TUOLUMNE COUNTY

Mother Lode Regional Juvenile Detention Facility

Policy and Procedure Manual

"THERE CAN BE NO KEENER REVELATION OF A SOCIETY'S SOUL THAN THE WAY IN WHICH IT TREATS ITS CHILDREN."

— Nelson Mandela

MISSION STATEMENT

The mission of the Mother Lode Regional Juvenile Detention Facility is to provide for the safe and supportive detention of youth requiring secure rehabilitative services. It is guided by the belief high risk youth are capable of changing negative patterns of conduct through active participation in evidenced based and best practices programs empirically proven to promote positive change. In furtherance of this mission, youth detained at the Mother Lode Regional Juvenile Detention Facility have the right to be treated with dignity and respect, to reside in a safe and secure environment, to receive fair and consistent treatment, and to participate in all available programs intended to foster physical, moral, emotional and intellectual growth. Further, the Mother Lode Regional Juvenile Detention Facility is committed to providing a safe work environment for staff, in addition to abiding by case and statutory law, and meeting all standards set forth within the California Code of Regulations, Title 15, for the care of youth in secure detention.

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I.

GENERAL INSTRUCTIONS

AUTHORITY
California Code of Regulations, Title 15
§1302

Accident: Any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).

Administering Medication: The act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (un-dispensed) or dispensed supplies.

Administrative Separation (AS): Youth that must be kept away from the General Population of the facility, usually for their own safety. This may be due to but not limited to prior adjudications and/ or statements made by the youth, or conduct demonstrated by the youth which would indicate he/she represents a danger to his/her self or others.

Aggressor: A youth or employee who commits or attempts to commit a sexual assault and/ or coercion of a victim that results in either a consensual or non-consensual sexual contact/harassment.

Alternate Means of Compliance: A process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board of State and Community Corrections (BSCC), pursuant to an approved application.

Appeal Hearing: An administrative procedure providing an appellant with an opportunity to present the facts of an appeal for a formal decision concerning interpretation or application of Title 15 regulations. Such hearings may be conducted using oral and/or written testimony as specified by the Executive Director of the Board of State and Community Corrections.

Appellant: A county or city which files a request for an appeal hearing.

Authorized Representative: An individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

Bedding: Mattress.

Behavioral Health: Mental/emotional well-being and/or actions that affect wellness. Behavioral health problems include: substance use disorders, alcohol and drug addiction, serious psychological distress, suicide, and mental disorders.

Behavioral/Mental Health Director: The individual who is designated by contract, written agreement or job description to have administrative responsibility for the behavioral/mental health program of the facility or system. The health administrator shall work in cooperation with the behavioral/mental health director to develop and implement mental health policy and procedures.

Board: The Board of State and Community Corrections (BSCC), which acts by and through its executive director, deputy directors, and field representatives.

Camp: A juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code, to which youth made Wards of the Court on the grounds of fitting the description on 602 of the Welfare and Institutions Code may be committed.

Body Cavity: For purposes of this policy, a body cavity refers to a youth's naval, rectal cavity, or vagina.

Carnal Knowledge: Contact between the penis and the vulva or the penis and the anus, including penetration of any sort, however slight.

Charge: A documented violation of state or federal law.

Cisgender: A person whose gender identity corresponds to the gender they were assigned at birth.

Clergy: Persons ordained for religious duties.

Coercion: A threat, however communicated, intended to inflict bodily injury on the person threatened, inflict bodily injury on another, accuse a person of any offense, harm the reputation of any person, take/ withhold action, or to cause another to take/withhold action.

Commercially Sexually Exploited Child: Any child who is sexually trafficked, as described in Section 236.1 of the Penal Code, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts described in Section 236.1 or 11165.1 of the Penal Code, and whose parent or guardian failed to, or was unable to, protect the child.

Committed: Placed in a jail or juvenile facility pursuant to a court order for a specific period of time, independent of, or in connection with, other sentencing alternatives.

Communicable Disease: An infection passed on to an individual from an infected host.

Comp Time: Compensatory time off given in lieu of paid overtime to full time employees. Use of this time requires prior authorization from the Facility Superintendent.

Confidential Grievance Box: A secure and confidential box located on the Living Unit that youth may use to submit a confidential grievance. Only the Facility Superintendent shall have access to the confidential grievance box.

Consensual: Existing or made by mutual consent.

Contraband: Any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within the juvenile facility, would interfere with the orderly day-to-day operation of a juvenile facility, or violate facility rules.

Control Room: A continuously staffed secure area within the facility that contains staff responsible for safety, security, emergency response, communication, electronics, and movement.

Court holding facility for youth: A local detention facility constructed within a court building used for the confinement of youth or youth and adults for the purposes of a court appearance, for a period not to exceed 12 hours.

Court Order: A written order of the Court specifying certain actions.

Covered Recreation: The covered and enclosed recreation yard attached to the Living Unit.

Cruelty: As defined by Welfare and Institutions Code Section 300, the child has been subjected to an act or acts of cruelty by the parent or guardian or a member of his or her household, or the parent or guardian has failed to adequately protect the child from an act or acts of cruelty when the parent or guardian knew or reasonably should have known the child was in danger of being subjected to an act or acts of cruelty.

Culturally Responsive: Considering the diverse population of a facility with regard to race, language, ethnicity, sexual orientation, gender, gender expression, immigration status and values.

Dangerous Contraband: Illegal or controlled substances or items which could be made into weapons or dangerous instruments, or items which could be used to injure persons or damage the facility.

Deadly Force: Any use of force which is likely to result in death.

De-escalation: In regard to use of force, is the use and application of efforts and techniques, including conflict resolution, to discourage, decrease or prevent threatening, disruptive or violent behavior.

Delivering Medication: As it relates to pharmaceutical management, the act of providing one or more doses of a prescribed and dispensed medication to a youth.

Detox: A youth who is recovering from the use of drugs or alcohol.

Developmental Disability: Applies to those persons who have a disability which originates before an individual attains the age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disabilities or to require treatment similar to that required for individuals with intellectual disabilities, but shall not include other disabilities that are solely physical in nature.

Direct Visual Observation: Staff must personally see youth's movement and/or skin. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual observation.

Direct Visual Supervision: Staff constantly in the presence of the youth. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual supervision.

Dispensing: As related to pharmaceutical management and pursuant to Business and Professions Code Section 4024, means the placing of one or more doses of prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information.

Disposal: As related to pharmaceutical management, the destruction of medication or its return to the manufacturer or supplier on its expiration date or when retention is no longer necessary or suitable (e.g. upon youth discharge from the facility), or the provision of medication to the patient upon discharge.

DNA or Deoxyribonucleic Acid: A chromosomal double-stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement or lack of involvement, in a crime scene.

Double Housing: Youth who have a roommate.

DRAI: A Detention Risk Assessment Instrument intended to assist intake staff in making a recommendation for detention of the youth, or for release to a parent/legal guardian.

Due Process: Process for administrative review to ensure all youth detained within the facility are treated equally, fairly, and in accordance with Title 15 regulations and Mother Lode Regional Juvenile Detention Facility policy.

Duty to Warn: Court ruling stating there is generally no duty to warn the public of a threat made by an offender as some rehabilitative efforts are bound to fail, that general warnings are likely to have no effect, and that stigmatizing every offender could be counterproductive to rehabilitation efforts.

Electronic Communication: Any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio signal, electromagnetic, photo-electronic or photo-optical system.

Emergency: A significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of youth or natural disasters such as flood, fire or earthquake, and which requires immediate action to avert death or injury and to maintain security.

Emotional Abuse: The child is suffering serious emotional damage, or is at substantial risk of suffering serious emotional damage, evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, as a result of the conduct of the child's parent or guardian.

Escape: To abscond from inside the building, enclosed grounds or outside grounds; to flee from parental custody while on temporary release; or to use force or violence to gain freedom from confinement.

Excessive Force: The use of a greater amount of force than an objective, trained, and competent Juvenile Correctional Officer would use to maintain safety or internal order and security, including but not limited to, the force necessary and reasonable to subdue an attacker, overcome resistance, effect custody/arrest, prevent escape, or gain compliance with an aggressive or combative youth. The use of force as a means of punishment is excessive force, and not permitted under any circumstances. Any staff determined to have employed unnecessary or excessive force will be subject to a disciplinary process, up to and including: termination of employment and referral for potential criminal prosecution.

Executive Director: The Executive Director of the Board of State and Community Corrections.

Exercise: An activity that requires physical exertion of the large muscle groups.

Exclusions: The terms and conditions shall not apply to:

a. Custodial or medical personnel gathering physical evidence, or engaged in other legitimate medical treatment, in the course of investigating prison rape; and
b. The use of a health care provider's hands or fingers or the use of medical devices in the course of appropriate medical treatment unrelated to prison rape.

Exigent: An urgent and unanticipated event which requires immediate action.

Exigent Circumstances: Any set of temporary and unforeseen circumstances which require immediate action in order to combat a threat to the security or institutional order of a facility.
[28 C.F.R. §§115.313 and 315]

Facility Administrator: The Chief Probation Officer, Sheriff, Marshal, Chief of Police, or Sheriff Commander charged by law with administration of the facility.

Facility Maintenance Report (FMR): A written report of maintenance issued within the facility and/or facility grounds. This report is to describe the maintenance issue and its location using Facility Maintenance Report/Request Form.

Facility Manager: The Director, Superintendent, Police or Sheriff Commander or other person in charge of day-to-day operation of a facility holding youth.

Family Sick Leave: Accrued sick leave which may be utilized in lieu of attendance for the care of the employee's immediate family, as defined by current County personnel rules.

Filing Date: The date a request for an appeal hearing is received by the Executive Director of the Board of State and Community Corrections.

Firearm: Any device capable of discharging a projectile. This includes guns and electronic tasers.

Food: Any nourishing substance that is eaten, drunk, or otherwise taken into the body to sustain life, provide energy, and/or promote growth.

504 Plan: A written educational plan developed by a group of educators, administrators, parents and other relevant participants which addresses the needs of a student with a physical or mental impairment which may substantially limit major life activities, including, but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning as defined under Section 504 of the Rehabilitation Act of 1973.

Force: The use of hands, other parts of the body, objects, instruments, chemical devices, or other physical methods employed by an objective, trained, and competent Juvenile Correctional Officer to subdue an attacker, overcome resistance, effect custody/arrest, prevent escape, or gain compliance with an aggressive or combative youth. Use of force is only employed when all non-use of force options have been exhausted or the emergent nature of a volatile or potentially volatile situation requires immediate physical intervention (Graham v. Connor (1989), 490 U.S. 386).

Full Program (FP): Youth who have no identifiable immediate safety concerns, also known as "general population."

Furlough: The conditional or temporary release of a youth from the facility as approved by the Judge of the Juvenile Court.

Garrity: Garrity v. New Jersey (1967), 385 U.S. 493 was a Supreme Court case which determined that correctional authorities must administer a "Garrity" warning which clearly informs the staff that his/ her answers to administrative investigative questions will not be used against them in potential criminal

prosecution. The agency must decide whether a criminal prosecution or an administrative investigation is most important.

Gender Expression: The manner in which gender is expressed through clothing, appearance, behavior, speech, etc.

Gender Fluidity: A gender identity which can vary over time. A gender fluid person may at any time identify as male, female, neutrois, any other non-binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. Gender fluid people may also identify as multi-gender, non-binary, and/or transgender.

Gender Identity: A person's sense of being male, female, some combination of male or female, or either male or female.

Gender Nonconforming: A youth whose appearance or manner does not conform to traditional masculine or feminine gender forms.

Grievance: A complaint or concern made by a youth or parent/guardian to an employee requesting an answer and/or resolution to any issue regarding the youth's detention in the institution. Depending upon the circumstances of the complaint or concern, the grievance may be treated as a Citizen's Complaint.

Grievance Form: A written form provided by the Mother Lode Regional Juvenile Detention Facility for youth and/or other concerned parties to document their grievances or concerns and have those grievances/concerns heard in a timely fashion by the Facility Superintendent.

Group Punishment: (which is not allowed) The sanctioning of a group of uninvolved youth based on the actions of one or more youth.

Hard Restraints: Devices such as handcuffs, leg restraints, and waist chains manufactured from metal or other hard inflexible materials designed to be attached to the human body to limit mobility and/or restrict movement.

Hazardous Material: A substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; can be characterized as being toxic, corrosive, flammable, reactive; and acts as an irritant or strong sensitizer and thereby poses a threat to health and safety when improperly managed.

Health Administrator: The individual or agency that is designated with responsibility for health care policy and procedures pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency.

Health Care: Behavioral/medical, mental health and dental services.

Health Care Clearance: A non-confidential statement which indicates to youth supervision staff there are no health contraindications to a youth being admitted to the facility and specifies any limitations to full program participation.

Health Care Provider: An individual appropriately licensed by the State and is designated by contract, written agreement, or job description to have responsibility to provide preventative curative, promotional, or rehabilitative health care in a systematic way to youth.

Hearing Panel: A panel comprised of three members of the Board who shall be selected by the Chair at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or citizens of, the county or city submitting an appeal.

High Security Risk (HSR): Youth identified as a security risk to other youth or staff, or who have been identified as an escape risk.

Hogtying: The affixing of hands and feet together behind the back. The use of hogtying is prohibited at the Mother Lode Regional Juvenile Detention Facility.

Holding Cell: A locked room within the processing unit of the Mother Lode Regional Juvenile Detention Facility used for holding youth who are removed from, or not eligible to join, the general population.

Human Trafficking: The trade of humans, most commonly for the purposes of forced labor, sexual slavery, or commercial sexual exploitation for the benefit of the traffickers or others.

Individual Education Program (IEP): A written plan for students with exceptional educational needs that is developed, reviewed and revised in an IEP meeting in accordance with Education Code Section 56345 and applicable federal laws and regulation.

Informed Consent: A consent form for a specified medical procedure, examination, or prescription medication.

In loco parentis: When an individual or entity acts in a parental capacity; to assume the duties and responsibilities of a parent.

Intersex: A youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

Juvenile Facility: A juvenile hall, ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.

Juvenile Hall: A county facility designed for the reception and care of youth detained in accordance with the provisions of this subchapter and the Juvenile Court law.

Labeling: As related to pharmaceutical management and pursuant to Business and Professions Code Section 4076 and 4076.5, is the act of preparing and affixing an appropriate label to a medication container.

Large Group Visiting: The largest of the Mother Lode Regional Juvenile Detention Facilities visiting areas. The area allows for contact visitation for a large number of individuals at one time. This area is also utilized for a wide range of programs and services which require a large space.

Legend Drugs: Any drug defined as a "dangerous drug" under Chapter 9, Division 2, Section 4022 of the California Business and Professions Code. These drugs bear the legend, "Caution: Federal Law Prohibits Dispensing without a Prescription." Regarding this label, the Food and Drug Administration (FDA) has determined due to potential toxicity or other potentially harmful effects of the drug, the drug is not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LGBTQI): A diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stands for intersex, which is defined above.

Linens: Mattress cover, sheets, and blankets.

Linguistically appropriate: Means delivered in a manner that effectively communicates with persons of limited English proficiency, those who have low literacy or are not literate, and individuals with disabilities.

Living Unit: Self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of youth housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention or other needed action.

Local Health Officer: That licensed physician who is appointed by the Board of Supervisors pursuant to California Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.

Lockdown: The detention of all youth in their sleeping rooms for the purpose of a facility or area search, or in response to exigent circumstances which require the initiation of lockdown procedures to ensure the safety of youth and facility staff.

Mandated Child Abuse Reporter: Individuals who are mandated by law to report known or suspected child abuse/maltreatment. Pursuant to Penal Code Section 11166, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency of jurisdiction immediately or as soon as is practicably possible, and shall prepare and mail, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses related to the incident.

MAYSI-2: The Massachusetts Youth Screening Instrument-2 is a risk assessment tool intended to discern which youth may be at higher risk of attempting suicide. This tool is intended to assist intake staff in referring the youth to Mental Health services, proper detention classification, or placement on a precautionary status/ safety watch.

Medical Classification (MC): A youth who may have a specific documented medical need (i.e. diabetic, asthmatic, pregnant, special diet, etc.). These youth may require special accommodations.

Medical Consent: A Mother Lode Regional Juvenile Detention Facility form signed by the parent or guardian during the intake process which authorizes the detained youth to receive health care services.

Medical Diet: A diet prescribed or recommended by a physician correlated with the treatment of a specific medical condition.

Medical/Mental Health Clearance: A written clearance required prior to booking any youth with medical or mental health needs or concerns such as injuries, specialized medical conditions, recent use of illicit/intoxicating substances, and/or suicidal ideation. Such clearance may be received from on-site medical staff, emergency room staff, or mental health staff.

Medical Isolation: Housing area utilized for youth diagnosed with a communicable disease who are directed to reside in medical isolation by a licensed health care professional.

Medical Staff: For purposes of this policy, medical staff are members of California Forensic Medical Group (CFMG), Qualified Health Care Professionals (QHCP), and Qualified Mental Health Professionals (QMHP).

Mental Health Director: The individual who is designated by contract, written agreement or job description to have administrative responsibility for the mental health program. The health administrator shall work in cooperation with the mental health director to develop and implement mental health policies and procedures.

Minor: A person under 18 years of age and includes individuals whose cases are under the jurisdiction of the adult criminal court.

Minor Contraband: Items which do not jeopardize the safety and security of the facility.

Modified Program (MP): A disciplinary sanction and/or classification given to youth who are unable to function within the regular Living Unit due to repetitious acts of misconduct, consistent behavioral grades that fall into the unacceptable range, or a major isolated incident that jeopardizes the safety and security of the institution.

"Need to Know" Basis: When the information is relevant and necessary in the ordinary performance of that staff person's official duties.

Neglect: As defined by Welfare and Institutions Code Section 300, the child has suffered, or there is a substantial risk that the child will suffer, serious physical harm or illness, as a result of the failure or inability of his or her parent or guardian to adequately supervise or protect the child, or the willful or negligent failure of the child's parent or guardian to adequately supervise or protect the child from the conduct of the custodian with whom the child has been left, or by the willful or negligent failure of the parent or guardian to provide the child with adequate food, clothing, shelter, or medical treatment, or by the inability of the parent or guardian to provide regular care for the child due to the parent's or guardian's mental illness, developmental disability, or substance abuse.

Non-Consensual: Not giving permission for or consent to an action being taken by another person.

Non-Contact Visiting: Both confidential and non-confidential individual visiting areas that provide no physical contact between youth and visitor. All communication is done by telephone.

Non-Discrimination Provision: All youth booked into the Mother Lode Regional Juvenile Detention Facility shall have fair and equal access to all available services, placement, care, treatment, and benefits. No youth shall be subject to discrimination or harassment on the basis of actual or perceived race, citizenship, ethnic group identification, ancestry, color, national origin, religion, disability, or HIV status; including restrictive housing or classification decisions being based solely upon any of the above-mentioned categories.

Non-School Day: A day when school is not in operation. It also applies when an individual youth is both not enrolled in school and not required to be in attendance.

No Provision for Support: As defined by Welfare and Institutions Code Section 300, the child has been left without any provision for support; the child's parent has been incarcerated or institutionalized and cannot arrange for the care of the child; or a relative or other adult custodian with whom the child resides or has been left is unwilling or unable to provide care or support for the child, the whereabouts of the parent are unknown, and reasonable efforts to locate the parent have been unsuccessful.

Notice of Decision: A written statement by the Executive Director of the Board which contains the formal decision of the Executive Director and the reason for that decision.

OC Spray: Oleoresin capsicum spray or foam containing 10% pepper in a carrier medium as approved for use by the California Department of Justice. This agent causes an irritation of the nerve endings near the skin's surface causing burning on contact.

On-Site Health Care Staff: Licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written agreement or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.

Orientation: Initial instruction into the daily processes and programs of the Mother Lode Regional Juvenile Dentition Facility.

Outdoor Recreation: The large outdoor area utilized for outdoor recreation and exercise.

Over Familiarity: Conduct between staff and youth which has, or is likely to result in intimacy. Over familiarity may include, but is not limited to, acts of horseplay, betting, giving food, sharing in inappropriate personal conversation, exchanging correspondence, sexual misconduct, or in any other manner developing a relationship which is anything other than a professional relationship. Over familiarity can be a prelude to incidents of staff sexual misconduct.

Over the Counter (OTC) Drugs: As related to pharmaceutical management, are medications which do not require a prescription (non-legend).

Pat-down Search: A hand search conducted outside the clothing of a youth. This is a cursory search while the youth is clothed. The search requires movement of the searcher's hands over the entire body, pressing and grasping the clothing in an attempt to detect any concealed weapons or contraband. This includes the use of a hand-held metal detector.

Physical Abuse: As defined by Welfare and Institutions Code Section 300, the child has suffered, or there is a substantial risk that the child will suffer, serious physical harm inflicted non-accidentally upon the child by the child's parent or guardian.

Physical Body Cavity Search: A physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity. Such searches are only conducted under the authority of a search warrant issued by a Superior Court Judge specifically authorizing the physical body cavity search, and executed by a licensed medical professional.

Pilot Project: An initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail or lockup pursuant to an application to, and approval by, the Board.

Podular Design: A design concept for detention facilities in which housing cells, dormitories or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, the majority of services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

Policy: Policy consists of principles and values which guide the performance of a department's activities. Policy is formulated by analyzing objectives and determining the principles which will best guide the department in achieving its objectives. Policy is based on evidence-based practices, Department and facility needs, Board of State and Community Corrections (BSCC) regulations, and the mandates of applicable law. Policy is articulated in a written format to inform all departmental employees of the principles required in the performance of their duties. Additionally, policy establishes operational standards to assist department employees in the necessary exercise of discretion in discharging their duties and responsibilities. Employees of the Mother Lode Regional Juvenile Detention Facility are confronted with a variety of situations which require action and professional discretion. As policy is objective rather than situation-oriented, it is broad enough in scope to encompass most situations applicable to the performance of ones duties.

Post-dispositional youth: Youth detained in a facility after a dispositional order by the Court.

PREA: Prison Rape Elimination Act of 2003 (a federal law).

PREA Coordinator: A position with sufficient time and authority that reports to the MLRJDF Superintendent. The PREA Coordinator's responsibilities include developing, implementing, and overseeing the agency's plan to comply with PREA standards; as well as completing administrative investigations involving allegations of sexual abuse, misconduct, and harassment not elevated to a criminal investigation. A Senior JCO acts in this capacity.
[28 C.F.R. §115.311 (b)]

PREA Compliance Manager: A position with sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards. The MLRJDF Superintendent acts in this capacity. [28 C.F.R. §115.311 (c)]

Pre-Booking Health Screening: A defined, systematic inquiry and observation of every youth booked into the juvenile hall conducted at the time of booking to ascertain the medical and mental health status of the youth. Such screening may be performed either by health care professionals or trained child supervision staff.

Primary Responsibility: The ability of a youth supervision employee to independently supervise one or more youth.

Procedure: The steps or guidelines established to execute the policy.

Procurement: As related to pharmaceutical management, the system for ordering and obtaining medications for facility stock.

Proposed Decision: A written recommendation from the hearing panel/hearing officer to the full Board containing a summary of facts and a recommended decision on an appeal.

Prostheses: Any artificial device intended to replace missing body part(s) or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assisting devices.

Protective Custody (PC): is when a youth is removed from Full Program (FP) for his/her own safety and welfare.

Psychotropic Medications: Those drugs that are used to treat psychiatric symptoms. Drugs used to reduce the toxic side effects of psychotropic medications are not included.

Purpose: The desired or intended outcome of an action described in a policy.

Rape and/or Abusive Penetration: The penetration, however slight, of the oral, vaginal, or anal opening for the purpose of sexual arousal, gratification, or abuse under one or more of the following circumstances:

a. Where the victim is incapable of consent due to an unsoundness of mind, physical incapacity (whether temporary or permanent), or is legally incapable of providing consent (i.e. individuals under the age of 18);
b. Where the victim resists but resistance is overcome by force or violence;
c. Where the victim is prevented from resistance by threats of immediate bodily harm, accompanied by an apparent power of execution, or is unable to resist because of any intoxicating, narcotic, or anesthetic substance;
d. Where the victim submits under the belief that failure to submit will cause physical harm to some person in the future; or damage to property; or the potential of engaging in subsequent conduct constituting a crime; or the belief failure to submit would cause any person to be accused of a crime

or causing criminal charges to be filed against the victim; or exposing a secret or publicizing an asserted fact, whether true or false, tending to subject any person to hatred, contempt, or ridicule; and/or

e. Where the victim is at the time unconscious of the nature of the act.

Rated Capacity: The number of beds approved by the Board that can be utilized by a Juvenile Facility based on the design requirements of Title 24, Part 1, Article 2, Section 13-201(c)6, of the California Code of Regulations.

Reasonable and Necessary Force: Refers to the amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility.

Reasonable Suspicion: Specific and articulable facts which would lead a reasonable officer to believe a person is concealing dangerous contraband on their person (as determined by the completion of a Reasonable Suspicion Form), and a more intrusive search may be warranted. Such reasonable suspicion may be based upon the nature of the charge(s) on which the youth is being held (i.e. violent offenses, parole violations, weapons offenses, possession of controlled substances), the youth's previous history of delinquency (i.e. history of violent or weapons related offenses), and/or the particular appearance and demeanor of the youth, including conduct prior to, during, or following arrest, which would lead a reasonable officer to suspect the youth is potentially concealing weapons/contraband. Other conditions may include information from inside or outside the institution which indicate incoming or outgoing mail poses a breach of security (i.e. gang writing/drawings on the envelope, letters from validated gang members, letters from other detention institutions, references to drugs or violence, prior violations by the sender, furtive/evasive action by the letter writer, and coded letters).

Recreation: The youth's free time to choose from activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, and letter writing.

Regional Facility: A facility serving two or more counties bound together by a Memorandum of Understanding (MOU) or a joint powers agreement identifying the terms, conditions, rights, responsibilities and financial obligations of all parties.

Remodeling: To alter the facility structure by adding, deleting or moving any of the building's components thereby affecting any of the spaces specified in California Code of Regulations Title 24, Section 460A.

Repackaging: As related to pharmaceutical management, the transferring of medication(s) from the original manufacturers' container to another properly labeled container.

Request for Appeal Hearing: A clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the Executive Director of the Board.

Responsible Physician: A physician who is appropriately licensed by the State and is designated by contract, written agreement or job description to have responsibility for policy development in medical, dental and mental health matters involving clinical judgments. The responsible physician may also be the health administrator.

Room Confinement: The placement of a youth in a locked room with minimal or no contact with persons other than the correctional facility staff and attorneys. Room confinement does not include confinement of youth in a locked single person room for brief periods as may be necessary for required institutional operations.

Room Extraction: The forceful removal of a youth from a room.

Safety Check: The direct visual observation of a youth to ascertain his/her physical safety and psychological well-being.

Security Glazing: A glass/polycarbonate composite glazing material designed for use in detention facility doors and windows intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

Separation: Limiting a youth's participation in regular programming for a specific purpose.

Severe Physical Abuse: As defined by Welfare and Institutions Code Section 300, the child is under the age of five years and has suffered severe physical abuse by a parent, or by any person known by the parent, if the parent knew or reasonably should have known that the person was physically abusing the child. For the purposes of this subdivision, "severe physical abuse" means any of the following: any single act of abuse which causes physical trauma of sufficient severity that, if left untreated, would cause permanent physical disfigurement, permanent physical disability, or death; any single act of sexual abuse which causes significant bleeding, deep bruising, or significant external or internal swelling; or more than one act of physical abuse, each of which causes bleeding, deep bruising, significant external or internal swelling, bone fracture, or unconsciousness; or the willful, prolonged failure to provide adequate food.

Sexual Abuse: Sexual activity or voyeurism by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats.

