed Teachers Total	14	4 (As of February 27, 2014, there are no openings)	Yes
Credential Special Education Teachers Total	4	0	Yes
Teachers' Aides	13	0	Yes
Paid Tutors	0	0	N/A
Volunteer Tutors	0	0	No
Substitute Teachers	0	0	Yes

Inspection Team comments: *The school employs a full-time teacher whose role is to specifically help English Learners. Additionally, Common Core is in the process of being implemented.*

**H.1 School Capacity/Attendance**

How many youth are attending school? 175

Estimate the average grade level of youth participating in school in the facility: 10th

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

Inspection Team comments: *A youth would not attend school if they refuse to go. If a youth refuses to go to school on a regular basis, the youth will be under room confinement. The school will also be notified.*

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

Inspection Team comments: *A vast majority of youth are credit deficient. Their reading and math skills are below two grade levels of where they should be. Some intervention strategies to close these gaps include online resources to provide remedial and AP classes; and NWEA Assessment to monitor academic progress and assess youth's skills. Teachers also have access to intervention services. Currently, after-school tutoring is not offered, but the facility is analyzing the feasibility for the implementation of a Saturday school.*

## 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
- If yes, are they required to do so?  N/A  Yes  No

## H.5 Vocational Programs/ROP

Inspection Team comments: *The facility has career fairs, which includes military recruiters. The facility additionally has an Academic Transitions program and an online continuum of courses to help the youth.*

- Do vocational programs and ROP opportunities have sufficient space and resources for the number of youth interest in participating?  N/A  Yes  No
- Has a youth been denied participation in one of these programs in the 2012 calendar year?  N/A  Yes  No

Has a youth been denied participation in one of these programs in the 2013 calendar year?  N/A  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)? 80

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: Delay in receiving records, and lack of parental response.

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: GED Prep program for boys and girls 17 years old and behind in credit

**H.8 Independent Study**

Are independent study options available?  Yes  No

**H.9 Relationship with Other Stakeholders**

Inspection Team comments: *Collaboration between Probation and Education / school staff has improved over the past several years, and the department is making efforts to continue on that trajectory. The facility is working with school staff to improve the quality of education, they are working together to implement the new Common Core standards, and they are taking other steps, such as eliminating the workbooks in favor of better quality educational tools. Parents are invited to IEPs and encouraged to participate in their child's education, but one of the primary hurdles is often the lack of parental involvement.*

**SECTION I: WORKFORCE INTEGRITY**

**I.1 Staff Background and Reference Checks**

Do staff members have an initial background before they are hired?  Yes  No

Do staff members have reference checks before they are hired?  Yes  No

Do staff members meet with a psychologist before they are hired?  Yes  No

Do staff members undergo drug testing before they are hired?  Yes  No

Do staff members undergo periodic criminal history checks after they are employed?  Yes  No

Inspection Team comments: *If there is police contact, staff members must notify their employers. Most of the time, the police department will notify the facility themselves. The Department of Justice also contacts Probation if an employee was arrested.*

**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? At least once a year; Safe Crisis Management (SCM)
- Appropriate relationships/boundaries with youth. If yes, how often? Unit Meetings, SCM
- Appropriate disciplinary techniques If yes, how often? Yearly
- Confidentiality. If yes, how often? Yearly
- Conflict management. If yes, how often? SCM 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? ISOPS/CORE Every 2 years
- Inclusion methods for youth with disabilities or special needs.  
If yes, how often? As needed (ISOPS/CORE)
- 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? Every 2 years
- Use of force. If yes, how often? Defensive Tactics (DTAC) (Twice per year)
- Use of restraints. If yes, how often? Every 6 months (DTAC)
- Other: Unit meetings occur at least once a month; supervisor/director meetings occur at least once a week

**I.3 Staff Misconduct**

Are there written policies for addressing staff misconduct?  Yes  No

Have there been any allegations during the calendar year of a staff member physically assaulting a youth?

2012:

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

2013:

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

Have there been any allegations during the calendar year of staff member sexually assaulting a youth?

2012:

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

2013:

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

Inspection Team comments: *When there is an allegation of a staff member sexually assaulting youth, the allegation is referred to local law enforcement. Whether a criminal investigation moves forward or not, the allegation is also forwarded to the department's internal affairs unit. Youth will be seen by counseling services and additional resources will be provided to the youth (i.e.hotline).*

Have there been any allegations during the calendar year of a staff member verbally threatening a youth?

2012:

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

2013:

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

Have there been any allegations during the calendar year of a staff member touching a youth in any inappropriate way?

2012:

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

2013:

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

Have there been any allegations during the calendar year 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?

2012:

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

2013:

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

Have there been any allegations during the calendar year 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?

2012:

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

2013:

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

Inspection Team comments: *Staff in the above-referenced incident quit and is being charged. The youth was seen by medical and psychiatric staff.*

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

*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.).*

*No impact.*