Sexual abuse also includes incest, sexual molestation, rape, sodomy, exhibitionism, and other acts of sexual exploitation carried out towards a child or adult, against the person's will. Such abuse may be nonphysical (e.g.: obscene phone calls or indecent exposure), or physical (e.g.: fondling or intercourse).

Sexual Contact: Includes intentional sexual touching or physical contact in a sexual manner either directly or through clothing of the genitalia, anus, groin, breasts, inner thighs, buttocks, with or without consent of the persons; or any touching or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person.

Sexual Harassment: Any action whereby an employee uses or attempts to use the authority of his/ her position to control, influence, or affect the employment status of another employee or prospective employee in exchange for sexual favors; or whereby an employee, by verbal, visual, or physical conduct of a sexual nature, creates or seeks to create an intimidating, hostile, or offensive environment.

Sexual Incident Report: A staff generated written account of an event regarding alleged sexual abuse/ misconduct within the facility or a concern of parent, guardian, staff, or other party. These reports are to remain confidential and submitted to a Senior Juvenile Correctional Officer (Senior JCO) or Facility Superintendent.

Sexual Misconduct: Any behavior or act of a sexual nature directed toward a person under the care, custody or supervision of the department and/ or collateral contact by the person in authority including, but not limited to: family members, employers, friends, and other close associates. Sexual Misconduct includes, but is not limited to, acts or attempts to commit acts of:

a. Sexual Assault;
   ii. Sexual Abuse;
   iii. Sexual Harassment;
   iv. Voyeurism;
   v. Indecent Exposure;
   vi. Sexual contact of the genitals, breasts, or other intimate part of the body;
   vii. Conduct of sexual nature by implication;
   viii. Obscenity or unreasonable invasion of privacy; and
   ix. Conversations or correspondence which suggests a romantic or sexual relationship between parties in the groups referenced above.

Sexual Orientation: A person's emotional, romantic, and sexual attraction for members of the same, opposite or both genders.

Sexually Aggressive Offender: A youth committing sexual abuse against another youth, or coercing sex from another youth in exchange for protection or other favors.

Shall: Is mandatory; "may" is permissive.

Sibling Abuse: As defined by Welfare and Institutions Code Section 300, the child's sibling has been abused or neglected, and there is a substantial risk that the child will be abused or neglected.

Sick Call: Method by which youth request medical attention.

Sick Leave: As set forth in the County's personnel policies, regulations, and Memorandums of Understanding with bargaining units.

Single Housing: Youth placed in a room without a roommate.

Snack: A small portion of food, drink, or a light meal, especially one eaten or drunk between regular meals.

Social Awareness Programs: Individual or group programs led by staff, trained facilitators, or volunteers intended to promote social awareness and reduce recidivism.

Sole Supervision: The independent supervision of one or more youth by youth supervision staff who have successfully completed Juvenile Corrections Officer Core Training.

Special Incident Report (SIR): A written account of an unusual event within the facility or a concern of a parent, guardian, staff, or other party. This report is to be prepared in an approved format.

Special Purpose Juvenile Hall: A county facility used for the temporary confinement of a youth, not to exceed 96 hours, prior to transfer to a full service juvenile facility or release.

Special Visits: Visits by persons other than parents or guardians, those standing in loco parentis, and children of the youth, as outlined in Section 1374 of these regulations.

Staff: Any paid employee, contractor, volunteer, official visitor, or agency representative who enters the Mother Lode Regional Juvenile Detention Facility.

Status Offender: A youth alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.

Storage: As related to pharmaceutical management, the controlled physical environment used for the safekeeping and accounting of medications.

Subpoena: A lawfully issued summons to appear in court or to provide evidence.

Supervisory Staff: A staff person whose primary duties may include, but are not limited to, scheduling and evaluating subordinate staff, providing on the job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff may be included in the youth to supervision staff ratio, when performing duties of direct supervision.

Safety Watch (SW): a system of regular checking on youth who seem likely to attempt suicide or have been identified as a suicidal risk.

Total Count: The total number of youth that are assigned to a unit or location. It shall include all youth that are physically in a unit or location as well as those youth who are not currently present.

Transgender Youth: A youth whose gender identity is different from the youth's assigned sex at birth.

Trauma: An experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening, and that has lasting adverse effects on the individual's physical, social, emotional, cognitive, or spiritual well-being.

Trauma-informed approaches: Policies, practices and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youth, family members, and staff.

Trauma reminder: Something that reminds a person of a traumatic event or loss and can lead to fear, panic, agitation, numbness, physiological arousal, or other traumatic stress reactions.

Traumatic stress: Occurs when youth are exposed to traumatic events and this exposure overwhelms their ability to cope.

Treatment Plan: A series of written orders, which specify a particular course of therapy.

Treatment Team: A team of staff who work collaboratively in a facility to develop and maintain comprehensive individualized case plans, special program plans and a behavior management system that is culturally competent and gender-specific. The team is based on a core membership of the youth's Probation Officer and a Qualified Mental Health Professional (QMHP).

Un-enrolled: An individual youth is not enrolled in school.

Unit Count: The number of youth that are physically present in a unit or location. It shall not include those youth that are not physically present.

Use of Force: An immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.

Vacation: As set forth in the County's personnel policies, regulations, and Memorandums of Understanding with bargaining units.

Vandalism: Any destruction or defacement of county property committed by a youth which requires Facility Management to repair (i.e. broken or scratched windows, broken doors, graffiti, etc.).

Victim: A person who is harmed, injured, or killed as a result of a crime, accident, sexual assault, or other event or action.

Victim Advocate: For the purposes of this policy, an individual, typically employed by a Rape Crises Center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate verifying completion of a training program in the counseling of sexual assault victims issued by an approved counseling center. The Victim Advocate will be summoned to assist the victim or alleged victim of an in-custody sexual assault.

Victim Support Person: Any person of the alleged victim's choosing to be present with and provide support to the victim following an alleged assault. This could include another youth, personal friend, or family member.

Visitors Authorization Log: A log containing the names of approved visitors.

Visual Body Cavity Search: A visual inspection of a body cavity that does not include physically touching the person being searched.

Visual Body Search (Strip Search): A search which requires the youth to remove or arrange some or all of his or her clothing so as to permit a visual inspection of undergarments, breasts, buttocks, or genitalia, but does not include physically touching the person being searched.

Vehicle Sallyport: The secure enclosure for the transfer of youth in custody from transport vehicles to the Intake unit.

Vermin: Pests and nuisance animals that carry and spread diseases, especially those of small size that appear commonly and are difficult to control. Examples of vermin include: lice, fleas, bedbugs, cockroaches, flies, ants, scabies, mice, and rats.

Voyeurism: An invasion of privacy of a youth by another individual during private activities such as using the toilet or undressing, or by staff for reasons unrelated to official duties, such as peering at a youth

who is using a toilet in his or her room to perform bodily functions; requiring the youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a youths naked body or of a youth performing bodily functions. Exceptions would include exigent circumstances or when viewing is incidental to routine room safety checks.

Vulnerable Offender: A youth who is at high risk to become a victim of sexual abuse by another youth due to characteristics related to age, physical stature, criminal history, and physical or mental disabilities, or past history of being victimized.

Warrant: Any lawful order issued by a magistrate or judge requiring a youth to be taken into custody by a Law Enforcement officer.

Youth: A person who is in the custody of the juvenile facility. This person may be a minor under the age of 18 or a person over 18 years of age. This includes persons whose cases are under the jurisdiction of the juvenile court and persons whose cases are under the jurisdiction of the adult court.

Youth Supervision Staff: A juvenile facility employee whose duty is to supervise the youth. Administrative, supervisory, food services, janitorial, or other auxiliary staff is not considered youth supervision staff.

Zero Tolerance: The Mother Lode Regional Juvenile Detention Facility will not tolerate any form of sexual abuse and/or sexual misconduct and enforces this policy by ensuring all of the divisions within the department fully comply with the PREA standards [28 C.F.R. §115.311].

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION I, No. 2)
	SUBJECT: General Instructions **TITLE:** Pilot Projects
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 01/01/2019 REVIEWED: REVISED:

AUTHORITY

California Code of Regulations, Title 15
§1303

PURPOSE

To establish, implement, and enforce policy and procedures for the application and establishment of Pilot Projects.

POLICY

I. PILOT PROJECTS:

A. The Board may, upon application of the Chief Probation Officer, grant pilot project status to a program, operational innovation or new concept related to the operation of the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

I. PILOT PROJECTS APPLICATION REQUIREMENTS:

A. The application for the pilot project shall include, at a minimum, the following information:

1. The regulations which the pilot project shall affect;
2. Any law suits brought against the facility pertinent to the proposal;
3. A summary of the "totality of conditions" in the facility, including, but not limited to: program activities, exercise and recreation, adequacy of supervision, types of youth affected, and classification procedures;
4. A statement of the goals the pilot project is intended to achieve, the reasons the pilot program is necessary, and why the particular approach was selected;
5. The projected costs of the pilot project and the projected cost savings to the County of Tuolumne;
6. A plan for developing and implementing the pilot project, including a time line (when applicable);
7. A statement of how the overall goal of providing safety to staff and youth shall be achieved; and
8. Documentation of community outreach, engagement, or public notice regarding the application verifying outreach, engagement, and/or public notice requirements were met.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION I, No. 3)
	SUBJECT: General Instructions **TITLE:** Alternate Means of Compliance
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 01/01/2019 REVIEWED: REVISED:

AUTHORITY
California Code of Regulations, Title 15
§1304

PURPOSE

To establish, implement, and enforce policy and procedures for Alternate Means of Compliance with Title 15 Regulations.

POLICY

I. ALTERNATE MEANS OF COMPLIANCE:

A. The Board may, upon application of the Chief Probation Officer, consider alternate means of compliance with Title 15 Regulations either after the pilot project process has been successfully evaluated or upon direct application to the Board.

B. Applications for alternate means of compliance shall meet the spirit and intent of improving facility management, shall be equal to, or exceed the intent of, existing standards and shall include reporting and evaluation components.

PROCEDURE

I. ALTERNATE MEANS OF COMPLIANCE APPLICATION REQUIREMENTS:

A. An application for alternate means of compliance shall include, but not be limited to the following:

1. Any lawsuits brought against the Mother Lode Regional Juvenile Detention Facility which are pertinent to the proposal;
2. A summary of the "totality of conditions" in the facility, including, but not limited to: program activities, exercise and recreation, adequacy of supervision, types of youth affected, and classification procedures;
3. A statement of the problem the alternate means of compliance is intended to solve, how the alternative shall contribute to a solution of the problem and why it is considered an effective solution;
4. The projected costs of the alternative and projected cost savings to the County of Tuolumne;

5. A plan for developing and implementing the alternative including a time line where appropriate;
6. A statement of how the overall goal of providing safety to staff and youth was or would be achieved during the pilot project evaluation phase, and;
7. Documentation of community outreach, engagement, or public notice regarding the application verifying outreach, engagement, and/or public notice requirements were met.

II.

APPLICATION OF STANDARDS AND INSPECTIONS

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION II, No. 1)
	SUBJECT: Application of Standards and Inspections **TITLE:** Applicability of Standards
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§1310
California Code of Regulations, Title 24
Welfare and Institutions Code
§§ 210 & 885

PURPOSE

To establish, implement, and enforce policy and procedures for the operation of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. STANDARDS AND REQUIREMENTS:

A. The Mother Lode Regional Juvenile Detention Facility shall be operated under the Standards and Requirements specified by the Board of State and Community Corrections (BSCC), as set forth in Welfare and Institutions Code, Sections 210 and 885.

B. The facility shall be operated in compliance with all Standards and Regulations as set forth in the California Code of Regulations, Title 15 and Title 24.

C. Procedures for complying with these standards are found in the Mother Lode Regional Juvenile Detention Facility Policy and Procedure Manual.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION II, No. 2)
	SUBJECT: Application of Standards and Inspections **TITLE:** Emergency Suspension of Standards
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§1311

PURPOSE

To establish, implement, and enforce policy and procedure for the temporary suspension of any standard or requirement established by the Board of State and Community Corrections (BSCC) for the operation of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. SUSPENSION OF STANDARDS:

A. The Facility Superintendent has the authority to temporarily suspend any Board of State and Community Corrections standard in the event of an emergency, which threatens the safety of the facility, youth, staff, or the public.

B. Only those regulations directly affected by the emergency may be suspended.

PROCEDURE

I. TEMPORARY SUSPENSION OF STANDARDS:

A. The Chief Probation Officer shall notify the Board of State and Community Corrections in writing in the event any standard is suspended for a period exceeding three days.

B. The Chief Probation Officer shall notify the Presiding Judge of the Juvenile Court, the Chairperson of the Tuolumne County Board of Supervisors, County Administrative Officer, and County Counsel.

C. In no event shall the suspension exceed 15 days without the approval of the Chairperson of the Board of State and Community Corrections.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION II, No. 3)
	SUBJECT: Application of Standards and Inspections **TITLE:** Juvenile Criminal History Information
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§1312
Welfare and Institutions Code
§209

PURPOSE

To establish, implement, and enforce policy for the dissemination of youth criminal history information to the Board of State and Community Corrections.

POLICY

I. YOUTH CRIMINAL HISTORY:

A. The Mother Lode Regional Juvenile Detention Facility shall make available to the Board of State and Community Corrections (BSCC) such juvenile criminal history information as is requested and necessary for conducting facility inspections, as specified in the Welfare and Institutions Code, Section 209.

B. Such information shall be held confidential except that published reports may contain such information in a form that does not specify personally identifying information.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION II, No. 4)
	SUBJECT: Application of Standards and Inspections **TITLE:** Annual Inspections
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1313 & 1370
Welfare and Institutions Code
§§ 209, 229 & 240
Health and Safety Code
§§ 13146.1 (a) and (b) & 101045

PURPOSE

To establish and implement a list of inspecting authorities who will conduct annual inspections of the facility building and grounds; and to establish, implement, and enforce policy and procedure for the contact of inspecting authorities.

POLICY

I. ANNUAL INSPECTIONS:

A. On an annual basis, the Facility Superintendent shall obtain a documented inspection and evaluation from the following:

1. Tuolumne County Chief Building Official regarding building safety;
2. Fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code, Section 13146.1 (a) and (b);
3. Health Administrator, inspection in accordance with Health and Safety Code Section 10145;
4. County Superintendent of Schools regarding the adequacy of educational services and facilities as required in Section 1370;
5. Juvenile court as required by Section 209 of the Welfare and Institutions Code;
6. The Juvenile Justice Commission as required by Section 229 of the Welfare and Institutions Code or Probation Commission as required by Section 240 of the Welfare and Institutions Code; and
7. The Grand Jury upon request.

PROCEDURE

I. INSPECTING AUTHORITIES:

A. The Facility Superintendent is responsible for contacting inspecting authorities no more than thirty days prior to the desired inspection date. Inspections are to be scheduled at this time.

B. Written findings are to be held on file for viewing by the Board of State and Community Corrections (BSCC), the Juvenile Justice Commission (JCC), Board of Supervisors (BOS), the Superior Court, the Grand Jury, and/or local authorities.

C. Any repairs or omissions are to be corrected, and re-inspections scheduled if needed. This shall be done in a timely fashion and the final findings placed on file.

D. The Mother Lode Regional Juvenile Detention Facility will pursue changes recommended during the course of all annual inspections.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION II, No. 5) **SUBJECT:** Application of Standards and Inspections **TITLE:** Juvenile Justice Commission
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
Administrative Directive
Welfare and Institutions Code
§§ 225 & 231

PURPOSE

To establish and implement policy and procedure regarding participation, reviews, and inspections of the Mother Lode Regional Juvenile Detention Facility by the Juvenile Justice Commission.

POLICY

I. JUVENILE JUSTICE COMMISSION:

A. It is the policy of the Mother Lode Regional Juvenile Detention Facility to have a positive and productive relationship with the Juvenile Justice Commission (JJC) to ensure that the needs and concerns of the county, its citizens, and youth are addressed.

B. The Commissioners are appointed by the Presiding Judge of the Superior Court.

PROCEDURE

I. JUVENILE JUSTICE COMMISSION FUNCTIONS:

A. The JJC performs the following functions to provide oversight for the Mother Lode Regional Juvenile Detention Facility, to assist other JJC components, and address issues as needed:
1. A function of the JJC is to conduct an annual inspection of any public or private placement or institution where youth under the auspices of the Court are detained.
2. The JJC may also hear citizens' complaints and youth's complaints in regards to the services provided or lacking in this county/facility.
3. The JJC actively encourages and participates in public and private projects which aid in the prevention of juvenile delinquency.
4. The JJC serves as a general source of support for the youth and organizations which provide for the care and support of youth in Tuolumne County.
5. Any questions or concerns are to be directed to the Facility Superintendent or his/her designee.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION II, No. 6)
	SUBJECT: Application of Standards and Inspections **TITLE:** Appeal Standards
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§1314
Welfare and Institutions Code
§§ 209, 210 & 885

PURPOSE

To establish, implement, and enforce appeal hearing procedures intended to provide a review concerning the Board of State and Community Corrections (BSCC) application of standards and regulations governing the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. APPEAL:

A. The facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures.

II. LEVELS OF APPEAL:

A. There are two levels of appeal as follows:
   1. Appeal to the Executive Director; and
   2. Appeal to the Board.

B. An appeal shall first be filed with the Executive Director.

PROCEDURE

I. APPEAL TO THE EXECUTIVE DIRECTOR:

A. If the Mother Lode Regional Juvenile Detention Facility is dissatisfied with an action of the Board staff, it may appeal the cause of the dissatisfaction to the Executive Director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county is dissatisfied.

B. The appeal shall be in writing and:

1. State the basis for the dissatisfaction;
2. State the action being requested of the Executive Director; and
3. Attach any correspondence or other documentation related to the cause for dissatisfaction.

II. EXECUTIVE DIRECTOR APPEAL PROCEDURES:

A. The Executive Director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days, except in those cases where the appellant withdraws or abandons the appeal.

B. The procedural time requirement may be waived with the mutual consent of the appellant and the Executive Director.

C. The Executive Director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.

III. EXECUTIVE DIRECTOR'S DECISION:

A. The decision of the Executive Director shall be in writing and shall provide the rationale for the decision.

IV. REQUEST FOR APPEAL HEARING BY BOARD:

A. If the Mother Lode Regional Juvenile Detention Facility is dissatisfied with the decision of the Executive Director, it may file a request for an appeal hearing with the Board. Such appeal shall be filed within 30 calendar days after receipt of the Executive Director's decision.

B. The request shall be in writing and:
1. State the basis for the dissatisfaction;
2. State the action being requested of the Board; and
3. Attach any correspondence related to the appeal from the Executive Director.

V. BOARD HEARING PROCEDURES:

A. The hearing shall be conducted by a hearing panel designated by the Chairman of the Board at a reasonable time, date, and place, but no later than 21 days after the filing of the request

for hearing with the Board, unless delayed for good cause. The Board shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing no less than 7 days prior to the hearing.

B. The procedural time requirements may be waived with mutual consent of the parties involved.

C. Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.

D. An appellant may waive a personal hearing before the hearing panel; under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.

E. The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.

F. After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the Board at its next regular public meeting.

VI. BOARD DECISION:

A. The Board, after receiving the proposed decision, may:
1. Adopt the proposed decision;
2. Decide the matter on the record with or without taking additional evidence; or
3. Order a further hearing to be conducted if additional information is needed to decide the issue.

B. The Board, or notice of a new hearing ordered, notice of decision or other such actions shall be mailed or otherwise delivered by the Board to the appellant.

C. The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for decision and shall be available to the appellant at any reasonable time for one year after the date of the Board's notice of decision in the case.

D. The decision of the Board shall be final.

III.

TRAINING, PERSONNEL, AND MANAGEMENT

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 1)
	SUBJECT: Training, Personnel, and Management **TITLE:** Appointment and Qualifications
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§1320
California Government Code
§§ 1029 & 1031
California Penal Code
§§ 6035 & 830.5
Code of Federal Regulations, Title 28
§ 115.17
Welfare and Institutions Code
§255

PURPOSE

To outline and implement policy regarding the requirements for Appointment and Qualifications for staff of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. APPOINTMENT:

A. At the Mother Lode Regional Juvenile Detention Facility (MLRJDF) there shall be a Facility Superintendent in charge of his/her facility, program(s), and employees. Such Facility Superintendent and all other employees of the facility shall be appointed by the Chief Probation Officer pursuant to applicable provisions of law.

II. EMPLOYEE QUALIFICATIONS:

A. MLRJDF shall:
1. Recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service;
2. Require a medical and physical examination (if applicable);
3. Adhere to the minimum standards for the selection and training requirements as set forth by the Board pursuant to Section 6035 of the California Penal Code;

4. Conduct a criminal records review on each new employee, and psychological examination in accordance with Section 1029 and 1031 of the California Government Code; and
5. Adhere to hiring standards imposed by the Prison Rape Elimination Act of 2003 and Code of Federal Regulations, Title 28 Section 115.17.

III. CLEARANCES:

A. Contract personnel, contractors, volunteers, vendors, visitors, and all other non-employees of the facility who may be present at the facility, shall have appropriate clearances and qualifications as they may be required by law, and their presence at the facility shall be subject to the approval and control of the Facility Superintendent and/or Chief Probation Officer.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 2)
	SUBJECT: Training, Personnel, and Management **TITLE:** Staffing
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 01/01/2019 REVIEWED: REVISED:

AUTHORITY
California Code of Regulations, Title 15
§1321

PURPOSE

To outline and implement policy and procedure regarding general staffing requirements for the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MLRJDF STAFFING REQUIREMENTS:

A. Have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations. No required services shall be denied because of insufficient numbers of staff on duty.

B. Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.

C. Have a clearly identified person on duty at all times who is responsible for all operations and activities and has completed the Juvenile Corrections Officer Core Course and California Penal Code, Section 832 training.

D. Have at least one staff member present on the living unit whenever there are youth on the living unit.

E. Contract with an approved meal service provider who prepares meals which meet or exceed nutritional standards.

F. Have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the

operation of the facility (and to ensure youth supervision staff are not diverted from direct supervision youth).

G. Assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs.

H. During the hours youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in the facility.

I. During the hours youth are confined in their rooms for the purposes of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in the facility.

J. At least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies.

K. At least one youth supervision staff member on duty who is the same gender as the youth housed in the facility.

L. Staff members are to remain wide-awake at all times.

PROCEDURE

I. MLRJDF STAFFING REQUIREMENTS:

A staffing schedule is maintained by the facility Superintendent or his or her designee, which shall be in compliance with policy and minimum standards. Staff assignments are to be made per shift in order to meet such standards. Any deviation from the assigned schedule must have the approval of the facility Superintendent or his or her designee.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 3)
	SUBJECT: Training, Personnel, and Management **TITLE:** Facility Organizational Structure/Chain of Command
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy regarding a Chain of Command for all staff working within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CHAIN OF COMMAND:

A. The Mother Lode Regional Juvenile Detention Facility is under the management and control of the Chief Probation Officer or his/her designee.

B. The Facility Superintendent is in charge of the facility and reports directly to the Chief Probation Officer or his/her designee.

C. Senior Juvenile Correctional Officers are under the supervision of the Facility Superintendent or his/her designee.

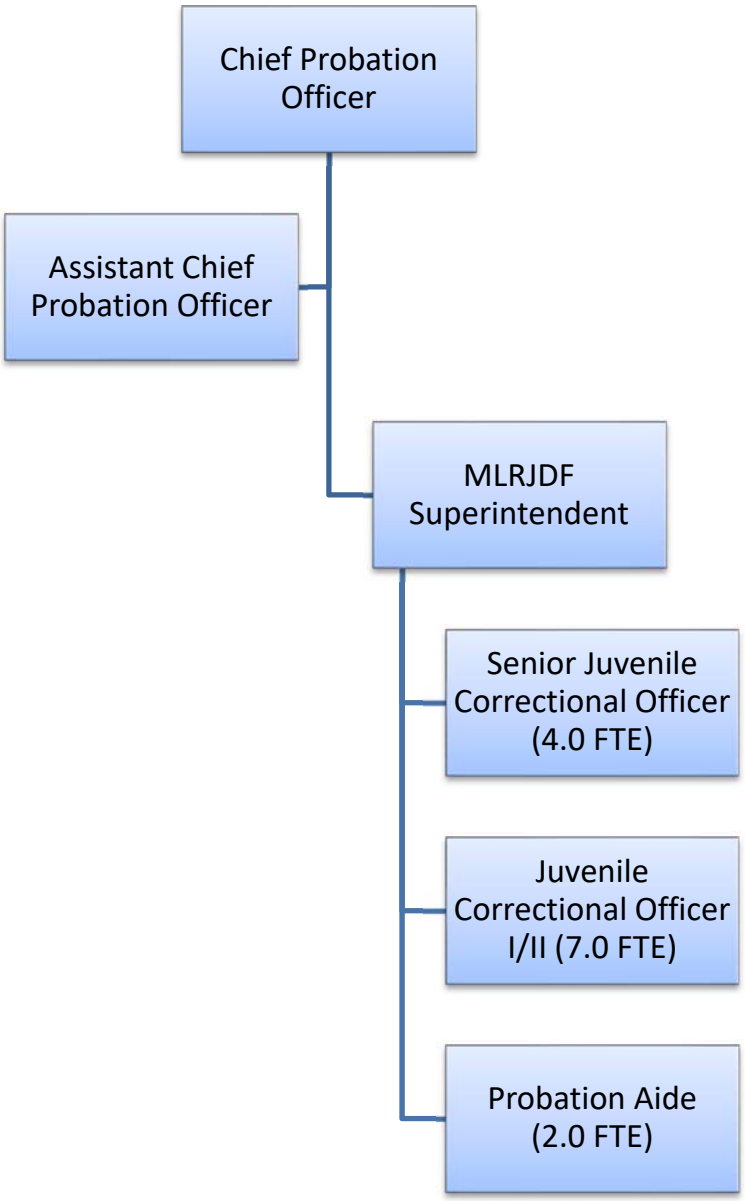
D. Juvenile Correctional Officers I/II and all other staff employed under the facility are under the supervision of the Facility Superintendent and receive direction from the Senior Juvenile Correctional Officers.

E. School personnel are under the supervision of the Tuolumne County Superintendent of Schools (TCSOS).

F. Medical personnel are under the supervision of the Tuolumne County Public Health Department and its contractor, California Forensic Medical Group (CFMG).

G. Behavioral Health personnel assigned to the Mother Lode Regional Juvenile Detention Facility will report to the Chief Probation Officer or designee.

H. A hierarchal chart is provided on the next page.



REFERENCED FORMS AND INFORMATION

Chain of Command Chart

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 4)
	SUBJECT: Training, Personnel, and Management **TITLE:** Youth Supervision Staff Orientation and Training
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY
California Code of Regulations, Title 15
§1322
California Penal Code
§6035

PURPOSE

To establish, implement, and enforce policy and procedure for the training of all youth supervision staff.

POLICY

I. TRAINING AND ORIENTATION:

A. All newly hired Juvenile Correctional Officers (JCO) shall receive a minimum of 40 hours of orientation and training prior to assuming any responsibility for the supervision of youth.

B. Prior to assuming primary responsibility for the supervision of youth, each youth supervision employee shall successfully complete the requirements of the Standards and Training for Corrections (STC) JCO Core Course, as set forth by the Board of State and Community Corrections (BSCC) pursuant to Penal Code Section 6035.

C. Prior to exercising the powers of a peace officer, youth supervision staff shall successfully complete training pursuant to California Penal Code Section 832.

D. All JCOs shall complete 24 hours of annual training, as specified and approved by the BSCC.

E. The Facility Superintendent shall complete 40 hours of annual training, as specified and approved by the BSCC.

F. All youth supervision staff shall complete six hours of training in Cardiopulmonary Resuscitation (CPR) and First Aid every two years. CPR is to be trained using the standards set forth by the American Heart Association.

G. A Training Check Off list shall be completed for each trainee. The Senior JCO assigned as the Training Officer shall certify the training is complete. The trainee shall certify that the training is completed and sign the Training Check Off list. All Training Check Off lists shall be filed in the staff training folder.

PROCEDURE

I. REQUIRED TRAINING:

A. During the first year of employment with the Department in any JCO classification, the following training is required:
   1. 832 P.C. (powers of arrest, search, and seizure) – 40 hours;
   2. STC Core training – 160 hours;
   3. CPR/First Aid Training – six hours (six-hour, bi-annual update);
   4. Universal Safety Precautions Training – two hours;
   5. Sexual Harassment and Prison Rape Elimination Act (PREA) Training – four hours (+ annual update);
   6. Suicide Awareness Prevention – four hours (+ annual update); and
   7. Safety Issues & Tactics for Institutions – 16 hours (+ Eight-hour annual update).

B. Staff orientation will include information regarding the following:
   1. Youth supervision duties;
   2. Scope of decision making responsibilities;
   3. Identity of immediate supervisor and overview of the chain of command;
   4. Identity of youth in their care;
   5. Person(s) to contact for decisions beyond their scope of responsibility; and
   6. Ethical responsibilities.

C. Youth supervision staff training will include, but is not limited to the following:
   1. Institutional policies and procedures and standards for personnel;
   2. Individual and group supervision techniques;
   3. Regulations and policies relating to discipline and basic rights of youth pursuant to law, and the provisions of this chapter;
   4. Policies and procedures regarding the use of force, de-escalation techniques, chemical agents, and physical and mechanical restraints;
   5. Review of policies and procedures referencing trauma and trauma informed approaches;
   6. Emergency policies and procedures regarding escapes, riots, bomb threats, homicides, suicide attempts, emotional crisis, and other incidents involving violence or potential violence;
   7. Policies and procedures regarding emergencies such as fires, earthquakes, floods, and other natural disasters - this includes the location of fire doors, barriers, evacuation procedures, and the use of fire extinguishers;
   8. Basic health, sanitation, and safety measures;

9. Suicide prevention and response to suicide attempts;
10. Crisis intervention and behavioral health referrals to behavioral health services;
11. Documentation;
12. Fire/life safety training;
13. Security measures for staff, youth, and visitors, including facility perimeter and grounds;
14. Individual and group counseling techniques;
15. Staff development;
16. Changes relating to policies and procedures, laws and basic rights of youth; and
17. Setting goals for youths and reviewing their progress in the program.

D. Staff Training will include, but is not limited to the following:
1. Facility Entry and Schedule;
2. Parking Area:
   a. Key pad, and
   b. Dress code.
3. Intake Area:
   a. Booking;
   b. Sallyport;
   c. Communication with Central Control;
   d. Temporary and Immigration Holds, Warrants;
   e. Release Procedures;
   f. Temporary Release;
   g. Status Offenders;
   h. Court Transportation & Application of Restraints;
   i. Booking Searches (Pat Down & Unclothed Searches);
   j. Distribution Of Clothing & Bedding;
   k. Property Storage & Inventory;
   l. Intake Shower;
   m. Orientation & Grievance Policy;
   n. Radio and Key Counts;
   o. Firearms Policy;
   p. Classification & Housing Assignment;
   q. Medical Consent, Face Sheet, Other Paperwork; and
   r. Paperwork Routing.
4. Living Unit:
   a. Living Unit Control Panel;
   b. Living Unit Movements & Group Supervision Techniques;
   c. Logging, Record Keeping, Case Management System;
   d. Status Boards, Files, Folders;

   e. Population Status Report;
   f. Group Structuring & Supervision;
   g. Telephone System (Youth & Staff);
   h. Confidentiality;
   i. Discipline - Includes Behavior Motivation & Special Incident Reports;
   j. Showers & Personal Hygiene Process (Include Razor Count);
   k. Correspondence Policy & Writing Materials;
   l. Art & Entertainment Policy;
   m. Force Options, Physical Restraints, Observation Log;
   n. Daily Schedule;
   o. Work Program;
   p. Area Search, Perimeter Search Techniques, Contraband Defined;
   q. Room Check Procedure;
   r. Supply Requisition & Maintenance Reports;
   s. Meal Service; and
   t. School & Homework.
5. Medical:
   a. Nurse/Sick Call;
   b. Contacting CFMG & Behavioral Health;
   c. Over the Counter Medications & Log;
   d. Prescription Medications & Log;
   e. First Aid Supplies; and
   f. Medical Isolation Supervision.
6. Laundry & Clothing Storage:
   a. Operation of Machinery; and
   b. Inventory Control, Requisition.
7. Central Control:
   a. Control Panels;
   b. Emergency Procedures;
   c. Key Count & Issue;
   d. Radio Count & Issue;
   e. Logging, Population Status Report;
   f. Graveyard Duties;
   g. Routing of Paperwork¸ Inter-Facility Mail, U.S. Mail Distribution;
   h. Telephone System¸ FAX, Computer; and
   i. Radio System Operation.
8. Casework

9. Physical Plant:

   a. Generator;
   b. Plumbing Access;
   c. Central Storage; and
   d. Buildings & Grounds Procedure.
10. Schedule & Administration:
   a. Schedule;
   b. Time Sheet;
   c. Time Off Requests; and
   d. Annual training in Blood Borne Pathogens (Tuolumne County provides web based training).

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 5)
	SUBJECT: Training, Personnel, and Management **TITLE:** Code of Conduct
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04/17/2017 REVIEWED: REVISED: 01/01/2019

AUTHORITY

Administrative Directive

PURPOSE

To establish standards of conduct which are consistent with the values and mission of the Tuolumne County Probation Department and the Mother Lode Regional Juvenile Detention Facility, and are expected of all Department members, volunteers, and facility contract personnel. The standards contained in this policy are not intended to be an exhaustive list of requirements and expectations, but do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in the Mother Lode Regional Juvenile Detention Facility Policy and Procedure Manual, the Tuolumne County Mission Vision and Values statement, as well as the Tuolumne County Probation Department Policy Manual and any additional guidance on conduct which may be disseminated by this Department.

POLICY

I. CONDUCT:

A. All sworn, non-sworn and non-County personnel working within the Mother Lode Regional Juvenile Detention Facility are expected to maintain a high level of integrity in their conduct and avoid any conduct which would reflect negatively upon the facility, the Tuolumne County Probation Department, or the County of Tuolumne.

B. All personnel are expected to maintain a professional demeanor and conduct themselves in a manner which contributes to a positive environment. Non-sworn and non-County personnel are defined as personnel not employed by the Probation Department. These may include, but are not limited to:
   1. Medical staff;
   2. Behavioral Health staff;
   3. School staff;
   4. Contract employees;
   5. Volunteers; and
   6. Student Interns.

C. The continued employment or appointment of every employee operating in this facility shall be based upon conduct that reasonably conforms to the guidelines set forth herein. Failure to

meet the guidelines set forth in this policy, whether on or off-duty assignment, may be cause for disciplinary action.

PROCEDURE

I. DIRECTIVES AND ORDERS:

A. Employees shall comply with lawful directives from the Chief Probation Officer, Assistant Chief Probation Officer, Facility Superintendent, and Senior Juvenile Correctional Officers (Senior JCO), absent a reasonable and bona fide justification.

II. UNLAWFUL OR CONFLICTING ORDERS:

A. The Chief Probation Officer, Assistant Chief Probation Officer, Facility Superintendent, and Senior JCOs shall not knowingly issue orders or directives which, if carried out, would result in a violation of any law or departmental policy.

B. No employee is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the employee from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected employee shall ask the issuing party to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the employee, who shall subsequently be required to justify the refusal.

C. Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, departmental policy or other directive shall respectfully inform the issuing party of the conflict. The issuing party is responsible for either resolving the conflict or clarifying the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Employees who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

D. The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

III. MANAGEMENT RESPONSIBILITIES:

A. The Facility Superintendent and Senior JCOs are required to follow all policies and procedures and may be subject to discipline for:
   1. Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control;
   2. Failure to promptly and fully report any known misconduct of an employee to his/her immediate supervisor or to document such misconduct appropriately or as required by policy;
   3. Directing a subordinate to violate a policy or directive, or being indifferent to any such violation by a subordinate; and/or
   4. The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purposes.

IV. GENERAL STANDARDS:

A. Employees shall conduct themselves, whether on or off duty assignment, in accordance with state and federal law, and abide by all additional ordinances and rules enacted or established pursuant to legal authority.

B. Employees shall familiarize themselves with policies and procedures and are responsible for compliance. Employees should seek clarification and guidance from management in the event of any perceived ambiguity or uncertainty with reference to a specific policy.

C. Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible category of misconduct.

V. CAUSES FOR DISCIPLINE:

A. The following are examples of typical causes for disciplinary action. This list is not intended to cover every possible category of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics, causes of action set forth in County Memorandums of Understanding or Personnel Rules and Regulations, and specific action or inaction which is detrimental to efficient departmental operation.

VI. LAWS, RULES AND ORDERS:

A. Violation of, or ordering/instructing a subordinate to violate any policy, procedure, rule,

order, directive, requirement or failure to follow instructions contained in departmental or County manuals.

B. Disobedience of any legal directive or order issued by any department member of a higher rank.

C. Violation of federal, state, local or administrative laws, rules or regulations.

VII. ETHICS:

A. Using or disclosing one's status as an employee of the Tuolumne County Probation Department or the Mother Lode Regional Juvenile Detention Facility in any way which could reasonably be perceived as an attempt to gain influence or authority for non-departmental business or activity.

B. The wrongful or unlawful exercise of authority on the part of any staff member for malicious purpose, personal gain, willful deceit, or any other improper purpose.

C. The receipt or acceptance of a reward, fee, or gift from any person for service incident to the performance of the member's obligated job duties (lawful subpoena fees and authorized work permits excepted).

D. Acceptance of fees, gifts, or money contrary to the rules of the County of Tuolumne, this department, and/or laws of the state.

E. Offer or acceptance of a bribe or gratuity.

F. Misappropriation or misuse of public funds, property, personnel, or services.

G. Any other failure to abide by the standards of ethical conduct.

VIII. DISCRIMINATION, OPPRESSION, OR FAVORITISM:

A. Discriminating against, oppressing, or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

IX. PROHIBITED RELATIONSHIPS:

A. Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

B. Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection, or other sexual contact.

C. Establishing or maintaining an inappropriate personal or financial relationship as a result of an investigation with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

D. Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

E. Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

X. ATTENDANCE:

A. Employees shall adhere to the County's personnel policies, regulations, and Memorandums of Understanding with bargaining units.

B. Unacceptable absences include, but are not limited to, the following:
1. Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
2. Unexcused or unauthorized absence or tardiness.
3. Excessive absenteeism or abuse of leave privileges.
4. Failure to report to work or to place of assignment at the specified time and fully prepared to perform duties without reasonable excuse.

XI. UNAUTHORIZED ACCESS, DISCLOSURE, OR USE OF CONFIDENTIAL INFORMATION:

A. Unauthorized and inappropriate intentional release of confidential or protected information,

materials, data, forms, or reports obtained as a result of the member's position with this department.

B. Disclosure of confidential information and/or confidential records.

C. The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment and/or assignment to this Department for personal or financial gain, or without the express authorization of the Chief Probation Officer or his/her designee.

D. Loaning, selling, allowing unauthorized use, giving away or appropriating any Tuolumne County Probation Department and/or Mother Lode Regional Juvenile Detention Facility uniform, identification card, or departmental property for personal use, personal gain, or any other improper or unauthorized use or purpose.

E. Using departmental resources in association with any portion of an independent civil action.
   1. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

XII. EFFICIENCY:

A. Neglect of duty.

B. Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

C. Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

D. Unauthorized sleeping during on-duty time or assignments.

E. Failure to notify the Department of any change of address and/or telephonic/cellular contact information.

XIII. PERFORMANCE:

A. Failure to disclose or misrepresenting material facts; or making any false or misleading

statement on any application, examination form, report, or other official document during the course of any work assignment.

B. The falsification of any work-related records, making misleading entries or statements with the intent to deceive; and the willful and unauthorized removal, alteration, destruction and/or mutilation of any Department record, public record, book, paper or document.

C. Failure to participate in, giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any Departmental related business.

D. Being untruthful or knowingly making false, misleading or malicious statements which are reasonably calculated to harm the reputation, authority or official standing of this Department or its members.

E. Improper political activity including:
   1. Unauthorized attendance while on-duty at official legislative or political sessions; and
   2. Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position while on-duty or while on Department property.

F. Engaging in political activities during assigned working hours.

G. Any act on or off-duty assignment that brings discredit to this Department.

XIV. MISCONDUCT:

A. Failure of any member to promptly and fully report activities which resulted in contact with any other Law Enforcement agency or which may result in criminal prosecution or discipline under this policy.

B. Unreasonable and unwarranted force to a person encountered or a person under arrest.

C. Unauthorized or unlawful fighting, threatening, or attempting to inflict unlawful bodily harm on another individual.

D. Engaging in horseplay which could reasonably result in injury or property damage.

E. Discourteous, disrespectful, or discriminatory treatment of any member of the public or any member of this Department or County.

F. Use of obscene, indecent, profane, or derogatory language while on-duty or in uniform.

G. Criminal, dishonest, or disgraceful conduct, whether on or off-duty, which adversely affects the employee's integrity and/or public perception of the employee or Department.

H. Unauthorized possession of, loss of, damage to Department property or the property of others, or endangering property through carelessness or maliciousness.

I. Attempted or actual theft of Departmental property; misappropriation or misuse of public funds, property, personnel or the services, or property of others; unauthorized removal or possession of Departmental property or the property of another person.

J. Engagement in any activity which is incompatible with an employee's conditions of employment or appointment as established by law or which violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment, assignment, or hire.

K. Any other on or off-duty conduct which any member knows or reasonably should have known is unbecoming a member of this Department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this Department or its employees.

XV. SAFETY:

A. Failure to observe or violation of Departmental safety standards or safe working practices.

B. Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid, ongoing annual training requirements).

C. Failure to maintain good physical condition sufficient to adequately and safely perform Law Enforcement duties.

D. Bringing any firearm or illegal weapon onto the premises.

E. Unsafe or improper driving habits or actions in the course of employment or appointment.

F. Any personal action contributing to a preventable traffic collision.

G. Concealing or knowingly failing to report any on-the-job or work-related accident or

injury as soon as practicable, but no later than one day.

XVI. INTOXICANTS:

A. Reporting for work or being at work while intoxicated; when the staff's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs (whether legal, prescribed, or illegal).

B. Possession or use of alcohol at any work site or while on-duty.

C. Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication into the institution.

XVII. CELLULAR PHONES/PAGERS:

A. Cellular phones and/or any electronic communication devise(s) are strictly prohibited inside the secured areas of the Detention Facility.

B. Personal cellular phones may be locked in a staff locker (inside the men's and women's locker room) before entering the secured facility. Do not bring cellular phones into the secured facility.

XVIII. INTERACTING AND COMMUNICATING WITH YOUTH:

A. The use of derogatory or profane language toward or in the presence of youth is strictly forbidden. All personnel shall refrain from any conduct or language which is offensive, hostile or intimidating to youth or co-workers. A youth may grieve each instance of derogatory or profane language by personnel and will be directed to complete a Youth Grievance Form.

B. Personnel shall not procure relationships with youth in custody, or maintain contact with youth once they are released, beyond professional levels of contact.

C. Never give/offer youth or former youth gifts, either in the form of food or other tangible items.

D. Never act as a "messenger" between or for youth, or former youth.

E. Never allow a former youth into your home.

XIX. REPORTING EMPLOYEE MISCONDUCT:

A. Contract or non-county personnel are encouraged to address and/or report any employee misconduct witnessed while on-duty. This includes misconduct on the part of probation/facility staff.

B. Employee misconduct in the workplace, can include, but is not limited to:
1. Violation of Agency Policy or Detention Facility Policy and Procedure and/or protocol;
2. Biased or inappropriate behavior towards co-workers and/or youth (i.e. physical abuse, profane and inappropriate language);
3. Dishonest employee conduct, such as sleeping on the job; or
4. Misrepresenting or forging of any legal/official documents entailing any matter involving the Tuolumne County Probation Department and/or the Mother Lode Regional Juvenile Detention Facility (MLRJDF) and/or its employees and/or probationers/youths.
5. Sexual harassment, misconduct, abuse, etc. (contact PREA Coordinator) refer to MLRJDF PREA Policy and Procedures.

C. Mother Lode Regional Juvenile Detention Facility staff witnessing misconduct shall report the behavior to their immediate Supervisor. If the misconduct involves facility personnel, the misconduct must be reported to the Facility Superintendent and/or Chief Probation Officer. The reporting person may be required to provide documentation. Employees are required to report any misconduct or suspected misconduct. Failure to report misconduct shall result in potential disciplinary action.

XX. ACKNOWLEDGEMENT:

A. Upon receipt of this Code of Conduct, all sworn, non-sworn, contract, and non-County personnel working within the Detention Facility shall be required to sign a Policy and Procedure Manual Acknowledgment affirming they will comply with the requirements and procedures contained herein.

REFERENCED FORMS AND INFORMATION

Policy and Procedure Manual Acknowledgement

Youth Grievance Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 6)
	SUBJECT: Training, Personnel, and Management **TITLE:** Suspected Child Abuse/Neglect Reporting Requirements
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Penal Code
§11166

PURPOSE

To establish and implement policy and procedure for reporting suspected child abuse and/or neglect.

POLICY

I. SUSPECTED CHILD ABUSE/NEGLECT:

A. All employees at the Mother Lode Regional Juvenile Detention Facility are mandated reporters of child abuse and/or neglect pursuant to California Penal Code, Section 11165.7 and 11166, and shall report suspected child abuse and/or neglect accordingly. Mandated reporters are required to provide their names to Child Welfare Services.

B. The reporting requirement cannot be delineated to another staff person.

C. No employee can be dismissed, disciplined, or harassed for making a report of suspected child abuse and/or neglect.

D. Mandated reporters can be held criminally liable for failing to report suspected abuse or neglect. Failure to report suspected child abuse and/or neglect can result in up to six months in a county jail, a fine of not more than $1,000, or both. Mandated reporters can also be held civilly liable for failure to report suspected abuse or neglect.

PROCEDURE

I. REPORTING SUSPECTED CHILD ABUSE/NEGLECT:

A. Upon reasonable suspicion a youth is a victim of child abuse and/or neglect and immediate intervention may be required, staff shall immediately report the matter to Tuolumne County Child Welfare Services (209) 553-5717 and/or the Tuolumne County Sheriff's Office (209) 533-5815 via telephone.

B. A Suspected Child Abuse Report (SCAR) form shall then be filled out and sent to the appropriate agencies. Distribution of the SCAR form is explained at the bottom of the form.

C. Staff should notify the Facility Superintendent when all reports are filed, as well as advising the PREA Coordinator if sexual abuse was alleged within the report.

REFERENCED FORMS AND INFORMATION

Suspected Child Abuse Report (SCAR) (SS8572 CA Form)

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 7)
	SUBJECT: Training, Personnel, and Management **TITLE:** Duty To Warn
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding the Mother Lode Regional Juvenile Detention Facility staff's responsibility and Duty to Warn all threats of harm by youth.

POLICY

I. DISCUSSION:

A. There are three paramount cases concerning a duty to warn:
   1. Thompson vs. County of Alameda [(1980) 27 Cal. 3d 741].
   2. Tarasoff vs. Regents of University of California [(1976) 17 Cal. 3d 425, 434].
   3. Johnson vs. State of California [(1968) 69 Cal. 2d 782].

B. Staff of this facility takes all threats of harm by or to youth seriously, and appropriate notification and actions must be taken.

C. If staff at the Mother Lode Regional Juvenile Detention Facility become aware that a resident has made/makes a threat against another person(s) and that person(s) are readily identifiable, staff shall report to the Facility Superintendent information related to the threat for an evaluation of the situation and subsequent appropriate notifications.

PROCEDURE

I. DUTY TO WARN:

A. If a youth makes a threat against some person(s) and that person, or those persons are readily identifiable, staff must immediately discuss the threat with the Facility Superintendent.

B. Any incident of this nature shall always be taken to the Facility Superintendent for a discussion of direction, but a warning must be given, and the incident(s) must be documented.

C. Upon notification from staff of a "threat to harm," the Facility Superintendent will bring the matter to the immediate attention of the Chief Probation Officer and/or designee.

D. The administration is charged with the responsibility of notifying appropriate authorities and taking other steps determined lawful and necessary for the safety and security of staff.

E. This policy cannot cover all possible cases or outcomes and staff should consult a supervisor when possible Duty to Warn situations arise.

REFERENCED FORMS AND INFORMATION

Incident Report

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 8) **SUBJECT:** Training, Personnel, and Management **TITLE:** Interactions/Communications With Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding staff interaction and appropriate communications with youth detained in the care of Mother Lode Regional Juvenile Detention Facility.

POLICY

I. INTERACTIONS WITH YOUTH:

A. The use of derogatory or profane language is prohibited.

B. Staff shall maintain a professional demeanor and conduct themselves in a manner which contributes to a positive environment. All Staff shall refrain from conduct or language which is offensive, hostile, or intimidating to youth or co-workers.

PROCEDURE

I. COURTESY:

A. Staff are expected to conduct themselves in a professional, trauma informed, and courteous manner:
   1. Remain calm and respectful during all contacts with youth, parents, visitors and other employees;
   2. Never employ sarcasm, ridicule, and/or threats when talking with or about a youth; and
   3. Correction of a youth's behavior shall not be used to embarrass the youth, and when necessary, shall be delivered in a one-on-one meeting (i.e. not in front of other youth).

II. POSITIVE COMMUNICATION:

A. Positive communication helps build rapport with youth. Rapport becomes essential when dealing with behavior issues.

B. Staff should serve as role models and are expected to interact with youth in a positive manner. Positive interaction helps to reduce undesirable behavior while shaping acceptable behavior. Staff shall always consider past history of trauma when communicating with youth. Should

staff decide to dine with youth, it is expected they eat and drink the same meal/beverage being offered to the youth.

III. COUNSELING:

A. Counseling and interacting with youth are essential functions of the job that staff should participate in regularly in order to engage youth and promote a healthy living environment.
   1. Counseling is defined as actively listening to a youth in an attempt to understand his or her concerns or problems, coupled with discussion to help the youth deal constructively and appropriately with those concerns or problems;
   2. Counseling of youth should always remain on a professional level. The personal/intimate relationships of staff shall never be discussed with or in the proximity of youth;
   3. Certain issues and topics should be referred to support staff who have expertise in those areas. Counseling youth relative to the following topics is inappropriate: religion (Religious Mentor), sexual or family planning issues (Mental Health/Medical Staff); and
   4. Religious counseling by Juvenile Correctional Officer (JCO) staff is prohibited.

IV. STAFF DIRECTIVES:

A. Explicit, clear guidance or instruction given by staff to youth:
   1. Staff directives shall be used to reinforce rules and elicit appropriate behavior from youth;
   2. Directives shall be firm and staff shall refrain from using any derogatory or profane language when giving directions to youth; and
   3. It is the responsibility of Intake staff to ensure youth are aware of the facility rules upon their arrival. Rules shall be consistently and regularly reinforced through staff directives using positive communication.

V. RELATIONSHIPS WITH YOUTH:

A. Staff shall not pursue relationships with youth in custody, or maintain contact with youth once they are released, beyond professional levels of contact.

B. The conduct of staff must always remain above reproach:
   1. Personal phone numbers, post office box numbers or addresses shall not be given to current youth, former youth, or the family of current or former youth;
   2. Never give/offer youth or former youth gifts, offers, either in the form of food or other tangible items;
   3. Never accept gifts, offers, food, or other tangible items from youth or their families;

4. Never act as a "messenger" between or for youth or former youth;
5. Never solicit or agree to an off-site meeting with a former youth;
6. Never allow a former youth into your home;
7. Never give/offer a ride to a former youth in your own vehicle;
8. If a former youth contacts you off-site, either in person, via telephone or letter, it is best to inform a Senior JCO and document the contact in an Incident Report; and
9. If you have contact with a former youth whom you know has an outstanding warrant, report the youth's whereabouts (if known) to Law Enforcement and/or the youths Probation Officer.

REFERENCED FORMS AND INFORMATION

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 9)
	SUBJECT: Training, Personnel, and Management **TITLE:** Transportation of Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for the transportation of youth housed at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. TRANSPORTING YOUTH:

A. At all times staff are to act to ensure the maximum safety and security of youth being transported in a vehicle.

B. Transportation of youth shall be viewed as a high risk situation.

C. Any time a staff transports a single youth, a caged vehicle shall be utilized with the youth seated in the right rear seat of the vehicle. When transporting more than one youth, both youth shall be seated in the rear seat of the vehicle.

D. Youth are to be seat-belted at all times. At no time is the youth to be secured in any way to the vehicle other than by seatbelt.

E. Staff are required by local ordinance and state law to use seat belts and shoulder harnesses.

F. Staff shall transport youth of the same gender, unless two staff participate in the transport.

G. Use of private vehicles for the transportation of youth is strictly prohibited.

H. Staff are required to obey all motor vehicle laws.

I. Staff are required to take a cell phone and radio with them on all transports.

PROCEDURE

I. BEFORE TRANSPORT:

A. All youth should have a pat down search completed prior to leaving the facility by a Juvenile Correctional Officer (JCO).

B. The transportation vehicle is to be searched prior to transportation of youth. Oil and coolant levels should be checked regularly by assigned departmental staff.

C. For out-of-county transports, directions to the destination should be confirmed. A call ahead should be made for the estimated time of arrival.
   1. This notification is not needed for local court transports.

D. The transporting JCO shall have on his/her person a valid California Driver's License, Department Identification Card, gas credit card, and County credit card for meals.

E. All necessary paperwork (i.e. transfer papers, medical packet, Department of Juvenile Justice (DJJ) commitment papers, social history documents, placement packet, etc.), personal property, and medications to accompany the youth shall be obtained and placed in the front seat of the vehicle along with the cell phone and radio.

F. Youth are to utilize restroom facilities in the Juvenile Detention Facility prior to the transport.

G. Youth shall be in standard restraint equipment (handcuffs, waist chain,) unless pregnant, throughout the duration of the transport.

H. Staff shall keep a hand on the youth's restraints while outside the confines of the vehicle, as to keep the youth from falling, tripping, stumbling, or otherwise injuring themselves.

I. When a safety or security issue has been identified, it may be necessary for a second staff to sit next to the youth in the rear driver's side of the vehicle to provide direct supervision during transportation.

J. When entering or exiting the vehicle, the JCO will use hands-on guidance to avoid the youth from bumping their head on the roof of the vehicle.

K. The time and mileage are to be given to Central Control via radio or cell phone at the start and finish of each leg of the transport.

1. This notification is not needed for local court transports.

II. STOPS DURING TRANSPORT:

A. No stops should be made, except in an emergency. If stops are necessary, the facility should be informed by cell phone of the place and reason that the stop is made.

B. Transports in excess of four hours require a meal stop to be provided. Bagged lunches will be prepared and provided to youth at an appropriate time.

C. The youth must remain in staff's sight at all times. Never allow the youth into a closed room without staff.

D. Youth are to utilize restroom facilities in the Juvenile Detention Facility prior to the transport to alleviate the need for unnecessary stops.

III. MISCONDUCT/ESCAPE:

A. Vehicle windows in the rear shall never be rolled down or cracked for youth.

B. Should a youth escape, notify local Law Enforcement immediately. Give an accurate description of the youth, the circumstances of the escape, including the direction the youth went. Notify the Facility Superintendent and Senior JCO on duty immediately after calling Law Enforcement and wait for instructions.

C. All youth returning to the facility will have a pat down search completed. If staff have reasonable suspicion to believe the youth may have concealed contraband during their time away from the facility, a visual body search may be conducted with clearance from the facility Superintendent. A written report must be submitted.

IV. EMERGENCIES:

A. Should a medical emergency arise, staff shall proceed to the nearest medical facility or contact Law Enforcement to obtain necessary assistance.

B. Following this, staff shall contact the Senior JCO on-duty to advise of the nature emergency and await further instruction.

V. RETURN/COMPLETION OF TRANSPORT:

A. Staff shall notify the Juvenile Detention Facility of departure on the return leg of the transport.

B. Upon returning from the transport refuel (if applicable) the vehicle at a designated county Commercial Fueling Network (CFN) station (after returning the youth to the facility).

C. Upon return, transportation vehicles shall be searched once the youth is secured.

D. Whenever transporting a youth who displays signs of illness, such as having a sore throat, body aches, runny nose/congestion, rash, or who has a known contagious disease, or who has a fever with or without cough, the vehicle shall be wiped down with an appropriate disinfectant.

E. Park the vehicle in the Facility parking lot, lock the vehicle, and return the keys to the ready room.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 10)
	SUBJECT: Training, Personnel, and Management **TITLE:** Use of County Vehicles
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
Administrative Directive
County of Tuolumne Safety Manual: Vehicle Usage & Safety Belt Policy

PURPOSE

To establish and implement policy and procedure for use of County vehicles by the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. COUNTY VEHICLES:

A. County vehicles shall only be used by County officials and employees, and only for County purposes. Only County officials and employees shall be permitted to operate or use a County vehicle. Employees are prohibited from carrying weapons in a County vehicle, or transporting hitchhikers or any other individual not authorized by the Chief Probation Officer or designee. Volunteers may be authorized to drive County vehicles upon the recommendation of the Department head and with the approval of the County Administrator (County of Tuolumne Safety Manual: Vehicle Usage & Safety Belt Policy).

B. Use of a County-owned vehicle for purposes other than County business is expressly prohibited.

C. Persons driving on County business shall be knowledgeable of and shall obey applicable Federal, State, and local traffic laws and regulations at all times. Fines and penalties levied for violations of State, County, or City laws and ordinances for which the driver is responsible shall be immediately reported to a Supervisor and paid for by the employee.

D. It is the policy of the Mother Lode Regional Juvenile Detention Facility to require the use of safety belts and to assure compliance with applicable provisions of 8 C.C.R. §3653 of the General Industry Safety Orders and the County of Tuolumne Safety Manual: Vehicle Usage & Safety Belt Policy.

PROCEDURE

I. USE OF COUNTY VEHICLES:

A. Check out the vehicle.

B. Indicate the vehicle number being used in the Vehicle Log Book.

C. The driver shall conduct a walk-around inspection of the assigned County vehicle for damage prior to use.

D. Check the vehicle for any damage after use. Report any damage to the Senior JCO immediately.

E. Dangerous or defective conditions shall be reported to a Senior JCO immediately.

F. Refuel the vehicle if the gas level is at or below ½ a tank.

G. Vehicles can be refueled at a designated Commercial Fueling Network (CFN) station.

H. Remove all trash from the vehicle.

I. Park all vehicles in the designated parking spaces.

J. Check in the vehicle upon return in the Vehicle Log Book.

K. Whenever transporting a youth who displays signs of illness, such as having a sore throat, body aches, runny nose/congestion, rash, or who has a known contagious disease, or who has a fever with or without cough, the vehicle shall be wiped down with an appropriate disinfectant.

REFERENCED FORMS AND INFORMATION

Vehicle Log Sheet

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 11)
	SUBJECT: Training, Personnel, and Management **TITLE:** Radios
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish, implement, and enforce policy and procedure for the use of the handheld radios as a means of communication within the Mother Lode Regional Juvenile Detention Facility in an effort to ensure the safety and security of youth, staff, and visitors.

POLICY

I. RADIO COMMUNICATIONS:

A. All youth supervision staff on-duty inside the facility shall carry a facility issued radio on their person at all times.

B. Radios shall be holstered during times of non-use, and shall not be left on desks or furniture.

C. All radio transmissions are considered official communications and shall be made in a professional and courteous manner.

D. All radio transmissions are to be brief and to the point.

E. Staff shall not disclose the facility radio frequency to anyone.

F. Youth shall never be permitted to touch or use a radio in any manner.

PROCEDURE

I. RADIO CHECK-OUT:

A. All youth supervision staff will obtain an issued radio from the ready room at the start of their shift.

B. Each employee is responsible for conducting a radio check to ensure the radio is properly charged and in working order.

C. Staff are to immediately report any radio trouble to Central Control.

D. Staff shall return their radio to the ready room at the end of every shift, and ensure the radio is left re-charging.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 12)
	SUBJECT: Training, Personnel, and Management **TITLE:** Video Camera and Audio Surveillance
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding the utilization of video surveillance equipment to monitor and record designated areas of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. AUDIO AND VIDEO SURVEILLANCE:

A. The Juvenile Detention Facility shall utilize video surveillance equipment to monitor and record designated areas of the facility to enhance the safety and security of the facility and its occupants.

B. The system of cameras installed at the Juvenile Detention Facility serves in two primary capacities: security operations and surveillance.

C. The Juvenile Detention Facility shall utilize audio surveillance in designated areas of the facility.

PROCEDURE

I. VIDEO SURVEILLANCE:

A. Cameras are installed at security doors within the Juvenile Hall perimeter to assist Central Control in properly identifying the individual seeking entry.

B. Cameras are installed in designated areas within the facility where youth may be located during regular operations (i.e. recreation, classrooms, meals area(s), visitation, housing, and transitioning between locations, etc.). These cameras allow Central Control to monitor and manage activities throughout the facility, and provide a measured response to any emergencies which may arise during the duty shift.

C. Recorded, archived media may only be reviewed by the Chief Probation Officer and/or Facility Superintendent, or his/her designee.
   1. Recorded video media will be stored for one year to external storage devices within a

secure location; and

2. Recorded video media may be utilized by the Chief Probation Officer and/or Superintendent to assess potential problems impacting the security of the facility, to review activity during reported incidents, for training assistance, and to provide information during investigations.
3. Exported video media will be destroyed after one year of retention.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 13)
	SUBJECT: Training, Personnel, and Management **TITLE:** Publicity
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding contact from news media and other outside organizations with the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PUBLICITY:

A. The Mother Lode Regional Juvenile Detention Facility staff shall not divulge any information to news media or other outside organizations.

PROCEDURE

I. CONTACT FROM MEDIA:

A. Whenever any person representing the news media or other outside organization contacts the Mother Lode Regional Juvenile Detention Facility either in person, or by telephone, requesting information:
   1. Decline the request and refer the person to the Facility Superintendent.
   2. If the Facility Superintendent is not available, refer the person to the Chief Probation Officer.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 14)
	SUBJECT: Training, Personnel, and Management **TITLE:** Facility Tours
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for conducting tours for approved visitors within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CLEARANCE:

A. Representatives of any news media must be cleared by the Facility Superintendent and/or Chief Probation Officer prior to entering the facility. Do not take the person's statement for having obtained permission.

B. Cameras may not be brought into the facility unless permission to take pictures has been granted by the Facility Superintendent and/or Chief Probation Officer. Do not take the person's statement for having obtained permission. If permission has been granted, pictures may not include any pictures of youth.

PROCEDURE

I. CONDUCTING TOURS:

A. Individuals or groups requesting institutional tours should contact the Facility Superintendent and/or Senior Juvenile Correctional Officer (Senior JCO). No youth are allowed to tour the facility.

B. Tours are normally granted only to those individuals and groups who are:
   1. Authorized by law to inspect the facility; and
   2. Involved in serving the needs of the Mother Lode Regional Juvenile Detention Facility and/or Probation Department and its functions.

C. The Facility Superintendent and/or a Senior JCO will personally conduct all group tours.

D. Direct contact with youth in custody should be kept to a minimum.

E. At no time during tours are visitors to be permitted to obtain the full name or any case information regarding youth in custody.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 15)
	SUBJECT: Training, Personnel, and Management **TITLE:** Department Owned and Personal Property
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding care and replacement of Department owned and personal property in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. DEPARTMENT PROPERTY:

A. Department Employees shall be responsible for the safekeeping, serviceable condition, and proper care and use of Departmental property assigned or entrusted to them.

B . Employees may suffer occasional loss or damage to personal or Departmental property while performing their assigned duty.

C. An employee's intentional or negligent abuse or misuse of Departmental property may lead to discipline including, but not limited to, the cost of repair or replacement of the damaged property.

D. Certain procedures are required depending upon the loss and ownership of the item.

PROCEDURE

I. REPORTING DAMAGE:

A. Employees shall promptly report through their chain of command any loss, damaged, stolen, or unserviceable condition of any Department-issued property or equipment assigned for their use.

B. The use of damaged or unserviceable Departmental property shall be replaced with comparable Departmental property. All damaged or unserviceable Departmental property shall be reported to a Senior Juvenile Correctional Officer (Senior JCO).

C. Departmental property shall be limited to official purposes and used in the capacity for which it was designed.

D. Departmental property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

E. In the event that any Departmental property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

F. Departmental property shall not be stored in vehicles or other places which increase the risk of loss or theft. Some examples of this are shirts, clothing, OC spray, duty belts, cell phones, identification cards, handcuffs, and keys, or any other item that is Department owned.

G. All damaged property claims shall be submitted on a Facility Damage Report Form.

II. FILING CLAIMS FOR PERSONAL PROPERTY:

A. In general, personal property lost or damaged is not subject to replacement/reimbursement by the County. However, should personal property be damaged in the line of duty an employee may submit a request for consideration of reimbursement.

B. Employees must submit to the Chief Probation Officer for consideration a written statement regarding circumstances surrounding the event in which the property was damaged and verification of replacement costs.

C. In addition to submitting a written statement, a verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

D. The written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

III. COUNTY SPECIFIC:

A. The County of Tuolumne also maintains a Property Program which provides insurance to protect the county against losses of its physical property, consisting of buildings, vehicles, and equipment.

IV. CLAIM PROCESS:

A. Loss or destruction of property should also be reported to Human Resources/Risk Management immediately.

B. For vehicle damage, an automobile accident report must be completed and submitted to County Counsel. Insurance information shall be obtained from the other driver, and the names and addresses of witnesses should also be obtained, if possible.

C. If property is stolen or damaged, report it to Human Resources/Risk Management. Report stolen property to Law Enforcement.

D. Property items which are damaged due to flood, fire, or any other incident must be reported to Human Resources/Risk Management staff.

REFERENCED FORMS AND INFORMATION

Facility Damage Report Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 16)
	SUBJECT: Training, Personnel, and Management **TITLE:** Dress Code and Department Issued Clothing and Equipment
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding Mother Lode Regional Juvenile Detention Facility personnel dress code, and Department issued clothing and equipment.

POLICY

I. DRESS CODE:

A. All Mother Lode Regional Juvenile Detention Facility employees shall present an appropriate and professional image.

B. Staff must represent to the public and to other agencies the professional standard and image of the Department.

C. It is also important staff model appropriate dress for youth.

D. Staff must present a neat and well-groomed image to the courts and to the public.

E. The uniform policy is established to ensure all sworn staff will be readily identifiable to the public through the proper use and wearing of Department-approved clothing. Employees should also refer to the Probation Department's polices on Owned and Personal Property, and Personal Appearance Standards.

F. The Department will provide uniform shirts for all employees required to wear them in accordance with this policy. Juvenile Correctional Officers (JCOs) must purchase a pair of gray or black tactical pants utilizing a county clothing allowance factored into an employee's annual pay.

PROCEDURE

I. WEARING AND CONDITION OF UNIFORM AND EQUIPMENT:

A. JCOs wear Department-approved clothing to be identified as peace officers when carrying out operations. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need. Probation Aides shall wear Departmentally issued shirts.

B. Uniform shirts and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professional.

C. All peace officers of this department shall possess and maintain a serviceable uniform shirt and the necessary equipment to perform their duties.

D. Uniform shirts and any clothing displaying a Department "badge" are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

E. Senior JCOs will perform periodic inspections of Department-approved clothing and equipment to ensure conformance with these regulations.

F. Employees are not to purchase or consume alcoholic beverages or marijuana while wearing any part of the Department uniform.

G. Officers engaged in detention supervision shall not wear hoop, dangling earrings or bracelets, or necklaces which may represent a choking hazard during a personal assault. All facial piercing jewelry such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited.

II. DEPARTMENT ISSUED IDENTIFICATION:

A. The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department-issued identification card at all times while on-duty.

B. When on-duty or acting in an official capacity representing the department, employees shall display their Department-issued identification in a courteous manner to any person upon request.

III. UNIFORM AND CLOTHING STANDARDS:

A. Clothing shall be neat and clean at all times. Clothing should not be torn, faded, frayed, or in obvious need of repair.

IV. SUPERVISION OFFICERS:

A. The following shall be worn by Facility JCOs and Probation Aides:
   1. Department-issued polo shirt, jacket, and/or other designated clothing with the embroidered badge clearly visible.
   2. Tactical pants (gray or black in color) which appear neat and clean without any visible holes or rips.
   3. Closed toed shoes or boots that are black in color.

V. COURTROOM ATTIRE:

A. The following shall be worn when officially appearing in Superior Court to testify or as a transportation officer:
   1. Department uniform; and/or:
   2. Appropriate Courtroom attire consisting of:
      a. Button shirt with collar and tie or blouse,
      b. Dress pants/slacks, dress, or skirt,
      c. Sports coat or suit jacket, and
      d. Dress shoes.

VI. SUPPORT STAFF AND NON-SWORN PERSONNEL:

A. The following shall be worn by office staff:
   1. Clean and neat shirt or blouse. T-shirts are not acceptable;
   2. Clean pants (without holes or rips), skirt or dress. Jeans and/or athletic shoes are only to be worn on “Casual Friday’s” or with prior approval from the Facility Superintendent; and
   3. Footwear may not include flip-flops, casual sandals, or slipper type shoes/boots. Heels should be no more than three inches high.

B. Variations from this order are allowed at the discretion of the Chief Probation Officer and/or the Facility Superintendent when the employee's assignment or current task is not conducive

to the wearing of such clothing. No item of civilian attire may be worn on duty which would adversely affect the reputation of the Department or the morale of the employees.

VII. POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS:

A. Unless specifically authorized by the Chief Probation Officer, employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a Department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Department to do any of the following (Government Code §§ 3206 and 3302):

1. Endorse, support, oppose, or contradict any political campaign or initiative;
2. Endorse, support, oppose, or contradict any social issue, cause, or religion;
3. Endorse, support, or oppose, any product, service, company or other commercial entity; or
4. Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 17)
	SUBJECT: Training, Personnel, and Management **TITLE:** Personnel Appearance Standards
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding Mother Lode Regional Juvenile Detention Center personnel appearance.

POLICY

I. PERSONAL APPEARANCE:

A. In order to maintain the confidence of the public and other members of the facility, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and their assignment.

B. Unless otherwise stated, and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief Probation Officer and/or Facility Superintendent has granted exception.

PROCEDURE

I. HAIR:

A. Hair shall be clean and trimmed. Hairstyles shall be appropriate and professional in appearance, and consistent with safety so that hair does not impede the ability to defend against personal assault.

B. Hair coloring shall not contain unusual contrasts nor be outside the range of natural colors.

C. Non-sworn employees are expected to maintain appropriate and professional hairstyles, beards, sideburns, and mustaches which must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment.

D. Sworn staff shall keep their hair trimmed to a length so that it cannot be readily grabbed by an assailant and does not fall over the eyebrows; sworn staff with excessively long hair shall keep their hair tied or pinned back. Beard, moustache, and sideburn styles shall be

neat and professional in appearance and trimmed to a length that cannot be grabbed by an assailant.

II. PERSONAL HYGIENE:

A. Personal hygiene is essential in maintaining a professional image.

B. Employees shall maintain a hygienic, clean, presentable appearance.

C. Such hygiene includes a regular bath/shower, use of deodorant/antiperspirant and appropriate oral hygiene.

III. FACIAL HAIR:

A. Facial hair shall be neatly groomed and trimmed, unless authorized by the Chief Probation Officer and/or the Facility Superintendent.

IV. FINGERNAILS:

A. Fingernails shall remain clean, trimmed, and not exceed a length which could interfere with the operation of safety equipment.

V. JEWELRY AND ACCESSORIES:

A. No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual.

B. Jewelry, if worn around the neck, shall not be visible above the shirt collar; a wedding and/or engagement ring is permitted so long as it does not impede regular duties.

VI. TATTOOS:

A. While on-duty or representing the Department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art.

B. At no time while on-duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible.

C. Examples of offensive tattoos include, but are not limited to those which depict:

1. Racial;
2. Sexual;
3. Discriminatory;
4. Gang related; or
5. Obscene language.

VII. BODY PIERCING OR ALTERATION:

A. Body piercing or alteration to any area of the body visible in any authorized uniform or attire which is a deviation from normal anatomical features and which is not medically required is prohibited.

B. Such body alteration includes, but is not limited to:
1. Abnormal shaping of the ears, eyes, nose or teeth;
2. Tongue splitting or piercing;
3. The complete transdermal implantation of any material other than hair replacement; or
4. Branding or scarification.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 18)
	SUBJECT: Training, Personnel, and Management **TITLE:** Occupational Injuries
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish, implement, and enforce policy and procedure for the reporting of on-duty injuries, occupational illnesses, or deaths to Risk Management; to ensure proper medical attention is received; and to document the circumstances of the incident.

POLICY

I. WORK-RELATED INJURY/ILLNESS:

A. All work-related injuries and work-related illnesses requiring medical care must be reported to the Facility Superintendent and the Human Resources Manager. A claim form shall be provided to the injured employee by the immediate supervisor or manager as soon as possible, but no later than 24 hours from the time the injury was discovered, excluding weekends and holidays.

B. Any employee sustaining any work-related injury or illness, as well as any employee who is involved in any accident while on-duty shall report such injury, illness or accident as soon as practical to a Senior Juvenile Correctional Officer (Senior JCO) or the Facility Superintendent.

C. Any employee observing or learning of a potentially hazardous condition is to promptly report the condition to a Senior JCO or the Facility Superintendent.

PROCEDURE

I. EMPLOYEE'S RESPONSIBILITY:

A. Any employee sustaining a work-related injury or illness which requires relief from duty is required to be examined and/or treated by a doctor authorized to conduct Worker's Compensation examinations.

B. Any employee sustaining a work-related injury or illness which requires relief from duty is required to notify the Department of any change in work modification or restriction or anticipated duration of absence by providing a written statement from the treating physician.

C. An employee being treated for an on-duty injury must present a letter from the attending physician who addresses his/her ability to return to work, either in a regular capacity or a modification of duty capacity. The employee shall provide the letter to the Facility Superintendent, who will provide copies to the Probation Business Manager and the Chief Probation Officer. The Facility Superintendent will review the form with Human Resources to determine if modified duty is appropriate and available.

D. An injured employee or an employee who has suffered a work-related illness shall report the extent and duration of any work restrictions if they are known as soon as practical to a Senior JCO or the Facility Superintendent. In addition, such employees are required to promptly submit all medical releases, whether partial or full releases, to the Facility Superintendent.

II. SUPERVISOR/MANAGER RESPONSIBILITY:

A. A supervisor learning of any work-related injury, illness, or accident shall promptly prepare the appropriate forms.

B. For work-related accidents, injuries, or illness not requiring professional medical care, an Investigation Report of Injury form shall be completed. All copies of the completed form shall be forwarded through the chain of command and a copy sent to Human Resources.

C. Every injured employee must be provided with an Employee's Claim for Workers' Compensation Benefits Form (DWC-1) within 24 hours, regardless of the nature of illness or injury.

D. Every injured employee shall sign the Tuolumne County Receipt of Employee Claim Form.

E. When an accident, injury, or illness is reported initially on the Investigation Report of Injury form and the employee subsequently requires professional medical care, the State of California Employer's Report of Occupational Injury or Illness form shall be completed by Human Resource Risk Management staff. The injured employee shall also sign the form.

F. Copies of any reports documenting the accident or injury shall be forwarded to the Chief Probation Officer as soon as they are completed.

III. CHIEF PROBATION OFFICER/FACILITY SUPERINTENDENT RESPONSIBILITY:

A. The Chief Probation Officer and Facility Superintendent shall review and forward copies of the report to the Human Resources Department.

IV. INJURY NOT REQUIRING MEDICAL ATTENTION:

A. Those injuries and illnesses not requiring medical attention shall be recorded on an Investigation Report. This report shall be completed and signed by the Facility Superintendent.

B. The Investigation Report shall also be signed by the affected employee, indicating that he/she did not seek medical attention at the time of the report. By signing the form, the employee will not preclude his/her ability to seek medical attention later. This form shall be sent to the Probation Business Manager (Probation Department's main office) who will forward it to Human Resources.

V. SETTLEMENT OF INJURY CLAIMS:

A. Occasionally, an employee's work-related injury results from the negligent or wrongful acts of another, for which the employee, the County, and/or other insurers are entitled to recover civilly.

B. To ensure the County's interests are protected and that the employee has the benefit of the County's experience in these matters, all settlements are handled by the Worker's Compensation Third Party Administrator, Human Resources Manager and County Counsel.

VI. EMPLOYEE TO REPORT INITIAL CONTACTS:

A. When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company, or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to the Facility Superintendent as soon as possible.

B. This written report shall be sent to Human Resources.

REFERENCED FORMS AND INFORMATION

Refer to Tuolumne County Website - Home > Government > Administration > Human Resources > Risk Management > Worker's Compensation

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 19)
	SUBJECT: Training, Personnel, and Management **TITLE:** Cellular Telephones and Electronic Communication Devices
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

The Mother Lode Regional Juvenile Detention Facility is a secured facility. A stolen or misplaced cell phone or any electronic communication device that falls into the hands of a youth can significantly weaken the integrity of the facility's safety and security, thus endangering the lives of youth, staff, and visitors.

This policy establishes, implements, and enforces policy and procedures regarding the use of cellular telephones and other electronic communication devices by employees while on-duty or while in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CELLULAR AND ELECTRONIC COMMUNICATION:

A. Cell phones and any electronic communication device(s) are strictly prohibited inside the secure perimeter of the Mother Lode Regional Juvenile Detention Facility (MLRJDF).

B. This policy applies to all persons within the institution including: Probation, Mental Health, educational staff, volunteers, contractors, and visitors.

PROCEDURE

I. SECURING CELL PHONES:

A. Do not bring cellular phones into the secured facility.

B. Personal cell phones and electronic devices may be locked in a staff locker (inside the men's and women's locker room) before entering the secured facility.

C. Lobby/entrance area lockers will be accessible to visitors, contractors, vendors, etc. to store personal belongings, cell phones, etc., outside of the secured detention area. The MLRJDF is not responsible for any theft or loss of property. Visitors, contractors, vendors, etc. may choose to leave prohibited devices, personal property, etc. in their personal vehicles.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 20)
	SUBJECT: Training, Personnel, and Management **TITLE:** Scheduling
PROBATION DEPARTMENT ***Mother Lode Regional Juvenile Detention Facility***	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
Administrative Directive
California Code of Regulations, Title 15
§1321

PURPOSE

Regular and prompt attendance by every employee is important and necessary to the success of the Mother Lode Regional Juvenile Detention Facility in carrying out its responsibilities and is a requirement which must be met by all employees. Maintaining good attendance is a condition of employment and a necessary component of every employee's job. Each employee has a work schedule including a time to start and finish the work day and is expected to be in regular attendance at their work site. All absences or deviations from a work schedule require the Facility Superintendent and/or the Senior Juvenile Correctional Officer assigned to scheduling's approval. Unauthorized or excessive absenteeism may lead to disciplinary action, up to and including termination. This manual section is to establish and implement a policy and procedure for the processing of staffing standards, shift schedules, time-off requests, and overtime for the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. SCHEDULING:

A. The Mother Lode Regional Juvenile Detention Facility (MLRJDF) shall designate a Senior Juvenile Correctional Officer (Senior JCO) in charge of scheduling. The administration of vacation, holiday, compensatory time off, sick time, staffing assignments, etc. is the responsibility of the Senior JCO assigned to scheduling. All shift assignments and time off requests are assigned, approved, or disapproved by the Facility Superintendent.

B. This policy applies to all Senior JCOs, JCOs I/II, and Probation Officers (when working in the capacity of a JCO within the MLRJDF).

PROCEDURE

I. STAFFING SCHEDULE:

A. A staffing schedule is maintained by the Senior JCO assigned to scheduling and reviewed regularly by the Facility Superintendent; this schedule will be in compliance with minimum standards established by Title 15 regulations. Staff assignments are to be made per shift in

order to meet such standards. Any deviation from the assigned schedule must have the approval of the Facility Superintendent or his/her designee.

II. STAFFING AND SUPERVISION:

A. The MLRJD shall:

1. Have an adequate number of personnel sufficient to carry out programming and meet established standards and regulations. No required services shall be denied because of insufficient numbers of staff on duty;
2. Have a sufficient number of supervisory level staff to ensure adequate supervision of all employees;
3. Have a clearly identified person on duty at all times who is responsible for all operations and activities, and has completed the JCO Core Course and California Penal Code, Section 832 training;
4. Have at least one employee present on the Living Unit whenever there is at least one youth on the unit;
5. Have sufficient administrative, clerical, recreational, medical, dental, mental health, and support staff for the operation of the facility (and to ensure youth supervision staff are not diverted from direct supervision of youth); and
6. Assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet programming needs. Employees shall not sleep while on duty.

III. MINIMUM STAFF-TO-YOUTH RATIO:

A. Staffing shall be in compliance with a minimum youth-staff ratio as follows:

1. During the hours youth are awake, one wide-awake youth supervision employee on duty for each 10 youths in the Living Unit;
2. During the hours youth are confined in their rooms for the purposes of sleeping, one wide-awake youth supervision employee on duty for 30 youths detained in the facility;
3. It is the policy of MLRJDF to have at least two wide-awake youth supervision employees on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies;
4. At least one youth supervision employee on duty who is the same gender as the youth housed in the facility; and
5. Employees are to remain wide-awake at all times.

IV. SCHEDULING AND SHIFT ASSIGNMENTS:

A. Each regular shift will consist of twelve (12) hours. There will be one modified shift consisting of eight (8) hours every pay period (bi-weekly) to stay within an 80 hour range. Any alteration to the regular shift duration must be approved by the Superintendent and/or Chief Probation Officer. The shift(s) will consist of the following:
   1. Day shift: 0600 – 1800 hours
   2. Night shift: 1800 – 0600 hours
   3. Modified shifts: Ranging from 0600-1400, 1400-2200, and 2200-0600

B. Reassignment of staff schedules by the scheduling supervisor will be based on the operational needs of the facility. This is at the discretion of the Facility Superintendent.
   1. Except in cases of an emergency, the Senior JCO in charge of scheduling and/or Facility Superintendent and/or designee shall provide an employee with fourteen (14) days advance notice of a permanent schedule change and/or twelve (12) hours' notice of a temporary change.

C. If an employee would like to request a temporary or permanent shift change or modify their regular work schedule, they may initiate a request by completing a memo to the Facility Superintendent.
   1. The memo should include the nature and reason for the temporary or permanent shift change and the shift requested.
   2. The Facility Superintendent will approve or deny the temporary or permanent shift change in writing to the employee requesting the exchange.
   3. All requests will be considered and accommodated if practical, with the ultimate decision based on the needs and staffing availability of the facility.

D. A shift schedule will be compiled and maintained by the Senior JCO in charge of scheduling which will provide an equitable distribution of days off; as well as, days off occurring during weekends.

E. Every six months scheduling changes may occur.

V. TIME-OFF REQUESTS:

A. During the months of November through December, employees may request annual vacation leave (including holidays) via a Time-Off Request Form. If approved, such leave shall be guaranteed unless the needs of the institution dictate otherwise. In addition to the annual vacation selection, employees may request additional accrued leave at any time; as long as the

request for the use of vacation, floating holiday, or compensation time is submitted by the first of each month for the following month i.e. 02/01/0000 for any time requested during 03/01/0000-03/31/0000. The Department shall make a good faith effort to consider and approve requested leaves of absences, considering all of the circumstances.

B. Notice of Sickness: The Facility Superintendent and/or designee must be notified, if possible, at least two (2) hours prior to the start of the employee's scheduled shift. Requests for sick time shall be filled as quickly as possible. Sick time use is to be documented on a Time-Off Request Form within two days of return to work. The employee shall provide a doctor's certificate or other adequate proof in all cases of absence due to illness or injury after an absence of three consecutive shifts. The Facility Superintendent may require said documentation at any time when an employee has been placed on sick leave restriction.

C. All time-off requests are to be considered; however, factoring into consideration the needs of the facility and of the proposed shift, requests may be denied.

D. ALL requests are to be submitted on a Time-Off Request Form.

E. ALL requests should be given to the Senior JCO assigned to scheduling via e-mail and drop box.

F. A copy of the form will be returned to the staff when the shift is approved or denied.

G. Copies of Time-Off Requests will be filed in Administration.

VI. OVERTIME:

A. The MLRJDF overtime scheduling procedure shall comply with staffing mandates of California Code of Regulations, account for the safety of staff and youth, and provide a fair and equitable distribution of overtime amongst staff. This Policy applies to both anticipated and unanticipated overtime.

B. In recognition that excessive overtime hours worked may pose serious safety threats to employees and youth, the number of hours an employee may sign-up to work or may be assigned are limited as follows:
1. Daily: Sixteen (16) hours (succeeded by a minimum 8-hour break).
2. Pay Period: Thirty-two (32) hours of overtime (beyond 80 regular hours).
3. Calendar Month: Fifty-six (56) hours of overtime.

C. Overtime scheduling and assignments:
   1. By the 1st of each month all scheduled vacation, training, leave without pay, unfilled vacancies, and other anticipated vacancies for the following month shall be submitted to the Senior JCO assigned to scheduling;
   2. If applicable, the Senior JCO in charge of scheduling shall submit to the Facility Superintendent or his/her designee the projected anticipated overtime schedule for the following month. If overtime is needed the Senior JCO in charge of scheduling shall delineate the shift(s) needing coverage;
   3. On the 15th of the month during the 0600 shift, the Senior JCO assigned to scheduling and/or his/her designee will post the following month's anticipated overtime shift(s) for permanent staff i.e. JCO I/II's and Senior JCOs to sign up. Employees who are on duty may sign up as needs of the institution allow. This "priority shift" for overtime signups rotates on a monthly basis;
   4. All other permanent staff will have the opportunity for sign-ups during their designated shifts, subject to the limits established by this policy on the number of hours that can be worked per day, per week, per pay period and the required hours of rest needed between shifts;
   5. Each employee must personally sign up for his or her own overtime with one exception:
      a. Staff who will be on scheduled vacation on the date the anticipated overtime schedule is to be posted, may provide a list of desired overtime shifts to the Senior JCO assigned to scheduling for sign up prior to posting of the overtime schedule.
   6. Note: Unanticipated vacancies may be filled immediately by available Senior JCOs, JCOs I/II, and/or Probation Staff. These assignments may be made with little advance notice and are assigned by the Facility Superintendent and/or his/her designee per shift availability;
   7. On the 20th of each month, if anticipated overtime hours remain unscheduled the Senior JCO assigned to scheduling or his/her designee shall notify the Facility Superintendent, who will contact eligible Probation Officers to fill available overtime.
   8. It shall be the responsibility of staff to confirm their scheduled shifts from the posted overtime and shift schedules.
   9. Only the Superintendent may remove a name from the schedule.
   10. When operational needs dictate, the Facility Superintendent may grant approval to exceed Departmental overtime limits; and
   11. Population of the facility may necessitate cancellation of previously scheduled overtime shifts.

VII. HOLIDAYS:

A. Employees shall refer to the County's personnel policies, regulations, and Memorandums of Understanding with bargaining units for information on County observed holidays.

VIII. AUTHORITY OF FACILITY SUPERINTENDENT:

A. Nothing in this policy shall limit the authority of the Facility Superintendent to direct employees to work overtime in order to meet unforeseen or emergency circumstances. This includes mandating gender specific staff to work overtime in order to meet the needs of the facility.

REFERENCED FORMS AND INFORMATION

Employee Time-Off Request

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 21)
	SUBJECT: Training, Personnel, and Management **TITLE:** Staff Meals
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish policy regarding staff receipt of facility meals.

POLICY

A. <u>FACILITY MEALS:</u>

A. Full-time Mother Lode Regional Juvenile Detention Facility staff will have the option to eat a prepared Juvenile Facility meal during designated meals times, at no cost to the employee.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 22)
	SUBJECT: Training, Personnel, and Management **TITLE:** Fire and Life Safety, First Aid, and Emergency Procedures
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1323, 1325 & 1327
California Penal Code
§ 6030
California Health and Safety Code
§ 13146.1

PURPOSE

To establish and implement policy and procedure to ensure compliance with fire and life safety standards, emergency readiness, evacuation procedures, and first aid at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. TRAINING/STAFF STANDARDS:

A. Whenever there is a youth in the facility, there shall be a minimum of one person on-duty who meets the training standards set forth by the Board of State and Community Corrections for general fire and life safety which relate specifically to the facility. Juvenile Correctional Officers (JCOs) who have successfully completed core training courses certified by the Board of State and Community Corrections Standards and Training for Corrections (STC) program qualify as meeting this training requirement.

B. The Mother Lode Regional Juvenile Detention Facility (MLRJDF) is a continuously staffed institution designed for the care of youth detained by the Court.

C. The MLRJDF shall designate a JCO as the Fire and Life Safety Officer.
1. The Senior JCO and/or Lead Staff on duty will be responsible for directing staff and responding to emergency personnel during the event of an emergency.
2. All facility staff should be aware of fire possibilities, and note any potential fire hazards for corrective action.

II. FACILITY EMERGENCY STATIONS AND FUNCTIONS:

A. The facility has emergency exits facing North, South, East and West. The fire alarm is composed of a siren and strobe light arrangement visible and audible throughout all areas of the building.

B. The windows in the building are locked.

C. The facility has Multiple Emergency Pull Stations (Fire Alarms) located in approved areas of the building.

D. Fire extinguishers are located within the facility including: Housing, Visitation, Administration, Central Control, Intake, Kitchen, Public Lobby, Laundry and corridors (refer to Emergency Facility Map).

E. First-aid kits are located in the Senior JCO's Office, recreation areas; classrooms, Central Control, Intake, and the Living Unit (refer to Emergency Facility Map(s)).

III. FIRE AND SAFETY CHECKS:

A. Monthly fire extinguisher and safety checks as well as quarterly fire/evacuation drills shall be conducted by the Senior JCO assigned as the Fire and Life Safety Officer and/or his/her designee. MLRJDF will undergo annual Fire Safety Inspections by the Tuolumne County Fire Department.

B. In a building, fire, heat and smoke can travel horizontally and vertically. To prevent vertical spread, openings into enclosed stairways and shafts are to be kept closed. Horizontal spread of the fire is often controlled by the buildings fire walls. Copious amounts of smoke can be generated from normal combustibles in an enclosed facility, particularly from foam padding and bedding. Such fires can fill the facility with toxic gases and smoke within a very short period of time.

C. Detention facility fires are usually intentionally started. Regular searches of the youth's room and the Living Unit will assist in preventing arson related fires. Matches, lighters and other combustible items shall be searched for and kept from being used in and/or entering the facility.

D. The Facility Superintendent shall periodically review the Safety Data Log and evaluate safety measures of the internal and external security of the facility. Results will be recorded in the Fire and Life Safety Binder.

E. The Facility Superintendent shall perform documented annual reviews of safety and security procedures practiced at the facility. The review includes but is not limited to:
1. Staffing;
2. Internal and external security;
3. Training;
4. Searches;

5. Contraband;
6. Physical counts of youth;
7. Vehicle security;
8. Key control;
9. Equipment;
10. Firearms control;
11. Alarm systems;
12. Chemical agents; and
13. Mechanical restraint devices.

IV. FIRE AND LIFE SAFETY PLAN:

A. The Facility Superintendent shall consult with the Tuolumne County Fire Department that has jurisdiction over the facility to develop a fire and life safety plan which shall include, but not be limited to:
1. Review and approval of this policy and procedure manual section;
2. Monthly fire and life safety inspections by the JCO assigned as the Fire and Life Safety Officer, designed with a minimum two year retention period of the inspection record, which shall be documented and retained in the Fire and Life Safety Binder;
3. Annual fire prevention inspections as required by Health and Safety Code section 13146.1(a) and (b);
4. An evacuation plan;
5. Documented quarterly fire/evacuation drills;
6. A written plan for the emergency housing of youth in case of fire/emergency evacuation;
7. Development of a fire suppression pre-plan (i.e. monthly inspections, evacuation drills, etc.); and
8. Chemical agent storage information.

B. In addition, JCOs shall ensure the following:
1. Keep exit doorways clear – store nothing in front of them;
2. Exit Doorways/egress shall be lit at the bottom of the door;
3. Search youth thoroughly upon intake or when they have had a visit as they could be concealing a lighter, matches, or combustible material;
4. Do not store grease rags, cleaning rags, or hazardous materials in the institution;
5. Know how to use the fire extinguishers;
6. Electrical outlets will be properly maintained and circuits will not be overloaded;
7. Electrical equipment will not be connected to electrical outlets if wires are exposed or other defects are noted. Defective equipment will be separated for repair or discarded as soon as the defect is observed; and
8. Facility diagrams with exit routes and locations of fire extinguishers are to be prominently posted in various locations throughout the facility. Evacuation plans are to be present and

prominently displayed in the Living Unit, hallways, classrooms, clinic, intake, and visitation areas.

C. All staff and youth shall be oriented to the Fire Safety Plan and fire drill procedures at their initial orientation.

PROCEDURE

I. EMERGENCIES:

A. Staff observing an emergency situation, or receiving notification by telephone, etc., shall immediately notify Central Control and the Senior JCO on-duty regarding the nature of the emergency. Central Control and/or the Senior JCO shall then take appropriate action, inclusive of contacting 911 if applicable.

II. MONTHLY FIRE AND SAFETY INSPECTION(S):

A. Senior JCOs or Lead Staff will ensure evacuation plans are present and prominently displayed in housing, hallways, classrooms, clinic, intake/processing, and visitation.

B. A Senior JCO assigned as the Fire and Life Safety Officer shall conduct inspections on a monthly basis. The results of such inspections shall be retained for at least two years in the facility's Fire and Life Safety Binder. Items that are to be checked and recorded include, but are not limited to:

1. The emergency power lights on each unit shall be tested;
2. Inspection of door hardware and latching devices;
3. Fire extinguishers must be inspected, checking the pressure gauge and expiration date, and noting the inspection in the Fire and Safety Monthly Inspection Log;
4. Units, rooms, and staff stations shall be inspected for possible fire or safety hazards;
5. All storage areas shall be checked for storage of paper, rags, chemicals, cleaning fluids, and other flammable materials;
6. All fire alarm pull boxes shall be checked for any visible defects;
7. All electrical cords shall be checked for wiring defects;
8. All First-Aid kits shall be checked and replenished monthly (if applicable);
9. Paper and other flammable materials shall not be allowed to accumulate in the Living Units, offices, storerooms, or any other area of the facility;
10. Chemicals and cleaning fluids shall be properly labeled and stored pursuant to each manufacturer's instructions; They shall be kept in a secure location except when being used;

11. Rags that have been used with any chemicals or cleaning fluids shall not be left piled in any area of the facility. They must be laundered or disposed of properly (in the outdoor dumpster) in a timely manner;
12. Electrical outlets shall be properly maintained and circuits shall not be overloaded;
13. Electrical equipment shall not be connected to electrical outlets if wires are exposed or other defects are evident. Defective equipment shall be repaired or discarded as soon as the defect is noticed;
14. Smoke detectors shall be tested at least every six months and repaired or replaced as necessary (tested and recorded by Facilities Maintenance);
15. Facility diagrams with exit routes, alternate exit routes, and locations of fire alarm pull boxes and fire extinguishers are to be prominently posted throughout the facility;
16. The Senior JCO assigned as the Fire and Life Safety Officer shall correct any issues directly or submit a Work Order Request Form to have the work completed; and
17. Complete an Incident Report; and
18. Refer to the Monthly Fire and Life Safety Inspection Log for a comprehensive inspection list.

C. In addition to the monthly inspections, the Senior JCO assigned as the Fire and Life Safety Officer and/or his/her designee shall be responsible for reporting or correcting any deficiencies regarding fire and life safety or facility maintenance needs when any deficiencies/hazard(s) are discovered during the course of normal daily operations. Additionally all staff shall report any deficiencies/hazard(s) discovered during a shift to the Senior JCO assigned as the Fire and Life Safety Officer; as well as, the Facility Superintendent immediately.

III. FIRE:

A. The MLRJDF has basic construction of concrete, plaster, and metal. Fortunately, these materials are virtually fireproof. The MLRJDF is also equipped with a Fire Suppression System. Flammable items include paper, wooden cabinets and some wooden doors, bedding, clothes, mini-blinds, curtains, etc. In the event of a fire in the facility, the following procedures apply, but the sequence may be altered depending on the severity of the fire and/or the emergency.

B. There are four classes of fire(s):
1. Class A fires involve ordinary combustible materials such as wood, paper, grass, litter, bedding and similar materials.
2. Class B fires involve flammable and combustible liquids such as gasoline, kerosene, grease and similar materials.
3. Class C fires involve energized electrical equipment. Examples would be motors, switchboards, wiring, and computers.
4. Class D fires involve combustible metals such as magnesium, sodium and others.

C. Fire extinguishers are designed to fight one or more classes of fire. Class A fires are most commonly extinguished with water. Many types of extinguishers used on Class A fires contain water expelled by various methods. Class B fires are more difficult to fight. Flammable liquids generally burn much hotter than ordinary combustible materials. Class B extinguishers generally contain a dry chemical or gas as an extinguishing agent. An extinguisher designed for Class C fires must contain an agent which does not conduct electricity. Carbon dioxide gas, special chemicals or halogenated liquids are used on this type of fire. The extinguishment of Class D fires generally requires a specialized agent such as graphite or sodium chloride. The operation, effective range, and contents of common extinguishers should be known by personnel who may be called upon to use them during an emergency. Personnel should also know what class of fire the extinguisher is designed to combat.

D. There are three stages of fire(s):
   1. Stage One Fire.
      a. A minor fire, which is controlled in an area and is unlikely to spread or create a smoke or fume hazard;
      b. No evacuation of youth, staff, or visitors is required; and
      c. Can be extinguished by a fire extinguisher.
   2. Stage Two Fire.
      a. A minor fire, which is contained in an area and is unlikely to spread, but does present the threat of smoke and fume migration;
      b. Evacuation of the area is required; and
      c. May be extinguished with a fire extinguisher if caught in the early stages, however, because of the smoke and fumes, will require the assistance of the Tuolumne County Fire Department as a safety precaution.
   3. Stage Three Fire.
      a. A major fire which presents a threat to large portions of the facility, or which puts out large, life threatening quantities of smoke or fumes;
      b. Evacuation of all areas is required; and
      c. Cannot be extinguished with a fire extinguisher and will require the intervention of the Tuolumne County Fire Department.

E. Employees should only attempt to extinguish small fires that can be safely contained using an appropriately rated extinguisher. <u>Only employees trained in the use of extinguishers are permitted to use them</u>. A fire should only be attempted to be put out after the fire alarm has been pulled.

F. If a fire is located in an area where it cannot be easily extinguished, ensure that all persons are removed from the area and confine the fire by closing the doors around it. Smoke, heat and

flames will be contained for a short amount of time. The employee can then activate the fire alarm system and set the fire plan into motion.

IV. FIRE ALARM PULLS:

A. The red fire pull alarms are located on the Living Unit, in the kitchen, classrooms and administration rooms. These are only internal alarms, and are not connected to the fire department.

B. Staff should be alert to the possibility of an alarm being deliberately activated to divert attention from other activities, for example assaults, escape attempts, etc. Central Control shall immediately check video if applicable to identify a potential suspect.

C. Central Control shall also:
1. See where the system has been activated, and silence the alarm.
2. Make radio contact with personnel to check the area where the fire was reported.
3. When the fire has been fully investigated and cleared, follow proper system procedures to clear the alarm and reset the panel board.
4. Complete an Incident Report before the end of duty.

V. FIRE IN THE FACILITY:

A. Any employee shall summon assistance in the fastest manner possible.

B. There are fire alarm sensors which will activate via the smoke alarms throughout each facility.

C. Staff will utilize their radio to advise Central Control of the situation.

D. In any emergency situation the primary concern is the safety of the youth and the staff.

E. Central control shall:
1. Determine the origin of the alarm and notify the SJCO on-duty;
2. Depending on the size and location of the fire, staff may immediately need to contact 911 giving any specifics available to the operator;
3. Coordinate the count of youth and staff needing to exit the building;
4. Direct staff to make contact with arriving Fire Units and advise them of location of the fire; and
5. Once counts are conducted, the building may be evacuated following evacuation procedures;

F. The Senior JCO or Lead Staff shall:
1. Report to the Secure Corridor hallway to coordinate the evacuation of the non-Living Units;
2. Determine that counts are correct and remain at the door for the Central Control officer to evacuate;
3. Report to meet the fire department or other emergency personnel and inform them of the completion of the evacuation process;
4. In the absence of the Facility Superintendent at the time of the incident, notification should be made as soon as possible. If the Facility Superintendent is not available, contact shall be made with the Chief Probation Officer;
5. All steps taken are to be recorded in an Incident Report to be submitted prior to the end of the shift; and
6. The County Human Resources Manager is to be contacted by the Facility Superintendent and/or his/her designee in the case of fire, water, or smoke damage to the building within 24 hours of the event.

G. Living Unit Staff shall:
1. Gather the youth and perform a count.
2. Once all youth are accounted for, direct them to exit the building by the appropriate route (see evacuation map(s)).
3. Employees will move youth in a quick, but orderly fashion to the safest exit door. Youth shall be directed to remain absolutely silent and follow all staff instructions immediately.
4. At least one employee shall remain with the youth who are preparing to exit the unit, and another employee shall systematically release youth from their rooms (if applicable) to join the others.
5. If necessary, youth should be moved to the safest and most secure area of the facility and/or grounds until the emergency condition is over.
6. Employees in unaffected areas shall control the youth in their units and wait for further direction relative to the need for evacuation.
7. If directed, staff shall proceed to the exit door that provides for the safest evacuation of youth and employees in the endangered area(s).
8. Once outside, a second count shall be made and the result radioed to Central Control for verification.
9. Hold the youth until given further direction by the Senior JCO, Lead Staff, or fire personnel.
10. Upon returning to the building, a count of the youth is made and the result radioed to Central Control for confirmation.
11. All staff participating in the evacuation shall prepare an Incident Report prior to the end of the shift.
12. Once youth have been evacuated, the youth should not return to the unit until the area has been declared safe by qualified personnel.

H. All Administrative, Support Staff, and Visitors shall:
   1. Exit the building to the front parking area (supervision staff in the Administrative area are to exit via the Secure Corridor and await instruction by the Senior JCO or Lead Staff.)
   2. Upon reaching the front of the building, the Senior JCO or Lead Staff is to confirm exit with Central Control via radio.

VI. FIRE DRILLS:

A. In case of an emergency, always call **911**.

B. At least one mock "silent" fire drill shall be conducted quarterly at the direction of the Senior JCO assigned as the Fire and Life Safety Officer and/or his/her designee. The drills should be done during various times and days in order to involve as many different staff as possible. All drills are to be conducted utilizing the Emergency Evacuation Plan.

C. The Senior JCO assigned as the Fire and Life Safety Officer and/or his/her designee is to order repair/replacement of any fire or life safety systems found to be deficient during the monthly inspection.

D. The Senior JCO/Lead Staff assigned as the Fire and Life Safety Officer shall be responsible for recording each quarterly fire drill in the Quarterly Fire/Evacuation Drill Log retained in the Fire and Life Safety Binder.

VII. FIRST AID KITS & AED MACHINE(S):

A. First aid is required for a condition which necessitates immediate assistance from a person trained in first aid and the utilization of one of a facility's first aid kits.

B. Contents:
   1. First aid kits are to have proper quantities and types of materials for the location where they are to be used, and are to be easily identifiable as first aid kits. First aid kits on the unit are most often utilized and may need regular refilling.
   2. Contents are to be arranged so that the desired item can be found quickly without having to unpack the entire contents of the box. Materials are to be wrapped so unused portions do not become dirty or contaminated through handling.
   3. All first aid kits will contain only approved items.
   4. First aid kits will be inspected monthly by the Senior JCO assigned as the Fire and Life Safety Officer and/or his/her designee. A written record of these monthly checks will be maintained. An inventory for each kit will be maintained within each kit in order that the kit can be restocked as needed.

5. AEDs shall be periodically tested for functionality in accordance with the manufacturer's guidelines.

VIII. EARTHQUAKE:

A. During:
1. Remain calm – reassure others;
2. If inside, stay there. If outside, stay there. Take cover. Protect head and face. Stay away from glass and beware of heavy objects which could fall;
3. If there is an earthquake while youth are outside their rooms, instruct the youth to crawl under a table or bench;
4. If there is an earthquake while youth are inside their rooms, instruct youth inside their rooms to lie on their bed and under their mattress; and
5. If there is an earthquake while youth are in the recreation yard, instruct youth to sit at the far end of the recreation yard away from all structures if possible.

B. After**:**
1. Check for injuries. Administer first aid;
2. Contact 911 for medical assistance if needed;
3. Conduct a thorough security/safety check to determine the need for evacuating youth;
4. Turn off water lines if applicable (locations identified on facility map(s));
5. Be prepared for "aftershocks;"
6. Stay out of danger areas;
7. Should the building need to be evacuated, evacuate to open areas away from the building structures utilizing the Emergency Evacuation plan; and
8. The Office of Emergency Services is to be contacted at (209)533-5511 and their direction(s) followed.

IX. FLOOD:

A. Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sandbagging for slow-rise floods may lessen flood-related damage and will come via the direction of the Facility Superintendent. Conversely, flash floods are the most difficult to prepare for, due to the extremely short warning time, if any is given at all. Flash flood warnings usually require immediate evacuation within the hour. The National Weather Service issues flash flood watches and warnings. A flash flood WATCH is issued when flash flooding is possible within the designated watch area, all persons should be alert.

B. A flash flood WARNING is issued when a flash flood has been reported or is imminent. No area is immune to flash floods. On small streams, especially near the headwaters of river basins, water levels may rise quickly in heavy rainstorms, and flash floods can begin before the rain stops falling. There is little time between the detection of flood conditions and the arrival of the flood crest. Swift action is essential to protect life and property. Flash floods also occur in or near mountainous areas where torrential rains can quickly change a dry water course or small brook into raging torrent of water. All low lying areas are subject to flood conditions. Storm water runoff, when exceeding the capabilities of the physical channel characteristics of a stream, results in the natural flooding of a localized area, inundating vehicles and causing considerable damage to properties located near stream and drainage channels. Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood water, securing utilities, cordoning off flooded areas and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

C. The Senior JCO or Lead Staff is to contact the Office of Emergency Services at (209) 533-5511 and follow the instructions given; as well as, directions from the Facility Superintendent during a flood.

X. CIVIL DISTURBANCE, ACTIVE SHOOTER, TERRORIST ATTACK:

A. Threats to youth and staff are very real in such circumstances. Every effort must be made to lock the facility down, protect the youth, and contact emergency services.

B. During the response phase to such an event, additional security for the facility and control locations may be provided. The Senior JCO or Lead Staff is to contact the Office of Emergency Services (209) 533-5511 and follow the instructions given; as well as, directions from the Facility Superintendent.

XI. EVACUATION PROCEDURES:

A. Living Units:
1. Once an evacuation is ordered by the Chief Probation Officer or designee, all room, station and interior doors shall be opened and left opened;
2. Gather the youth and perform a count prior to exiting the building;
3. Once all youth are accounted for, direct them to exit the building by the appropriate route (see evacuation map(s));
4. Take the first aid kit and your radio with you;
5. Visitors on site shall be instructed to follow the group outside;
6. High risk youth shall be handcuffed as soon as they are safely evacuated from the building;

7. Lead the youth out the building in an orderly manner. Do not run or allow the group to run;
8. Youth shall proceed to the recreation area, and directed to sit down and remain quiet;
9. Conduct a roll call to ensure the entire group is present; and
10. The Senior JCO or Lead Staff shall dismiss the units when the buildings have been cleared and an emergency risk is no longer present.

B. Outdoor Recreation:
1. If the outdoor recreation area is in fire danger or uninhabitable, evacuate youths to an alternate safe location on the property premises.

C. Entire Facility and Grounds:
1. Should the facility become uninhabitable due to fire, earthquake, flood, or other catastrophe, the following procedures shall be followed:
   a. Take time to gather all staff and formulate a plan;
   b. Collect all medications and medication logs, first aid kits, the policy and procedure manual; as well as, the unit log if possible;
   c. Contact the Nevada County or Stanislaus County Juvenile Detention Facility(s), to notify them of how many youth and staff we will be bringing. Probation will be notified to assist in arranging as many emergency releases as possible. Youth who can be managed in the community may be released to their parents or guardian with consideration for being placed on home supervision until the emergency situation has been terminated, upon authorization of the Chief Probation Officer;
   d. If the evacuation occurs on the graveyard shift, contact the Facility Superintendent to coordinate obtaining extra staff to report to the facility. Notify 911 of the proposed need for assistance;
   e. Instruct the youth calmly as to what procedures are being taken to safely house them. When time and security permits, allow them to call their parents;
   f. Using the facility van and any available caged cars, drive the youths to Nevada County or Stanislaus County. If necessary, request transportation assistance and additional assistance from the Probation Department and Deputy Probation Officers;
   g. Once at Nevada County or Stanislaus County, personnel will assign MLRJDF staff to a specific area of the facility. The on-duty Senior JCO shall ensure that all other staff are notified of the changes, as well as the Facility Superintendent and Chief Probation Officer. Additional staff may be required to report to Nevada County or Stanislaus County on short notice; and
      i. The youth shall be supervised at all times by MLRJDF personnel, along with mutual aid from the Tuolumne County Probation Department and/or Tuolumne County Sheriff's Office personnel if needed.

D. The youth shall remain at Nevada County or Stanislaus County for only the length of time necessary to arrange for alternate housing at another juvenile hall, or emergency release to their

parents. The Chief Probation Officer and/or Facility Superintendent will make these necessary arrangements.

E. If there is time to safely remove any other items from the facility, bring bedding and clothing.

F. In some emergencies, the (desired alternate location) may also be in danger, making it necessary to consider other housing areas. Places to consider are schools and churches, since they have enough room to sleep a number of youths. The Facility Superintendent and/or Chief Probation Officer will be responsible for arranging such accommodations.

G. Complete an Incident Report before going off duty.

XII. FINAL EMERGENCY REVIEW:

A. After any emergency resulting in the need for a facility evacuation, the Senior JCO assigned as the Fire and Life Safety Officer shall conduct an investigation and debriefing with the Facility Superintendent and/or Chief Probation Officer to determine the following:
1. The reason the incident occurred;
2. Whether the incident could have been prevented;
3. Whether staff handled all aspects of the incident properly; and
4. What could be done to prevent similar incidents in the future.

B. The Facility Superintendent and/or Chief Probation Officer shall use the results of the investigation and take any corrective action that may be necessary regarding policy alterations and/or staff functions and/or training improvements. .

REFERENCED FORMS AND INFORMATION

Incident Report Form

Monthly Fire and Safety Inspection Log

Fire/Evacuation Drills

First Aid Kit Checklist

Evacuation Checklist

Work Order Request Form

AED Maintenance Checklist

MLRJDF Emergency and Operations Contact List

Emergency/Evacuation Facility Map(s)

Emergency Housing MOU

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 23) **SUBJECT:** Training, Personnel, and Management **TITLE:** Policy and Procedures Manual
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1324

PURPOSE

To establish and implement policy and procedure regarding a manual of written guidelines which address all regulations applicable to the operation of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ACCESSING THE POLICY AND PROCEDURE MANUAL:

A. The Facility Administrator shall be responsible for the development, revision, and implementation of a manual of written policies and procedures which address, at a minimum, all regulations applicable to the operation of the facility.

B. The Policy and Procedure Manual shall be made available to all employees, reviewed annually by all employees, and reviewed biennially and updated as necessary by administration. Documentation of the annual employee and biennial administrative policy reviews will be maintained by the training officer.

C. The Policy and Procedure Manual shall be made available to the Board of State and Community Corrections.

II. POLICY AND PROCEDURE MANUAL:

A. The Facility Administrator shall be responsible for the development, revision, and implementation of a manual of written policies and procedures which address, at a minimum, all regulations applicable to the operation of the facility.

B. The Mother Lode Regional Juvenile Detention Facility manual shall include the following:
1. A table of organization, including channels of communication and a current description of all job classifications
2. Responsibilities of the Probation Department, purpose of programs, relationship to the Juvenile Court, the Juvenile Justice Commission, probation staff, school personnel, and other agencies which are involved in the juvenile facility programs;
3. Responsibilities of all employees;

4. Initial orientation and training program for employees;
5. Initial orientation, including safety and security issues and anti-discrimination policies for support staff, contract employees, school, mental/behavioral health and medical staff, program providers, and volunteers;
6. Maintenance of record-keeping, statistics and communication system to ensure:
   a. Efficient operation of the juvenile facility,
   b. Legal and proper care of youth,
   c. Maintenance of individual youth's records,
   d. Supply of information to the juvenile court and those authorized by the court or by law,
   e. Release of information regarding youth, and
   f. Ethical responsibilities.
7. Trauma informed approaches;
8. Culturally responsive approaches;
9. Gender responsive approaches;
10. A non-discrimination provision that provides all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status; including restrictive housing or classification decisions based solely on any of the above mentioned categories;
11. Storage and maintenance requirements for any chemical agents, related security devices, and weapons and ammunition, where applicable;
12. Establishment of a policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting, and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff, or a third party.

PROCEDURE

I. REVIEW:

A. The Mother Lode Regional Juvenile Detention Facility Policy and Procedure Manual shall be available at all times in hard copy and available for electronic review.

B. The Mother Lode Regional Juvenile Detention Facility Policy and Procedure Manual shall be reviewed by all employees at a minimum of once annually.

C. Staff shall sign off and date they have reviewed the Mother Lode Regional Juvenile Detention Facility Policy and Procedure Manual and any revisions which may subsequently occur.

D. Administrative review shall be annual and updating shall occur as necessary.

E. Inspections and operations shall be reviewed by the Facility Superintendent or his/her designee in a consistent manner as to insure compliance with departmental policies and mandated guidelines.

F. Although staff shall at all times follow written policy, any deviation from policy must be accompanied by written documentation as to the reasons behind any deviation. Documentation shall be immediately forwarded to the Facility Superintendent for review.

II. ACKNOWLEDGEMENT:

A. All sworn, non-sworn, and contract personnel working within the MLRJDF shall be required to sign a Policy and Procedure Manual acknowledgment affirming they will comply with the requirements and procedures contained herein.

REFERENCED FORMS AND INFORMATION

Policy and Procedure Manual Acknowledgement

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 24)
	SUBJECT: Training, Personnel, and Management **TITLE:** Security Review
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1326

PURPOSE

To establish and implement policy and procedure for the annual review, evaluation, and documentation of the security measures of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ANNUAL REVIEW:

A. The Facility Superintendent shall review and evaluate the security of the facility annually.

B. Both internal and external security measures shall be reviewed including, but not limited to key control, equipment, and staff training.

C. The results of the Security Review shall be documented.

PROCEDURE

I. CONDUCTING THE ANNUAL REVIEW:

A. At least annually, the Facility Superintendent shall conduct an inspection of both internal and external security components of the Mother Lode Regional Juvenile Detention Facility. The inspection shall be documented and retained on file; this will be in conjunction with the annual PREA compliance review and retained by the PREA Coordinator accordingly.

B. The Facility Superintendent will utilize an ongoing calendar to keep a recurring schedule of annual inspection due dates.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 25)
	SUBJECT: Training, Personnel, and Management **TITLE:** Hostage Policy
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for safely and effectively resolving hostage situations, while minimizing injury to staff, youth, and visitors.

POLICY

I. DISCUSSION:

A. This Department maintains a "no hostage" policy. Staff, visitors, youth, and/or civilian personnel will not be recognized as hostages for bargaining purposes.

B. A hostage situation is defined as any employee, citizen, or youth held against their will by another person for the purposes of escape, monetary gain, or any reason which places an individual in danger of losing life or suffering serious bodily injury.

C. Any employee taken hostage immediately loses their authority and any orders issued by that individual will not be followed, regardless of their rank or status.

D. The Department is fully committed to the successful resolution of a hostage situation. The primary goal of all employees in a hostage situation is to protect every person involved from serious injury or death. To achieve that goal, the response must be quick and efficient as well as being mindful of three (3) main objectives of hostage management: isolate, contain, and secure.

E. The purpose of this policy is to provide a plan which will affect those goals. To that end, and to be fully prepared for all emergencies, control staff shall have a roster of all staff and youth within the Detention Facility at all times. Additionally, cellular phones are not allowed within the secure areas of the Detention Facility.

II. GOALS:

A. This policy is meant to discourage attempts at taking hostages; as well as stating that hostage takers will not be allowed to escape with hostages.

B. The Department will do everything reasonable to resolve a hostage situation without injury to anyone, while obtaining the safe release of hostages, apprehending offenders, and securing available evidence.

PROCEDURE

I. HOSTAGE INCIDENT:

A. If a hostage incident develops, the following steps will be taken to contain and secure the area in which hostages are being held:
   1. Immediately notify the Senior Juvenile Correctional Officer (Senior JCO) on-duty and/or Facility Superintendent, who shall notify the Chief Probation Officer;
   2. Upon being notified of the hostage situation, the Senior JCO and/or Facility Superintendent will take immediate steps to assess the situation;
   3. The Senior JCO and/or Facility Superintendent will function as the "Senior JCO or Lead Staff" over the hostage situation until relieved by the Chief Probation Officer and/or his/her designee. The Senior JCO or Lead Staff is responsible for the supervision and direction of all involved personnel during the incident and will keep the Chief Probation Officer apprised of the situation. Employees involved in containing and/or dealing with the hostage situation shall execute only those orders issued by the Senior JCO or Lead Staff and shall not initiate any activities of their own. Do not attempt a rescue or intervention; and
   4. The Senior JCO or Lead Staff shall:
      a. Initiate Emergency Lockdown Policy and Procedures and secure the area(s) involved;
      b. Non-involved youth shall be confined to their rooms and placed on 15-minute watch intervals; and
      c. The Facility Superintendent shall be apprised of the situation, and additional employees shall be called to the facility to provide assistance.

II. SECURING THE INCIDENT SCENE AND ESTABLISHING PERIMETERS:

A. Living Unit Staff will be utilized to establish an incident perimeter (the area closely surrounding the hostage site) to enclose the incident area. The incident perimeter will contain and block all avenues of egress from the incident site.
   1. While establishing the incident perimeter, attempts will be made to gather the following information:
      a. Exact location and nature of the hostage incident;
      b. Identity of the hostage taker(s);
      c. Identity of the hostage(s)/victim(s);
      d. Type of weapons involved;

e. Extent of injuries involved;
f. Extent of damages within incident perimeter; and
g. Determine if any breaches of security have occurred.

B. Once the identity of the hostage taker(s) is known, the following information will be gathered:
1. Age;
2. Medical/Mental Health Status;
3. Criminal background;
4. Family background;
5. Behavior while detained;
6. Any known catalyst for current situation;
7. Gang affiliation;
8. Visitors and phone numbers of visitors;
9. Co-offenders(s) (if applicable); and
10. Mail log (Incoming/Outgoing).

C. The Senior JCO or Lead Staff will contact 911 and inform them of the hostage situation, request an ambulance, and advise that intake/booking is temporarily closed.

D. The Senior JCO or Lead Staff will establish a command area outside of the incident perimeter, which is out of sight and sound from the hostage taker(s).

E. The Senior JCO or Lead Staff will obtain a facility roster for every individual (staff, youth, visitor, etc.) known to be present in the facility during the incident. The Senior JCO or Lead Staff will establish an updated list based upon available information.

F. The Sheriff's Department shall be contacted to establish an outer security perimeter for the facility to control the ingress and egress to the property on which the facility is located.

G. During the hostage incident, all negotiations with the hostage takers and/or contacts will be conducted by the trained negotiators from the Tuolumne County Sheriff's Office (TCSO), unless the negotiator request involvement of institutional staff.
1. When TCSO arrives on site, the Senior JCO or Lead Staff will brief them, coordinate actions and cooperate with their plan; and
2. TCSO will immediately notify the Senior JCO or Lead Staff of any change in the following:
   a. Hostage status;
   b. Incident changes and developments;
   c. Hostage takers demands; and
   d. Any and all pertinent information concerning the incident.

H. During the negotiating process, if it appears that negotiations will not be successful in securing the safety and release of the hostage(s), TCSO will recommend alternate strategies to the Senior JCO or Lead Staff. TCSO will determine the specific tactical strategy to extract the hostage(s). Hostage safety will be of paramount concern in all decisions.

III. HOSTAGE SITUATION FOLLOW-UP:

A. Upon the release of the hostages or termination of the incident, the Senior JCO or Lead Staff will ensure the following steps are taken:
   1. Medical attention is provided for those in need;
   2. The hostage taker(s) are individually isolated and kept under close observation. They should be advised of their Miranda rights and searched before being locked down;
   3. Secure hostage scene and preserve all available evidence for TCSO investigations;
   4. Evaluate status of entire facility and return the facility to full normal operations as soon as possible after the incident;
   5. Arrange for hostage(s) to immediately contact their families;
   6. Ensure appropriate referrals for medical/mental health treatment are made for all those in need (staff and youth).
   7. Conduct a critical incident debriefing with employees involved as soon as the incident is over. Conduct a formal debriefing a few days to one week later; and
   8. Ensure all staff involved prepare an Incident Report including the following:
      a. Identity and statements of all witnesses and suspects;
      b. Identity and statements of all staff involved; and
      c. The Senior JCO or Lead Staff will consolidate all pertinent report information into a report summary. The summary, along with the individual reports and incident log(s) will be forwarded to the Facility Superintendent and Chief Probation Officer.

REFERENCED FORMS AND INFORMATION

Incident Report

Daily Facility Roster

ADDITIONAL INFORMATION

I. HOSTAGE SURVIVAL STRATEGIES:

A. Recognize and accept the role of a hostage. Understanding and accepting your role is vital to your safety. Your life and that of other hostages may depend on your ability to forget your old job title and accept fully your new job – that of hostage. A good hostage does not panic, does not act foolishly, and is very cautious about heroics.

B. Prepare yourself to remain a hostage for an extended period of time. Do not expect immediate resolution of the crisis. Time is on your side and the negotiator will attempt to use time to his/her advantage. You may be held captive for hours or days, so try to keep your strength up; eat, drink, and rest.

C. Do not increase stress for the hostage taker or the other hostages. The initial 10-15 minute period (extending to the first hour into the crisis) is generally the most critical. Do not argue or act in any manner which could escalate the situation.

D. Limit your conversations with the hostage takers. Respond in a friendly and cooperative fashion, but stay away from long-winded rambling. The hostage taker does not need to be focused on you.

E. Generally, do not attempt an escape unless you are certain of success. Unsuccessful escape attempts usually function to increase stress and also increase the likelihood of injury. If escape is possible, it should occur only after very careful planning.

F. Pay attention to details. In the event you are released before others, you can be debriefed and provide important intelligence about the event, other hostages, and the hostage takers.

G. Generally stay in plain view of the hostage takers. Avoid movements away from the hostage takers which may arouse suspicion.

H. If a rescue attempt from outside staff occurs, fall to the floor with hands over head; remain still. Attempt to get under cover. When appropriate, identify yourself. Do not resist being apprehended or forcibly removed by the rescue team.

I. Follow the hostage taker's instructions with reasonable delays. Cooperate, but maximize the amount of time needed to accomplish the task.

J. Avoid intellectual or philosophical discussions. Try to keep focused on basic needs or issues and concentrate on the reality demands inherent to the present situation.

K. Develop a positive relationship with the hostage takers. Share items about you as a person. The more the hostage taker knows about you, the more difficult it becomes to harm you.

L. Show emotions but retain personal control. Naturally occurring emotions make you appear more human. Loss of emotional control adds stress by making you appear "weak." State that you have treated youth with professionalism, dignity and respect, and you deserve the same respect.

M. Be a good listener. Pay attention to their demands, concerns, fears, and frustrations. Be supportive, but make no suggestions.

N. Do not pay obvious attention to other, on-going crimes. Your safety could be compromised if the captors believe your testimony could link them to other crimes or violence.

O. Whenever possible, try to give credibility to the negotiator. If you believe the negotiator can bring the situation to a successful end, it will be easier for the hostage taker to believe it too.

P. Never try to be a negotiator while you're being held hostage. Should you be forced into the role of negotiator, get and deliver messages accurately. Do not edit or condense what is being said.

Q. Insofar as possible, have an emergency plan. Think of positive reasons why hostages should not be harmed or killed. Consider possible "last chance" escape plans.

R. Get as comfortable as possible and remove the signs of your office. Try to rid yourself of "rank" and become one of the group. At the same time, be reluctant to give up your uniform by exchanging clothing with an inmate because this increases your personal risk should a rescue attempt occur. Also, be aware of the type of message your "body language" conveys.

II. SURVIVAL HINTS FOR HOSTAGES:

A. Hostage is an instrument, a focal point, a symbol.

B. Hostage is a benefit to captor when alive.

C. Dominant goal of hostage should be to stay alive.

D. Don't feel guilty for desire to live.

E. Keep cool.

F. Cooperate with captor without interfering with police.

G. Help reduce the hostage taker's anxiety and tension.

H. Go along with reasonable demands.

I. Listen to captor (what is the motive). Try to understand what captor's point of view is and accept it.

J. Establish your value and the captors as human beings.

K. If fearful, show it and express it.

L. Don't play a part; suspect may detect and resent it.

M. Allow captors their power (real or imagined), don't challenge it.

N. Help with small tasks (move items, sit here, answer phone, etc.).

O. Watch for captor's emotional trigger areas and stay away from them.

P. Permit captor his/her body space.

Q. Trust the police.

R. Don't try a risky escape.

S. Escape if you are able.

T. Make yourself as comfortable as possible.

U. Sleep when possible, relax when possible, as this is an advantage over the captor and will provide strength.

V. Sit or lie down.

W. Breathe deeply and stretch muscles to reduce tension.

X. Keep dignity, don't demean self (captor will respect this).

Y. Don't debate issues, lend a sympathetic ear.

Z. Think twice before speaking or lending ideas (attempts to help could backfire).

AA. Spiritual and mental exercise is important (especially in long-term).

BB. Understand the captor has problems.

CC. Don't over react to threats (often done for effect).

DD. Positive relationship with captor can help reduce his/her stress and tension.

EE. Strike a balance between friendliness and independence (some things cannot be compromised).

FF. Get on first name basis as soon as possible.

GG. Show gratitude for favors.

HH. Prepare and plan for alternative outcomes (rescue attempt, escape, threats).

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 26)
	SUBJECT: Training, Personnel, and Management **TITLE:** Escapes
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1327
Welfare and Institutions Code
§871

PURPOSE

To establish and implement policy and procedure regarding staff response in the event of an escape or an escape attempt by a youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ESCAPES/ESCAPE ATTEMPTS:

A. Every effort will be made to ensure escapes do not occur. In the event of an escape, or an escape attempt, Law Enforcement and the Facility Superintendent shall be notified immediately.

B. Staff closest to the youth attempting an escape shall pursue the youth at least as far as the fence/property line. Other staff are to remain with and take control of the remaining youths.

C. Youth planning or attempting to escape shall be reclassified as a High Security Risk (HSR).

PROCEDURE

I. PREVENTING AND REPORTING ESCAPES/ESCAPE ATTEMPTS:

A. Preventing escapes is every staff's responsibility. All staff are expected to remain alert and take all reasonable precautions to prevent escapes.

B. Staff shall provide youth with the appropriate level of supervision and control, following all security procedures, in order to minimize the possibility of escape attempts occurring.

C. Escapes and escape attempts come within the provision of Section 871 of the Welfare and Institutions Code and may result in a new petition being filed in Juvenile Court.

D. Escapes will be reported immediately by the Senior Juvenile Correctional Officer (Senior JCO) to the Tuolumne County Sheriff's Office.

E. Contact the Tuolumne County Sheriff's Office at (209) 533-5815 as soon as an escape occurs.

F. Law Enforcement will be provided with the following information in order to issue a "Be On the Lookout" (BOLO) radio notification:
   1. Name of youth;
   2. Age;
   3. Physical description including:
      a. Height,
      b. Weight,
      c. Color of eyes, and
      d. Color of hair;
   4. Clothing worn; and
   5. Any other relevant information such as:
      a. Possible destination,
      b. Potential for violence, and
      c. Direction taken.

G. Staff should take the above action and provide the same information should a youth flee during a transport out-of-county; however, staff will also need to contact Law Enforcement in the area of jurisdiction.

H. First aid is to be immediately rendered to anyone injured during an escape or escape attempt, and if necessary, dial 911 to summon aid.

I. Any staff discovering an escape plan must report it to the Senior JCO immediately.

J. Any escape or escape attempt must be reported to the Facility Superintendent or his/her designee as soon as possible for direction in contacting Law Enforcement for the possible initiation of an investigation.

K. All staff witnessing an escape or escape attempt are to complete an Incident Report prior to the end of the shift.

L. The Senior Juvenile Correctional Officer and/or Lead staff shall take statements from all youth that were detained during the escape.

M. The Superintendent and/or designee shall review video surveillance of the incident.

N. Debrief the escape or escape attempt with the Chief Probation Officer, Facility Superintendent and Mother Lode Regional Juvenile Detention Facility staff.

O. The Probation Officer shall request a Juvenile Warrant of Arrest for any youth who successfully escapes.

P. Notifications of an escape should be made to the Juvenile Court Judge, Tuolumne County Administration Office, County Counsel, and the Board of Supervisors.

REFERENCED FORMS

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 27)
	SUBJECT: Training, Personnel, and Management **TITLE:** Hazardous Material Response
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
Administrative Directive
California Code of Regulations, Title 8
§5194

PURPOSE

To establish and implement policy and procedure regarding response to exposure of hazardous material in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HAZARDOUS MATERIALS:

A. Hazardous materials present a potential harm to employees. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this Department.

B. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

C. Department personnel who believe they have been exposed to a hazardous material shall immediately report the exposure to a Senior Juvenile Correctional Officer (Senior JCO), the Facility Superintendent, and Risk Management Office of Tuolumne County.

PROCEDURE

I. CONTACT/ENCOUNTER WITH HAZARDOUS MATERIALS:

A. Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire.

B. When employees come into contact with, or encounter any scene involving suspected hazardous materials, the following steps should be taken to protect themselves and citizens:
1. Attempt to identify the type of hazardous substance;
2. Notify the Fire Department;
3. Provide first-aid for injured parties if it can be done safely and without contamination;
4. Begin evacuation of the immediate area and surrounding areas, depending on the

substance;

5. Notify the Facility Superintendent as soon as possible; and
6. Notify Risk Management.

II. REPORTING EXPOSURE(S):

A. Department personnel who believe they have been exposed to a hazardous material shall immediately report the exposure to a Senior JCO and/or the Facility Superintendent.

B. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via the chain of command to the Facility Superintendent and the Chief Probation Officer.

C. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the Facility Superintendent to complete the memorandum. Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness.

III. SENIOR JCO RESPONSIBILITY:

A. When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure immediate medical treatment is obtained, the Facility Superintendent is notified, and appropriate action is taken to lessen the exposure.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 28)
	SUBJECT: Training, Personnel, and Management **TITLE:** Bomb Threat
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding the threat of any type of explosion on the Mother Lode Regional Juvenile Detention Facility premises.

PROCEDURE

I. RECEIPT OF THREAT:

A. Written:
1. Unnecessary handling should be avoided;
2. Save all materials including envelopes, containers, etc.; and
3. Immediately notify the Senior Juvenile Correctional Officer (Senior JCO) and the Facility Superintendent, who should notify the Tuolumne County Sheriff's Office.

B. Telephone:
1. Keep the caller on the line as long as possible;
2. Ask him/her to repeat the message;
3. Record/document every word spoken by the person;
4. Listen closely to the voice, accents, speech, etc.;
5. Pay particular attention to background noises which might help provide a location.; and
6. Report all information immediately to the Senior JCO and the Facility Superintendent.

II. CURSORY SEARCH:

A. A Senior JCO shall review all surveillance videos.

B. A Senior JCO shall conduct a cursory search of the building, recreation yard, and any public areas including the lobby and public parking area.

III. SUSPICIOUS OBJECTS:

A. Staff should report suspicious objects to the Tuolumne County Sheriff's Office.

B. Do not touch, move, or jar the object, or anything attached to it.

C. Immediately report the location and an accurate description of the object to the Senior JCO and the Facility Superintendent and/or Chief Probation Officer.

D. The Senior JCO, Facility Superintendent, and/or Chief Probation Officer shall notify:
   1. Law Enforcement;
   2. County Administrator; and
   3. Risk Management.

E. The reporting party shall immediately inform the agencies of the suspected bomb threat.

F. The responding Law Enforcement agency will assume the direction and control of the bomb incident situation.

G. All personnel shall follow Law Enforcement instructions.

H. Evacuate the building only if directed to do so by Administration or by the Sheriffs/Police/Fire Department.

I. In case of an evacuation, go at least 300 feet from the bombs location.

J. If Law Enforcement does not order a partial or complete evacuation of the building, the Facility Superintendent and/or Chief Probation Officer may order a partial or complete evacuation.

K. The Chief Probation Officer shall immediately inform the County Administrator's Office and County Counsel of the decision to evacuate.

L. Do not return until the building is cleared by the Sheriffs/Police/Fire Department.

REFERENCED FORMS

Bomb Threat Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 29)
	SUBJECT: Training, Personnel, and Management **TITLE:** Power Failure
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement procedure for how staff shall handle a power failure at the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

I. POWER FAILURE:

A. If the power fails the emergency lights should activate. The generator should turn on and restore power to specific areas.
   1. If the emergency lights fail to turn on, the youth should be secured in their rooms and room checks continued.
   2. If the generator fails, contact Facilities/Maintenance. The youth should be secured in their rooms and room checks continued.

B. A youth count shall be taken and reported to the Senior Juvenile Correctional Officer (Senior JCO) on-duty.

C. The outage shall be reported to the Facility Superintendent for further direction.

D. All doors shall be secured.

E. During daylight hours, regular unit programs may continue as scheduled if determined to be safe by the Senior JCO.

F. In the evening with proper lighting, unit programs may continue as scheduled if determined to be safe by the Senior JCO.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 30) **SUBJECT:** Training, Personnel, and Management **TITLE:** Riot Control Procedures
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for riot control in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. RIOT CONTROL:

A. The protection of staff, youth, visitors, and the public is of paramount importance.

B. The Juvenile Detention Facility shall have riot control procedures which emphasize early detention signs of impending disturbance, while providing staff with contingency plans to be deployed should a disturbance occur.

C. In a riot situation, the actions of facility staff must be swift to prevent situations from escalating.

II. IDENTIFYING SIGNS OF RIOT BEHAVIOR:

A. Riots generally fall into the following two categories:
   1. Spontaneous; and
   2. Planned confrontations.

B. Staff shall watch for changes in youth behavior patterns. Such patterns include, but are not limited to:
   1. A sharp increase in youth' disciplinary infractions;
   2. An event or incident which happened earlier in the week, day, or shift that triggered a major protest or reaction from the youth;
   3. Challenges to staff authority;
   4. Whispering and non-verbal communication between youth;
   5. Recreation patterns; and/or
   6. Significant changes in youth' eating patterns.

C. While any of the above youth behaviors can be attributed to causes other than a planned disturbance, they may also be signs of institutional unrest and must be analyzed and discussed with supervisory staff.

PROCEDURE

I. UPON DISCOVERY OF A RIOT:

A. When staff becomes aware of a riot situation, Central Control shall be immediately notified.

B. Central Control will notify the Senior Juvenile Correctional Officer (Senior JCO) on-duty immediately.

C. The unit staff and Central Control staff will lock down all uninvolved youth.

D. The Senior JCO will determine the need for additional assistance, and will have Central Control notify the Tuolumne County Sherriff's Office.

E. The Senior JCO will also determine whether or not it is prudent to order an immediate lock-down of the entire facility.

F. Central Control will notify the Facility Superintendent of the situation as soon as reasonably possible.

II. DURING THE RIOT:

A. JCOs will have a plan of action prior to addressing the situation. Staff will enter the unit via the safest entrance.

B. Staff will attempt to eliminate or defuse the riotous incident. Once the riot is safely under control, a supervisor will proceed through the unit to ascertain whether or not it is safe to take the unit off of lockdown status.

C. A Senior JCO will direct all involved staff to document their observations and actions on an Incident Report.

D. A meeting of JCOs and the Facility Superintendent will be held for debriefing of the situation.

E. If the Facility Superintendent determines that on-duty staff cannot suppress a riot, the Tuolumne Country Sherriff's Office will be contacted for assistance.

III. HANDLING OF YOUTH AFTER A RIOT:

A. When youth are removed from the riot area, staff will secure them in their rooms and conduct a search of the youth and their rooms as soon as such can be performed in a safe and secure manner.

B. If a youth is injured, medical staff, if available, will be alerted and directed to come to the unit and evaluate the youth. A youth may be taken to the hospital if necessary.

C. Youth who were directly involved in the riot and have been identified as major participants will be placed on High Security Risk status and segregated from other youth.

D. Senior JCOs will interview all youth regarding the matter, and document the interviews in writing.

E. Senior JCOs shall then review the incident, and make appropriate re-housing or room assignments.

IV. INSPECTION OF RIOT AREA:

A. A Senior JCO will designate a team of staff to conduct a thorough search of the riot area after the situation has been contained.

B. Upon completion of the search, staff will document their findings in a report, complete work orders for any items damaged, and consider other housing arrangements if the area cannot be used.

C. The Facility Superintendent must approve alternative housing arrangements (i.e. D.J.J. or other county juvenile halls) for involved youth.

REFERENCED FORMS

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 31)
	SUBJECT: Training, Personnel, and Management **TITLE:** Safety Checks
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1328

PURPOSE

To establish and implement policy and procedure for the completion of safety checks for all youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. DIRECT VISUAL OBSERVATION:

A. A direct visual observation (safety check) shall be performed at minimum every 15 minutes at random or varied intervals on every youth confined to a sleeping room, holding cell, medical isolation room, or visiting room when an employee is not present. These checks are conducted randomly to ensure youth are unaware as to when to exactly expect the safety check.

B. Direct visual observation is not replaced, but may be supplemented by an audio/video electronic surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies.

C. All new bookings shall be checked (i.e. staff must be able to see each youth secured in his/her room clearly and be able to observe movement such as the rise and fall of the chest, indicating the youth is breathing normally) at least three times every thirty minutes until cleared by the medical provider at their health screening or after a minimum of 24 hours of observation in the general population; subject to the approval of a Senior Juvenile Correctional Officer (Senior JCO) or the Facility Superintendent.

PROCEDURE

I. SAFETY CHECKS:

A. Assignment of responsibility for safety checks is completed by the Senior JCO or Lead Staff on-duty at the beginning of each shift. All staff are responsible and will be accountable for the completion and documentation of safety checks.

B. Staff performing the safety check shall utilize the electronic scanning system.

C. Staff shall accurately log the completed check electronically by scanning the electronic barcode outside of each room.

D. The staff doing the safety check must be able to see each youth secured in his/her room clearly and be able to observe movement such as the rise and fall of the chest (indicating the youth is breathing normally). Simply walking by the room, and not stopping to observe the youth is a violation of this policy.

E. If the staff cannot clearly observe the youth, they shall illuminate the room fully with a flashlight and call the youth in a loud clear voice to awaken him/her. If the youth does not respond, the room lights shall be fully turned on and staff shall radio their partner. The time shall be documented.
   1. If only two employees are on shift, only one employee shall be responsible for entering a youth's room. Staff should radio their partner to inform him/her before entering the youth's room, and radio again after completion of the check.

F. If the employee completing the safety check is unable to gain a response from a youth of the opposite sex and that employee deems it necessary to enter the youth's room, a second employee of the youth's same sex shall be present or be responsible for entering the youth's room.

G. A safety check shall not be interrupted for any reason other than an emergency. Staff completing safety checks shall wait until all rooms have been checked and logged prior to engaging in any lengthy conversation with youth.

H. Staff completing safety checks when youth are sleeping should observe whether a youth has changed his/her sleeping position since the occurrence of the last safety check. A failure to move for 30 minutes may be indicative of a problem. More frequent checks should be initiated and/or the youth asked to move.

I. Staggered, random safety checks within given parameters ensure safety and security by making it difficult for youth to predict staff movements. The Senior JCO or Lead Staff shall perform random checks during the shift and occasionally review the Safety Check entries throughout their assigned shift.

J. The Senior JCO or Lead Staff shall make a final review of the automated Safety Check Logs at the end of each shift, and document the completion of the review in the Shift Operational Report.

K. Upon review of safety checks, if a check is noticed to be missed or out of compliance with Title 15 Regulations, the Senior JCO or Lead Staff shall document the issue in the Shift Operational Report (SOR). This issue shall also be addressed with the responsible staff prior to departing the shift. The Facility Superintendent shall be made aware of the missed or out of compliance checks for further review.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 32)
	SUBJECT: Training, Personnel, and Management **TITLE:** Firearms
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding controlling and preventing firearms from entering the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FIREARMS:

A. To maintain safety and security of youth and staff, no one shall bring a firearm inside the Mother Lode Regional Juvenile Detention Facility. However, the Facility Superintendent and/or Chief Probation Officer shall retain the authority to override this policy in the event of an emergency, such as a hostage situation.

PROCEDURE

I. SECURING FIREARMS:

A. Law Enforcement personnel shall remove their firearm(s) and place them in their vehicle's trunk or in a designated firearms control locker prior to entry into the Juvenile Detention Facility.

B. Staff shall check to be sure that the officer has secured all firearms prior to entering the building.

C. Firearm control lockers are located both at the reception area of the facility and the Booking/Intake vehicle sally port.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 33)
	SUBJECT: Training, Personnel, and Management **TITLE:** Security Protocols and Youth Movements
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure to ensure the safety and security of all staff, visitors, and youth housed in the Mother Lode Regional Juvenile Detention Facility

POLICY

I. FACILITY SECURITY:

A. Staff shall adhere to the following procedures to ensure the safety and security of all youth in custody, staff, and visitors.

B. The Juvenile Detention Facility shall control youth movement to ensure youth are properly supervised whenever they are escorted from one area of the facility to another area. Movement of youth should always be treated as an at-risk activity.

C. Staff are expected to adhere to the procedures in this policy in order to maximize safety and security in the facility.

PROCEDURE

I. MONITORING YOUTH:

A. Always be aware of the number of youth in your care and their whereabouts. This is especially critical at outside recreation. Count the number of youth periodically to be sure they are all present.

B. When the youth are on the unit, Juvenile Correctional Officers (JCOs) shall be on the unit with them.

C. JCOs shall wear a radio, handcuffs and other department issued equipment while on duty.

II. MONITORING CONVERSATIONS:

A. JCOs should be close enough to the youth to monitor conversations. This applies anytime the youth are out of their rooms.

III. PHYSICAL CONTACT WITH YOUTH:

A. There should be no physical contact between the youth or between staff and youth (i.e. arms around shoulders, pats on the back, hugs, etc.) This decreases the chance of assaults or allegations of inappropriate behavior. Physical contact between staff and youth should only be for medical assistance, application of mechanical restraints, or physical restraint of a combative youth.

IV. MOVEMENT OF YOUTH:

A. Movement of youth should be kept organized and at a low volume.

B. Quiet talking is permitted, but no yelling or screaming is permitted.

C. All JCO staff facilitating movements will position themselves appropriately to ensure a safe and secure movement. Do not allow youth to walk behind you at any time. Keep to the side or behind them so that you have constant visual contact.

D. JCO staff are to bring all necessary items with them, depending upon the nature of the movement (i.e. youth's file upon release/transfer, medications/inhalers to recreation activities).

E. JCOs will contact Central Control and radio to inform them of the need for a youth movement.

F. When cleared to make the movement, staff will notify Central Control as to who is going where and with how many youth.

G. Once staff have reached the location, they are to contact Central Control by radio and verify their arrival and count.

H. Staff must keep the group together and not allow youth to spread out.

I. If the movement only has one JCO, that JCO will take a position at the end of the group to provide a clear view of all the youth.

J. If the movement has two JCOs, one JCO should be at the end of the group, while the other JCO positions himself/herself near the front of the group.

K. Central Control will coordinate the opening of all appropriate doors during the movement.

L. Central Control will visually monitor all movements.

V. MONITORING OF ITEMS/CONTRABAND:

A. No reading materials, mail or personal hygiene items may be brought into visiting.

B. No purses, cell phones, keys, or contraband are allowed in the facility.

C. Items taken to/from the classrooms must be searched by a JCO.

D. Magazine and book exchange shall be supervised.

E. An Incident Report shall be written for missing utensils, pencils, lost clothing, unusual circumstances, etc.

F. An Incident Report shall be written for any contraband found in the Juvenile Detention Facility. This notifies all staff of any security issues. Refer to Mother Lode Regional Juvenile Detention Facility policy on contraband.

VI. BEFORE YOU LEAVE THE UNIT:

A. Advise your partner(s) whenever you leave the unit. This should be done when going into the back room, using the restroom, going to the laundry room, etc. You should always know where your partner or other officers on-duty are located.

B. When there are only two staff on-duty, radio in for staff to enter the unit and provide relief before leaving.

REFERENCED FORMS

Incident Report Form

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION III, No. 34) **SUBJECT:** Training, Personnel, and Management **TITLE:** Key Control
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for key inventory, control, and use in order to maintain internal security and prevent escape from the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. KEY INVENTORY AND CONTROL:

A. All key inventories shall be maintained by Central Control.

B. Under no circumstances are keys to leave the facility. If keys are inadvertently removed, they are to be returned immediately.

C. Under no circumstances are facility keys to be duplicated by anyone other than the Facility Superintendent or his/her designee.

PROCEDURE

I. KEY USAGE:

A. Keys will be assigned to individual staff daily on an as needed basis.

B. Staff shall not leave their keys in a door lock, on their desk, or in any place where their keys are not in their immediate control.

C. Under no circumstances shall staff allow youth to have keys.

D. All spare keys will be maintained in the Key Watcher (located in the ready room).

E. If a key is lost or broken, staff shall immediately notify the Senior Juvenile Correctional Officer who will notify the Facility Superintendent.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 35)
	SUBJECT: Training, Personnel, and Management **TITLE:** Shift Operational Reports and Shift Changes
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure to ensure daily Shift Operation Reports and Shift Changes are completed at the Mother Lode Regional Juvenile Detention Facility in an organized and effective manner.

POLICY

I. SHIFT OPERATIONAL REPORTS:

A. A Shift Operational Report (SOR) shall be completed by the Senior or Lead Staff to ensure accountability for operations, equipment, and performance of duty. This shall be completed prior to the end of every shift.

B. Staff shall also be responsible for ensuring all youth are accounted for at all times. Maintaining an accurate, consistent, and thorough count of youth housed in the Juvenile Detention Facility is vital to ensure safety and security of the facility. Scheduled youth counts shall occur during each shift and be documented on the SOR.

C. Each completed SOR shall be filed in the SOR binder.

PROCEDURE

I. SHIFT CHANGE:

A. Make sure that all shift duties have been completed, including:
1. Case Management System entries, etc.;
2. Medications dispensed;
3. Incident Reports;
4. Youth & Group Behaviors documented and concerns relayed to oncoming shift;
5. Shift Operational Reports;
6. Other required paperwork/assignments/etc.; and
7. The unit and officer station are cleaned.

B. Staff shall not leave their assigned unit unless they have been relieved and/or they have

communicated with and received authorization from a Senior Juvenile Correctional Officer.

II. SHIFT OPERATIONAL REPORT (SOR):

A. A supply of SOR sheets will be kept in Central Control. If supply runs out, staff can use the copy machine to make more SORs.

B. Staff are to document the following information on the daily SOR (refer to the SOR form for more detailed information):
1. Date;
2. Staff sign in/out;
3. Youth population;
4. Equipment/ Supply count(s) (as specified per shift);
5. Room searches;
6. Perimeter checks;
7. Transportations;
8. Room changes; and
9. Notes from the shift, etc.

C. All SORs shall be stored in the Shift Operation Report Binder.

III. MAKING A CHANGE TO COUNT ITEMS:

A. The Facility Superintendent shall be notified when changes need to be made to count items or modifications to the SOR form.

B. Appropriate recommended or necessary changes are to be documented in the notes section of the SOR.

REFERENCED FORMS

Shift Operational Report (SOR)

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION III, No. 36)
	SUBJECT: Training, Personnel, and Management **TITLE:** Suicide/Self-Injury Prevention Program
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1329

PURPOSE

To establish, implement, and enforce policy and procedure for the prevention of suicide, attempted suicide, and self-injury in the Mother Lode Regional Juvenile Detention Facility; in addition to the management, notification, and reporting of suicide/attempted suicide.

POLICY

I. SUICIDE PREVENTION:

A. Employees of the Mother Lode Regional Juvenile Detention Facility shall take all reasonable precautions to prevent youth from suicide and/or suicidal behavior or otherwise engaging in acts of self-harm. MLRJDF staff will proactively engage youth in positive programming, foster supportive relationships between staff and youth, and will provide behavioral health counseling by qualified behavioral health clinicians to help prevent youth from becoming suicidal or self-injurious.

B. Facility staff shall ensure youth at increased risk of suicide are identified, assessed, monitored and supported to reduce the likelihood of a suicide attempt.

C. Facility staff shall immediately intervene and report any signs of suicidal or potentially suicidal conduct to the Facility Superintendent or his/her designee and behavioral health staff.

II. SUICIDAL WARNING SIGNS:

A. Statements:
1. Alluding to or verbalizing intent to kill themselves;
2. Contemplating the impact of one's death on others;
3. Expressing a wish to be dead;
4. Expressing apathy about life or the future;
5. Expressing severe depression, remorse, guilt, hurt, or rejection;
6. Indicating a severe inability to cope with detention;
7. Expressing feelings of low self-esteem, self-hatred, or a feeling of being a burden to others; and/or

8. Statements to others indicating a desire to kill themselves or die.

B. Suicidal behaviors often include, but are not limited to:
1. Recent suicidal thoughts;
2. Prior suicide attempt;
3. Threatening suicide;
4. Anxiety/depression following fights/altercations with peers or staff;
5. Euphoric behavior after depression;
6. Insomnia or sleeping too long/too often;
7. Loss of interest in daily activities;
8. Apathy;
9. Disorientation, anxiety or isolation;
10. Withdrawal;
11. Irritability, agitation and aggression;
12. Giving away or disposing of personal property; and/or
13. Having a suicide plan.

C. Symptoms of depression, which include, but are not limited to:
1. Depressed mood most of the day, nearly every day;
2. Markedly diminished interest or pleasure in all, or almost all, activities most of the day, nearly every day;
3. Significant weight loss when not dieting, or weight gain (e.g. change of more than 5% of body weight in a month), or a decrease or increase in appetite nearly every day;
4. Insomnia or hypersomnia nearly every day;
5. Psychomotor agitation or retardation nearly every day (observable by others);
6. Fatigue or loss of energy nearly every day;
7. Feelings of worthlessness or excessive or inappropriate guilt (may be delusional) nearly every day; and/or
8. Diminished ability to think or concentrate or indecisiveness nearly every day.

D. History:
1. Prior suicide attempt;
1. Prior identification as suicide risk;
2. Self-abusive behavior history; and/or
3. Recent loss of a close family friend or family member to suicide.

E. Outside factors based upon available information:
1. Intense feeling of loss of a loved one (especially due to suicide);
2. Responsibility for the death of a loved one;

3. Responsibility for family upheaval;
4. Offense resulting in death or catastrophe;
5. Information relayed from others;
6. Significant sanction/unwanted Court recommendation; and/or
7. Victim of bullying.

PROCEDURE

I. SUICIDE/ATTEMPTED SUICIDE:

A. This policy specifies action to be taken to help prevent suicide or attempted suicide by youth in the MLRJDF. This policy will be available to all staff and will be reviewed at least annually.

B. All staff will initially receive eight hours of training to identify youth who present as a suicide risk, to appropriately monitor their condition, and to provide the necessary support and follow-up as directed by medical and behavioral health personnel in accordance with 15 C.C.R. §1322, Orientation and Training Standards, and Training for Corrections Regulations pursuant to Penal Code Section 6035. Refresher training regarding how to identify and respond to suicidal youth will be conducted annually by an approved provider.

C. At the time of Intake, a Pre-Booking Health Screening shall be completed in the intake sallyport by intake staff, which shall contain questions pertaining to suicide risk. Staff shall also take special care to communicate with the arresting officer, the youth, and the youth's family regarding the potential for suicide risk.

D. Prior to confinement and housing assignment, staff shall administer the Massachusetts Youth Screening Instrument-2 (MAYSI-2). If a youth scores 2 or higher on the Suicide Ideation Scale, staff completing the MAYSI-2 will advise a Senior JCO, who will contact Behavioral Health immediately to report the score and seek clinical guidance regarding potential placement on a Safety Watch and/or specialized housing assignment. Based upon the results of either (MAYSI-2 or direction from behavioral health staff), the youth may remain in the facility while being placed on a Precautionary Status. All youth supervision staff have the authority to place youth on a Precautionary Status at any time. A Precautionary Status shall require staff to provide youth with constant one-to-one supervision.

E. Arresting officers, facility staff, family members, and medical and behavioral health personnel shall communicate with one another in relation to suicide risk.

F. If a youth is considered a suicide risk, the information shall be documented in the Case Management System. Specifically, staff shall document the youth's statements, presentation, and any action taken by MLRJDF in response to the youth's suicidal, or potentially suicidal presentation.

G. Youth at risk of suicide are identified from one or more of the following sources combined with the above listed signs and score on the MAYSI-2:
1. Observation: statements and behaviors;
2. Expression by youth of suicidal ideation;
3. Past history of attempts; and/or
4. Information from anyone having knowledge of the youth's potential for suicide.

II. SAFETY WATCH:

A. Youth determined to be a suicide risk are placed on a Safety Watch and referred to Behavioral Health and medical personnel immediately. The Facility Superintendent or his/her designee is to be informed immediately.

B. Behavioral Health staff shall:
1. Conduct a clinical suicide assessment within 24 hours to determine youth level of suicide risk;
2. Determine what level of intensive monitoring is needed, based on outcome of suicide assessment;
3. Develop an individually tailored Safety Plan that includes, but is not limited to: what modifications to the youth housing/programming are needed, if any;
4. Notify the on-duty Senior Juvenile Correctional Officer (Senior JCO) and the Facility Superintendent of the youth's suicide risk status and special needs;
5. Behavioral Health staff will consider input from Senior Juvenile Correctional Officers/Lead Staff and/or the Facility Superintendent regarding any housing/programming modifications.

C. Youth placed on a Safety Watch (as determined by the qualified Behavioral Health Clinician) shall be monitored as specified by the responding Behavioral Health Clinician under the parameters of a three-tiered monitoring system, specified as follows:
1. Level 1- Youth will be visually monitored at staggered intervals of no more than 10 minutes and documented accordingly;
2. Level 2- Youth will be visually monitored at staggered intervals of no more than 5 minutes and documented accordingly;
3. Level 3- Youth will be monitored continuously via one-to-one direct visual observation.

D. Youth placed on a safety watch will be re-assessed at the following intervals:
   a. Level 1-Youth will be re-assessed for suicide risk every 72 hours.
   b. Level 2-Youth will be re-assessed for suicide risk every 48 hours.
   c. Level 3-Youth will be re-assessed for suicide risk every 24 hours.

   During each re-assessment, the Safety Plan will be reviewed and modified if necessary to ensure youth safety.

E. If a youth cannot be safely maintained under Safety Watch precautions and/or presents at imminent risk of suicide, youth may be transported to medical or mental health facility for an evaluation pursuant to Welfare and Institutions Code 5150.

F. If a youth is on Safety Watch on the Living Unit, staff shall house him/her on the bottom tier closest to the unit control station. Depending upon the situation, the youth's room may be stripped of personal items, clothing, bedding and mattress, and any other items, which may be used to inflict self-harm.

G. Studies strongly support social interaction as critical to improving a youth's outlook. Given this, as much as is safely possible, efforts will be made to keep youth out of their rooms, including attending programs, school, recreation/leisure and large muscle activity. Every reasonable effort will be made to involve youth in all unit activities to ensure that youth who are a suicide risk are not isolated.

H. A safety smock may be necessary in extreme situations where a youth cannot keep themselves safe in regular clothing. Further, in extreme situations, due to acute safety concerns, a suicidal youth may be placed in a safety helmet and the WRAP system, with staff providing constant direct supervision. In these cases, all efforts will be made to transfer the youth to an inpatient psychiatric hospital.

I. Youth on any type of watch status will be encouraged to attend school and participate in other unit activities as they are able to do so.

J. Access to cleaning fluids or chemicals shall be prohibited for all youth on a Safety Watch. No razor blades will be issued to youth when they are on Safety Watch status. When conducting their room clean up, facility staff will spray the youth's room with cleaning fluid and allow the youth to use one small cleaning towel to clean up his/her room. Upon request, the youth will be able to use electric razors and fingernail clippers under the direct supervision of staff.

K. Any youth supervision employee may place youth on a Precautionary Status if they feel it is warranted and necessary to ensure the safety of the youth. Said staff will advise the Senior JCO or Lead Staff immediately and document their concerns accordingly in an Incident Report.

L. Staff shall pass on concerns, Safety Watch status, and frequency of checks in a Shift Operational Report (SOR) at each shift change.

M. Pertinent information shall be documented in the Case Management System and the SOR binder (e.g. Safety Watch level, youth triggers, housing/programing modifications etc.).

N. Any time a youth is placed on a Safety Watch precaution the Facility Superintendent or designee will notify the youth's parents/legal guardian as soon as possible, but no more than two hours after the youth has been placed on Safety Watch.

III. SUICIDE/ SUICIDE ATTEMPTS:

A. Staff discovering a youth who has made a suicide attempt shall assess the situation and immediately begin appropriate first aid and/or Cardio Pulmonary Resuscitation (CPR) while additional staff contacts paramedics. Staff shall never assume a youth is dead and will continue administering first aid and/or CPR until emergency medical services arrive on scene to take over medical response.

B. Each staff shall carry a sharp 911 Cut-down tool as part of their uniform for immediate response in a suicide or attempt involving hanging.

C. Staff shall contact Central Control and notify the Facility Superintendent or Senior JCO immediately.

D. An employee will escort the youth to the hospital if medical care is necessary.

E. In the tragic event of a youth death by suicide, the Facility Superintendent shall notify the Chief Probation Officer, who will be responsible for notifying the parents. Please refer to the policy concerning Death and Serious Illness or Injury of Youth While Detained for further procedures in such circumstances.

F. All employees involved in the situation shall write an Incident Report.

G. The Facility Superintendent shall be aware of the psychological trauma both staff and youth may experience as the result of a youth suicide/suicide attempt. It is the Facility

Superintendent's responsibility to take appropriate action to address the emotional well-being of everyone within the institution, staff and youth alike, and aid staff with EAP referrals and youth with Behavioral Health referrals.

H. All suicide attempts and completed suicides will be debriefed to ensure the matter was appropriately handled, in addition to gaining a better understanding of what happened, why it happened, and what necessary improvement measures are required, if any.

REFERENCED FORMS

The Massachusetts Youth Screening Instrument-2 (MAYSI-2)

Incident Report

Shift Operational Report (SOR)

Pre-Booking Health Screening

Suicide Risk Assessment

Safety Plan

IV.

RECORDS AND PUBLIC INFORMATION

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION IV, No. 1)
	SUBJECT: Records and Public Information **TITLE:** Reporting of Legal Actions
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1340

PURPOSE

To establish and implement policy regarding notification of all legal actions pertaining to facility operations to the Board of State and Community Corrections**.**

POLICY

I. REPORTING LEGAL ACTIONS:

A. The Facility Superintendent shall submit to the Board of State and Community Corrections a Letter of Notification on each legal action in state or federal court pertaining to conditions of confinement, filed against persons or legal entities responsible for the Juvenile Detention Facility operation. This is to be done in writing, as soon as practical after receiving any type of written legal notice.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IV, No. 2)
	SUBJECT: Records and Public Information **TITLE:** Subpoenas
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for the protocol of Subpoenas served on youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. LAWFUL SERVICE:

A. Subpoenas served on youth in custody of the Mother Lode Regional Juvenile Detention Facility shall be processed in accordance with law.

PROCEDURE

I. SERVING SUBPOENAS:

A. If someone wishes to serve a subpoena to a youth in custody, a Senior Juvenile Correctional Officer (Senior JCO) on-duty may accept the subpoena and deliver it to the youth.

B. Make a copy for the youth's file.

C. Document the time the subpoena was served on the youth in the Case Management System.

D. A copy of the subpoena is to be placed in the youth's personal property and is to be given to the adult signing for the youth's release if the youth is released prior to the appearance date. Both the youth and the adult are to be instructed as to the youth's obligation to appear in court.

E. A copy of the subpoena shall be sent to the youth's Probation Officer, if applicable.

F. Transportation arrangements for the subpoenaed youth on criminal matters or as required by law or Court order should be scheduled accordingly if the youth will remain in the facility at the time the youth is required to appear pursuant to the Subpoena.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IV, No. 3)
	SUBJECT: Records and Public Information **TITLE:** Death and Serious Illness or Injury of Youth While Detained
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1341

PURPOSE

To establish and implement policy and procedure for the handling and documentation of the death, serious injury, or illness of a youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. RESPONSE TO DEATH OR SERIOUS INJURY OF YOUTH:

A. The first responding staff shall take appropriate action to preserve life. In the event of a death, they shall immediately take action to preserve and secure the scene, notify administration and responsible agencies, and document all actions taken. There will be a medical and operational review of every in-custody death of a youth. The review team shall consist of the Chief Probation Officer, Facility Superintendent, the Health Administrator, the responsible physician, and other health care and supervision staff that are relevant to the incident.

B. In the event of a youth's death while in custody, the Chief Probation Officer shall submit a written report to the Attorney General of the State of California within 10 days following the death. The report shall consist of the following:
1. A letter reporting the youth's death;
2. All internal and outside agency reports; and
3. The Coroner's autopsy report.

C. Pursuant to California Code of Regulations, Title 15, Section, 1341, a copy of all documentation submitted to the Attorney General's Office shall be submitted to the Board of State and Community Corrections (BSCC) within 10 calendar days following the death.

D. Upon receipt of a report of the death of a youth from the administrator, the BSCC may within 30 calendar days inspect and evaluate the Juvenile Detention Facility pursuant to the provisions of this subchapter. Any inquiry made by the BSCC shall be limited to the standards and requirements set forth in these regulations.

E. There shall be a medical and operational critical incident review of each in-custody death, serious illness, serious injury, and suicide attempt. This review team shall consist of the Chief

Probation Officer, Facility Superintendent, the Health Administrator, the responsible physician, and other health care and supervision staff that are relevant to the incident.

F. The Chief Probation Officer, in cooperation with the Health Administrator and the Behavioral/Mental Health Director, shall develop written policies and procedures in the event of the death of a youth while detained, which include notification to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record.

G. The Health Administrator, in cooperation with the Chief Probation Officer, shall develop written policies and procedures to assure there is a medical and operational review of every in-custody death of a youth. The review team shall consist of the Chief Probation Officer, Facility Superintendent, the Health Administrator, the responsible physician, and other health care and supervision staff that are relevant to the incident.

H. The Chief Probation Officer, in cooperation with the Health Administrator, shall develop written policies and procedures for the notification to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record in the event of a serious illness or injury of a youth.

PROCEDURE

I. DISCOVERY OF SUSPECTED DECEASED YOUTH:

A. Immediately initiate life saving techniques.

B. Summon internal medical assistance if available.

C. Summon other staff for assistance.

D. Call 911 for emergency medical assistance.

E. Contact the Facility Superintendent.

F. Notify the Tuolumne County Sheriff's Office to investigate the circumstances surrounding the death.

II. SENIOR JUVENILE CORRECTIONAL OFFICERS:

A. Immediately notify the Facility Superintendent.

B. Direct the actions of staff.

C. After the immediate emergency is defused, secure the area:
1. Allow no individual to change, alter, or move any object;
2. Lock down other youth for a minimum period and secure the area;
3. Collect and secure all records, log books, and other documents;
4. Retrieve a camera and take photographs of the scene. Maintain a time/action sequence log as soon as possible;
5. Take written statements from all witnesses prior to allowing anyone to leave the facility;
6. Allow no one to enter the scene except the Coroner, Law Enforcement, or Departmental Administrative staff; and
7. All staff present in the facility at the time of death shall write an Incident Report.

III. NOTIFICATIONS:

A. In all cases of serious illness or injury:
1. The Senior JCO shall notify the Facility Superintendent; and
2. The Facility Superintendent shall notify the Chief Probation Officer, Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record.

B. In all cases of the death of a youth:
1. The Senior JCO shall notify the Facility Superintendent; and
2. The Facility Superintendent shall notify the Chief Probation Officer, who shall notify the:
   a. Presiding Judge of the Juvenile Court,
   b. County Administrative Officer,
   c. Chairperson of the Board of Supervisors,
   d. District Attorney,
   e. County Counsel; and
3. At direction of the Chief Probation Officer, either the Chief Probation Officer or Facility Superintendent shall notify the youth's parents/legal guardians.

REFERENCED FORMS

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IV, No. 4)
	SUBJECT: Records and Public Information **TITLE:** Population Accounting
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1342

PURPOSE

To establish policy and procedure for submitting required population and profile survey reports to the Board of State and Community Corrections.

POLICY

I. POPULATION AND PROFILE SURVEY REPORTS:

A. The Facility Superintendent or his/her designee shall submit required population and profile survey reports to the Board of State and Community Corrections (BSCC) within 10 working days after the end of each reporting period, in a format to be approved by the BSCC.

PROCEDURE

I. SUBMITTING POPULATION AND PROFILE SURVEYS:

A. The Facility Superintendent or his/her designee shall collect the required data and organize it for transmission to the BSCC.

B. Transmission may be either by hard copy, or by using the internet site set up for this purpose by the BSCC.

C. Copies of all information forwarded to the BSCC shall be sent to the Chief Probation Officer on a monthly basis.

D. A copy of all information shall be kept on file.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IV, No. 5)
	SUBJECT: Records and Public Information **TITLE:** Juvenile Facility Capacity
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1343

PURPOSE

To establish policy and procedure for the rated capacity of the Mother Lode Regional Juvenile Detention Facility; and policy and procedure for the prompt notification to the Board of State and Community Corrections in the event the facility exceeds its rated capacity.

POLICY

I. RATED CAPACITY:

A. The rated capacity of the Mother Lode Regional Juvenile Detention Facility shall be determined by the Board of State and Community Corrections (BSCC), based upon statute and applicable regulations.

B. The rated capacity of the Mother Lode Regional Juvenile Detention Facility is 30 youth**.**

PROCEDURE

I. MAINTAINING CAPACITY:

A. If the population of the Mother Lode Regional Juvenile Detention Facility exceeds its BSCC rated capacity for more than 15 calendar days in a month, the Facility Superintendent or his/her designee shall provide the BSCC with a crowding report in a format provided by the BSCC.

B. When a crowding situation exists, the Facility Superintendent shall meet with the Chief Probation Officer and Judge of the Juvenile Court to implement immediate action to reduce the population to an approved level.

C. The Executive Director of the BSCC shall review the juvenile facility's report and initiate a process to make a preliminary determination if the facility is suitable for the continued confinement of youth. If the Executive Director determines that the facility is unsuitable for the confinement of youth, the recommendation shall be reviewed by the Board at the next scheduled meeting. Notice of the Board's findings and/or actions shall be public record and, at a minimum, will be provided to the Facility Administrator, Presiding Juvenile Court Judge,

Chairperson of the Board of Supervisors, Probation Commission, and Juvenile Justice Commission within 10 working days of the BSCC Board meeting.

V.

CLASSIFICATION AND SEGREGATION

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 1)
	SUBJECT: Classification and Segregation **TITLE:** Admittance Procedures
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1350
California Welfare and Institutions Code
§627

PURPOSE

To establish, implement, and enforce policy and procedure for the lawful admittance of youth into the Mother Lode Regional Juvenile Detention Facility that emphasizes respectful and humane engagement with youth, and reflects that the admission process may be traumatic to youth who have likely already experienced trauma.

POLICY

I. INTAKE:

A. No youth shall be booked into the Mother Lode Regional Juvenile Detention Facility without a valid warrant, charge, or court order.

B. Staff shall maintain direct visual supervision of all youth placed in an intake holding cell.

C. All youth shall have a Pre-Booking Health Screening completed prior to acceptance for booking. In any case where a youth's medical or mental health status is in question, including but not limited to injuries, open sores, bruising, illness, evasive answers, or disorientation of their present state, the Intake Officer (DPO or JCO) shall inform the arresting officer to transport the youth to Adventist Health, Sonora, for evaluation and subsequent medical approval for booking. In no case shall the facility accept youth who present with medical or mental health issues without documentation of proper medical or mental health clearance. It is the responsibility of the arresting agency to obtain said medical or mental health clearance from a qualified medical or behavioral health professional and present documentation indicating the youth is safe to house at the facility.

D. Staff shall contact Valley Mountain Regional Center at (209) 473-0951 for any youth determined to be a regional client, or suspected or identified as having a developmental disability at the time of intake.

E. All youth accepted for booking into the Juvenile Detention Facility shall have at least a pat-down search completed prior to placement in a holding cell. Shoes, belts, hats and personal property shall be removed and inventoried prior to placement in the cell. All personal property will be fully inventoried prior to the completion of the Intake process.

F. All youth booked into the institution are to be evaluated using the Detention Risk Assessment Instrument (DRAI) and Massachusetts Youth Screening Instrument-2 (MAYSI-2). Should the results of the MAYSI-2 indicate the youth is at elevated risk for suicidal ideation, a Qualified Mental Health Professional (QMHP) is to be contacted immediately, and the youth is to be placed on a Precautionary Status (direct visual supervision) until which time the youth is evaluated by the QMHP. This assessment shall take place as soon as possible, but no later than 72 hours following admission.

G. Youth held as "temporary holds" need not receive a classification assessment or orientation information. All other directives apply. Staff will communicate to the youth that his or her parent is trying to be located. The youth shall have access to food, blankets or any other item deemed appropriate while they are being held.

H. Within one hour of Intake, all youth shall be offered the opportunity to make a minimum of two telephone calls at the County's expense; one to a parent, guardian, or employer; and one to an attorney.

I. Intake staff shall complete a Youth Classification Form on each youth booked, prior to being placed in the Living Unit.

J. All youth shall receive a Youth Orientation Handbook outlining the rules and regulations of the institution and behavioral expectations and reviewed with a JCO prior to being placed in the Living Unit.

K. Intake staff shall offer all youth a meal upon admittance and prior to the youth being placed in the Living Unit.

L. It is the Intake Officer's responsibility to enter a youth into the Case Management System, and the Releasing staff's responsibility to remove a youth from the Case Management System.

PROCEDURE

I. ADMITTANCE:

A. Youth and Law Enforcement Officer are admitted into the sally port.

B. A Pre-Booking Health Screening is completed. If the youth is found to be unacceptable for booking, i.e. under the influence of drugs, suicidal, ill, injured etc., the booking officer shall advise the arresting officer to take the youth to Adventist Health Sonora for medical clearance. It is the arresting officer's responsibility to obtain medical clearance. Youth requiring medical clearance shall not be accepted into the facility without proper medical documentation.

C. If the youth is accepted for booking, a parent will be contacted and asked to respond to the facility and complete any paperwork needed, including any California Forensic Medical Group medical authorization forms. At no time are persons other than Law Enforcement, Mother Lode Regional Juvenile Detention Facility (MLRJDF) staff, and Probation Officers permitted beyond the sally port.

D. The youth is directed to read all posted materials and asked to surrender any contraband to the Intake Officer.

E. If the youth is cooperative, the handcuffs may be removed at this time. If the youth is resistant, intake staff shall switch youth into MLRJDF handcuffs, and the youth shall remain handcuffed.

F. The youth is to be given a pat down search prior to exiting the sally port, and entering the facility/Intake area.

G. The youth and Law Enforcement Officer are then allowed into the Intake area. The officer will fill out the Admission Report Form while the youth is instructed to remove all property and valuables and deposit them in a bag provided. During this time, the arresting Officer will also be questioned as to whether the youth has expressed any suicidal ideation.

H. The youth is directed to a holding cell. Should the officer need a confidential telephone, the Senior office is available. The officer may utilize the Senior office for a confidential interview if desired.

I. Once the Pre-Booking Health Screen and Pre-Booking Informational Sheet has been completed and found to be acceptable, the arresting officer may be released.

J. Trained staff shall assess the youth using the Detention Risk Assessment Instrument (DRAI), which considers the least restrictive environment (i.e. release to parent/guardian or detention).

1. If the result of the DRAI is to release the youth, and the Senior JCO on-duty approves the release, the Intake process may be stopped. Ensure that the youth is entered into the Case Management System, fingerprinted, photographed and a Permanent Release is documented and/or Home Detention Agreement is completed (if applicable).
2. If the result of the DRAI is to detain the youth, or the Senior JCO on-duty directs the youth to be detained, continue with the Intake as described below.

A. Prior to confinement and housing assignment, staff shall administer the Massachusetts Youth Screening Instrument-2 (MAYSI-2). If a youth scores 2 or higher on the Suicide Ideation Scale, staff completing the MAYSI-2 will advise a Senior JCO, who will contact Behavioral Health immediately to report the score and seek clinical guidance regarding potential placement on a Safety Watch and/or specialized housing assignment. Based upon the results of either (MAYSI-2 or direction from behavioral health staff), the youth may remain in the facility while being placed on a Precautionary Status. All youth supervision staff have the authority to place youth on a Precautionary Status at any time. A Precautionary Status shall require staff to provide youth with constant one-to-one supervision. All youth experiencing elevated scores on the suicidal ideation scale or otherwise demonstrating they are at elevated risk of self-harm shall be placed on a precautionary status and receive a comprehensive evaluation from a QMHP within 72 hours of admission.

K. The Intake Officer is to pull and/or prepare the youth's file, updating and/or completing a Youth Face Sheet form. Do not leave youth unsupervised in the Intake area.

L. Property will be itemized and a Youth Property Form will be completed and signed off by the youth. This form will be placed into the youths file. All of the youth's property will be placed into single or multiple property bag(s) and vacuumed sealed and labeled with the youth's name. Property bags will be stored in the secure property room. Note: the bag will not be sealed until after the youth has removed their personal clothing after the Intake shower process. Once item(s) are sealed in a bag, the bag is not to be opened except by the youth upon release, or with a lawful search (i.e. P.C., warrant, or reasonable suspicion search condition).

M. The youth may then be removed from the holding cell during the next phase of the Intake process. A non-compliant youth may be left in a holding cell until he/she agrees to cooperate with Intake staff. In either case, the youth shall be offered a meal, blanket, shower, etc.

N. Intake staff shall advise any committed youth of the estimated length of his/her stay (minimum time until court hearing, etc.).

O. The youth shall be entered into Case Management System. The Intake Officer's observations section shall be completed and all other necessary data should be entered at this time.

P. Intake Staff are to prepare the shower area and issue the youth MLRJDF clothing.

Q. Once the area is prepared, the youth is moved to the shower area. The youth is then directed to remove their clothing and pass the clothing through the entry in the shower area to personal storage. Youth will then be directed to shower and wash his/her hair, then dress out in MLRJDF's issued clothing.

R. Intake staff will secure all property and search the shower area. Before leaving Intake, all paperwork must be completed and the youth added to the Population Report in the Case Management System.

S. After the shower process, the youth will be given an opportunity to place booking calls.

T. The youth will then be photographed and fingerprinted.

U. Intake staff will initially classify and assign the youth to a Living Unit room (Note: the youth's assigned unit room number corresponds to the youths personal hygiene bin, laundry number, etc.). The Living Unit is to be informed of the incoming youth via radio.

V. Intake Officers are to escort the youth to the Living Unit with the prepared youth folder, while the youth carries issued clothing and bedding.

II. INTAKE OFFICER'S SHOULD REMEMBER:

A. Proper distribution of forms.

B. Ensure the youth signs all the appropriate forms and has a copy of their property sheet and Youth Orientation Handbook.

C. The used towel and wash cloth from the shower are to be placed in the laundry hamper.

D. Re-stock forms if needed.

E. The holding cell used by the youth is searched.

F. The shower area is searched and secured.

G. Booking calls, or lack thereof, have been documented in the Case Management System.

REFERENCED FORMS

Pre-Booking Health Screening Form

Detention Risk Assessment Instrument (DRAI)

Youth Classification Form

Youth Orientation Handbook

Home Detention Agreement Form

Electronic Monitoring Agreement

Youth Property Sheet

Booking Information Sheet

Youth Face Sheet

Property Issue Form

The Massachusetts Youth Screening Instrument-2 (MAYSI-2)

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 2)
	SUBJECT: Classification and Segregation **TITLE:** Intake Procedures
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish, implement, and enforce policy and procedure regarding the intake of youth into the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. INTAKE:

A. Intake staff shall receive, review, and process youth, recommend release or detention, and provide for service to youth and their families, including diversion and referral to other community resources.

B. The admission period is important in forming positive attitudes about confinement as well as performing Intake functions. At the time of admission, it is imperative that communications are clear between Intake staff, the parent/guardian, the youth, and Juvenile Detention Facility staff so that timely and informed decisions can be made.

C. In the absence of a designated Intake Probation Officer, the Senior Juvenile Correctional Officer (Senior JCO) and/or his/her designee will assume the Intake responsibility.

PROCEDURE

I. VERIFICATION OF AGE:

A. Verification of a youth's age is important to establish jurisdiction (WIC Section 602). A youth has the burden by law, of giving his/her true age. When at issue, the youth and/or parents, guardian, or custodian should be requested by the Intake Officer to submit proof documenting the youth's age.

B. When it is determined that a person has falsified his/her age and was 18 or older when the alleged crime was committed, the arresting agency shall be immediately notified and requested to transport that subject to the County Jail.

II. VERIFICATION OF REASON FOR ADMISSION:

A. Youth may be received from peace officers only, or pursuant to Court Orders.

B. Whenever Law Enforcement or the Probation Department delivers a youth in custody to the Juvenile Detention Facility, it shall provide a report which describes circumstances establishing probable cause to take the youth into custody.

C. If a Law Enforcement agency/Probation Department does not provide sufficient information regarding probable cause surrounding the elements of an offense(s) for which the youth was delivered in custody to the facility, the Intake Officer/Senior JCO is authorized to refuse custody until such time as the required information is provided.

III. PRE-HEARING DETENTION GUIDELINES:

A. When an individual is delivered in custody to the facility, the Intake Officer/Senior JCO should release him/her unless one or more of the following criteria is met:
1. The severity of the crime(s) against the person or property of another is so great that release of the person would endanger public safety;
2. The individual is a flight risk as determined by current facts and/or has a known history of failing to appear at noticed Court hearings;
3. An Arrest Warrant was the basis for the youth being taken into custody;
4. The individual is accused of committing a new offense while pending Court proceedings on another criminal offense;
5. A ward is committed to the facility, or other Court ordered placement, and either refuses to comply with the facilities rules and regulations, or commits a new offense while detained therein or escapes there from;
6. The youth is a Division of Juvenile Justice (DJJ) parolee and commits a new crime;
7. Release of the youth would endanger his personal safety because of gang violence or because a specific threat of physical harm is known to have been made against him;
8. The youth exhibits behavior so severe as to be dangerous to others or self, and less restrictive placements have failed;
9. Youth 12 years of age and under shall not be detained in the MLRJDF unless there is an alleged WIC 707(b) offense and prior authorization from the Chief Probation Officer or designee.

IV. INTAKE INVESTIGATION RESPONSIBILITY:

A. Intake Officer's shall investigate the following circumstances of youths taken into custody:
   1. Any crime, including a traffic infraction (see Section 40302.5, Vehicle Code).
   2. A violation of a condition of probation.
   3. Arrest Warrants issued by a Juvenile or Criminal Court in or outside of California.
   4. Arrest Warrants issued by parole authorities in California or other states for parole violations.
   5. Youth taken into custody on an Arrest Warrant issued for parole violations by the Youthful Offender Parole Board in California should be delivered to a DJJ facility.

V. STAFF INTAKE INVESTIGATION RESPONSIBILITY:

A. After normal business hours, the Senior JCO on-duty shall screen all youth except Arrest Warrant cases delivered in custody to determine their appropriateness for release pursuant to Section 628 of the Welfare and Institutions Code.

B. The Senior JCO shall complete a Promise to Appear form with the released youth and his/her parents pursuant to § 214 of the Welfare and Institutions Code.

C. If the youth is detained, he/she must be allowed the opportunity to contact his/her parents/legal guardian and attorney at the time the decision is made.

REFERENCED FORMS

Promise to Appear

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 3)
	SUBJECT: Classification and Segregation **TITLE:** Livescan Fingerprinting and Photographs
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding a systematic and centralized location for juvenile photographs and fingerprints of all youth admitted into the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FINGERPRINTING AND PHOTOGRAPHS:

A. Fingerprints and photographs of all youth admitted into the Mother Lode Regional Juvenile Detention Facility shall be completed during the Intake process.

PROCEDURE

I. FINGERPRINTS:

A. Fingerprints shall be completed during the Intake process using the Livescan process.

B. Subsequent bookings shall be fingerprinted when booked on new charges.

C. If there is a question regarding a youth's identity, they shall be fingerprinted using the Identification Only (IDO) or Question of Identity (QID) options on the Livescan machine as a tool to aid in identifying said youth.

D. Do not fingerprint a youth for Violations of Probation, warrants, or court commits unless he/she has never been booked into a Detention Facility. All youth brought in for the above offenses without having ever been booked shall be fingerprinted using the original offense.

II. PHOTOGRAPHS:

A. Photographs shall be completed during the Intake process.

B. Photos shall be taken of any tattoos, scars, distinguishing body marks, and/or body modifications and updated as needed.

C. All saved photographs will be uploaded and stored in the applicable youth's case management system profile.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 4)
	SUBJECT: Classification and Segregation **TITLE:** Storage of Youth's Personal Property
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for storing the personal property of youth housed at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HANDLING YOUTH'S PROPERTY:

A. The Intake Juvenile Correctional Officer (Intake Officer) shall ensure proper handling, storage, and labeling of youth's personal property.

B. Parents or guardians will be advised of the Mother Lode Regional Juvenile Detention Facility's (MLRJDF's) policy on storing personal property of a youth.

PROCEDURE

I. YOUTH PROPERTY STORAGE:

A. A Youth's Property Sheet shall be filled out correctly and completely.

B. When a youth has come from a placement, or is preparing to leave for placement, it may be necessary to store the youth's belongings at MLRJDF.

C. MLRJDF will accept belongings that are securely packed in suitcases or boxes. Boxes should be clearly labeled with the youth's name.

D. Large items such as: skateboards, backpacks, purses, etc. are to be tagged and placed in Storage.

E. All property shall be documented and stored in the secure storage room.

II. YOUTH PROPERTY RELEASE:

F. When a youth is transferred to a hospital, jail or placement, and are not expected to return to a Juvenile Detention Facility, arrangements shall be made for the youth's property to be picked up.
   1. Notify the parent or guardian to pick up the property;
   2. Package personal property in boxes, tag and label with the youth's name; and
   3. If the youth's parents cannot be notified, advise the Facility Superintendent to make a decision on whether the youth's property will continue to be stored at MLRJDF.

G. When releasing a youth's property, have the individual receiving the property (parent, youth, Deputy Probation Officer, etc.) sign the Youth Property Sheet.

H. If the property is not picked up, the parent/guardian should be notified that the property will be disposed of or donated within 30 days. Such notification shall be documented in the Case Management System.

REFERENCED FORMS

Youth Property Sheet

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 5)
	SUBJECT: Classification and Segregation **TITLE:** Consular Rights, Immigration Holds of Foreign Nationals, and Immigration and Customs Enforcement
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
Administrative Directive
TRUST Act (AB 4)
TRUTH Act (AB2792)
Juveniles: Confidentiality of Records (AB899)
Welfare and Institutions Code Section 831
Government Code §§ 7282-7282.5

PURPOSE

To establish and implement policy and procedure regarding the Consular Rights of Foreign Nationals and immigration reporting and information sharing practices for youth booked into the Mother Lode Regional Juvenile Detention Facility. In meeting our responsibilities as outlined in the TRUST Act (AB 4), the TRUTH Act (AB 2792), Juveniles: Confidentiality of Records (AB899) and Welfare and Institutions Code Section 831, the Mother Lode Regional Juvenile Detention Facility's (MLRJDF) reporting decisions on Immigration and Customs Enforcement (ICE) detainer requests shall be guided by what best serves juveniles in our custody and as outlined in statue.

POLICY

I. CONSULAR RIGHTS OF FOREIGN NATIONALS BOOKED INTO JUVENILE HALL:

A. Any foreign national booked into the Mother Lode Regional Juvenile Detention Facility (MLRJDF) has the right, pursuant to the 1963 "Vienna Convention on Consular Relations" (VCCR), to notify and talk to a Consular Officer from his/her nation of citizenship. The Tuolumne County Probation Department has an obligation under VCCR to notify the youth of this right during the intake process.

B. Any foreign national detained in the Juvenile Detention Facility has a right to receive visits from a Consular Officer from his/her nation and to be afforded privacy similar to an attorney visit.

C. A youth's immigration status has no bearing on this right. Persons in the country with or without proper documentation and authorization have the same right to consular contact.

D. During the booking process, the Intake Officer shall establish the nationality and citizenship of the youth.

II. IMMIGRATION HOLDS ON FOREIGN NATIONALS:

A. The Tuolumne County Probation Department may receive an Immigration Detainer request from the U.S. Department of Homeland Security's Immigration and Customs Enforcement agency (ICE). A detainer serves to advise that ICE seeks custody of a youth presently in custody for the purpose of deportation.

B. The Trust Act (AB 4) provides a foreign national cannot be held in custody solely on the basis of an immigration detainer if they are eligible to be released from custody.

C. Youth shall not be held in custody solely based on their immigration status (AB 4).

III. IMMIGRATION AND CUSTOMS INFORCEMENT

A. Youth shall not be held in custody solely based on their immigration status (AB 4).

1. In compliance with California Assembly Bill No. 899 and Welfare and Institutions Code Section 831, MLRJDF and the Probation Department will **not** contact ICE (As required in the TRUTH ACT AB 2792) to disclose the immigration status of any youth to federal officials. All juvenile information is considered confidential and will not be released to federal officials absent a court order of the judge of the juvenile court upon filing a petition.

2. California Assembly Bill No. 899 was approved by Governor Jerry Brown on September 4, 2015. It states that juvenile information shall remain confidential regardless of the juvenile's immigration status. This statue specifies that "juvenile information" includes the juvenile case file and any information related to the juvenile. **It forbids disclosure or dissemination of juvenile information, including the juvenile's immigration status, to federal officials absent a court order of the judge of the juvenile court upon filing a petition.** The MLRJDF will adhere to the language of this statue and Welfare and Institutions Code Section 831. Section 831 of the Welfare and Institutions Code states:

   (a) It is the intent of the Legislature in enacting this section to clarify that juvenile court records should remain confidential regardless of the juvenile's immigration status. Confidentiality is integral to the operation of the juvenile justice system in order to avoid stigma and promote rehabilitation for all youth, regardless of immigration status.

(b) Nothing in this article authorizes the disclosure of juvenile information to, or by, federal officials absent a court order of the judge of the juvenile court upon filing a petition as provided by subparagraph (P) of paragraph (1) of subdivision (a) of Section 827.
(c) Nothing in this article authorizes the dissemination of juvenile information to, or by, federal officials absent a court order of the judge of the juvenile court upon filing a petition as provided by subparagraph (P) of paragraph (1) and paragraph (4) of subdivision (a) of Section 827.

(d) Nothing in this article authorizes the attachment of juvenile information to any other documents given to, or provided by, federal officials absent prior approval of the presiding judge of the juvenile court as provided by paragraph (4) of subdivision (a) of Section 827.

(e) For purposes of this section, "juvenile information" includes the "juvenile case file," as defined in subdivision (e) of Section 827, and information related to the juvenile, including, but not limited to, name, date or place of birth, and the immigration status of the juvenile that is obtained or created independent of, or in connection with, juvenile court proceedings about the juvenile and maintained by any government agency, including, but not limited to, a court, probation office, child welfare agency, or law enforcement agency.

(f) Nothing in this section shall be construed as authorizing any disclosure that would otherwise violate this article.

(g) The Legislature finds and declares that this section is declaratory of existing law.

3. MLRJDF shall make available materials containing information regarding immigrant's rights, including information regarding resources and referral information for legal assistance regarding their rights, removal proceedings and obtaining citizenship. All detained juveniles desiring services from the above listed materials shall be allowed a supervised phone call to the resource. The supervised phone call shall be made at a time workable for the supervising staff.

PROCEDURE

I. NOTIFICATION TO DETAINEE OF CONSULAR RIGHTS:

A. A foreign national from the youth's country of origin will fall into two classes in terms of consular rights:
   1. Foreign National's Option; and
   2. Mandatory Notification.

B. The following table lists the "Mandatory Notification" nations:

Albania	Dominica	Mauritius	Tajikistan
Algeria	Fiji	Moldova	Tanzania
Antigua & Barbuda	Gambia	Mongolia	Tonga
Armenia	Georgia	Nigeria	Trinidad & Tobago
Azerbaijan	Ghana	Philippines	Tunisia
Bahamas	Grenada	Poland**	Turkmenistan
Barbados	Guyana	Romania	Tuvalu
Belarus	Hungary	Russia	Ukraine
Belize	Jamaica	Saint Kitts & Nevis	United Kingdom***
Brunei	Kazakhstan	Saint Lucia	Uzbekistan
Bulgaria	Kiribati	Saint Vincent & the Grenadines	Zambia
China (including Macao & Hong Kong)*	Kuwait	Seychelles	Zimbabwe
Costa Rica	Kyrgyzstan	Sierra Leone	
Cyprus	Malaysia	Singapore	
Czech Republic	Malta	Slovakia	

**Notification is not mandatory in the case of a person carrying a "Republic of China" passport issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office (TECRO), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.*

***Non-permanent youth only (not Youth aliens).*

****United Kingdom includes England, Scotland, Wales, Northern Ireland and Islands and the British dependencies of Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their youth carry British passports.*

C. The Intake Officer should be sensitive to the youth's concerns (and possible fear) about consular notification, especially in the case of "Mandatory Notification."

D. If the youth desires to have his/her foreign consulate notified, or if the youth is a citizen of a "Mandatory Notification" country, the Intake Officer will immediately advise the Senior Juvenile Correctional Officer (Senior JCO). The Senior JCO shall notify the appropriate foreign consulate without unnecessary delay.

E. The Consulate Notification and Notification to Consular Officers of Arrest or Detention forms are to be placed in the youth's file. A copy of the form is to be forwarded to the Probation Department.

F. The Intake officer will not contact Immigration and Customs Enforcement or US Border Patrol.

II. RIGHTS OF CONSULAR OFFICERS:

A. Consular Officers are entitled to visit and to communicate with detained citizens of their country. This is true even if a youth has not requested a visit.

B. Reasonable access shall be granted to consular officers. Consular Officers shall be granted liberal visitation privileges. Requests to visit during reasonable hours will be granted; however, after-hour requests should be based upon exigent circumstances.

C. The Consular Officer may ask to meet in private with the national. If a youth objects to a private meeting, the Senior JCO shall be notified immediately. If after conferring with the consular officer and the consular officer insists on a private meeting with a youth detainee, the Senior JCO shall notify the State Department Operations Center and request their assistance.

D. The State Department Operations Center 24-hour phone number is (202) 647-1512.

E. If a consular officer expresses dissatisfaction with the conduct or decisions made by any staff, the employee who receives this information shall immediately notify the Senior JCO, who will notify the Facility Superintendent.

F. All contact with Consular Officers shall be documented; Indicating the name and nationality of the Consular Officer, the name of the youth involved and the purpose of the contact.

III. CONTACTING THE UNITED STATES DEPARTMENT OF STATE:

A. Department of State non-urgent inquiries should be directed to the Office of the Legal Adviser for Consular Affairs, 2201 C St. NW, Room 4325, Washington, D.C.; telephone (202) 647-0688.

B. Urgent and after-hours inquiries should be directed to the State Department Operations Center at (202) 647-1512.

REFERENCED FORMS

Consulate Notification Form

Notification to Consular Officers

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 6) **SUBJECT:** Classification and Segregation **TITLE:** Screening for the Risk of Sexual Abuse
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1350.5

PURPOSE

To establish, implement, and enforce policy and procedure for screening youth detained at the Mother Lode Regional Juvenile Detention Facility for the risk of being sexually abused, as well as being screened for the risk of being sexually abusive.

POLICY

I. SCREENING FOR THE RISK OF SEXUAL ABUSE:

A. The Chief Probation Officer shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon a youth. All youth admitted to the Mother Lode Regional Juvenile Detention Facility shall be screened for the risk of being sexually abused, as well as being screened for likelihood of being sexually abusive.

B. All information gathered during the screening process is considered sensitive and confidential. Staff are not authorized to discuss or release the results of the screening other than what is necessary for the purposes of classification and supervision, and to ensure the health, safety and well-being of youth detained at the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

I. YOUTH SCREENING:

A. During the booking process, all youth shall be screened for attributes indicating the potential for being sexually harassed or victimized while detained in the Mother Lode Regional Juvenile Detention Facility. Youth will also be screened for attributes indicating the potential for sexually harassing and/or sexually victimizing other youth while detained in the Mother Lode Regional Juvenile Detention Facility. In addition to the screening process, staff shall also ascertain potential sexual perpetrator/victim information from interview with the youth, medical and behavioral health screenings, review of Court records, and any other relevant information available in the youth's file.

B. The screening questionnaire is contained within the Youth Classification Form and considers the following attributes: Any prior sexual victimization, gender non-conforming appearance or manner, identification as lesbian, gay, bisexual, transgender, queer or intersex, current charges and offense history, age, level of emotional and cognitive development, physical size and stature, mental illness or mental health disabilities, intellectual or developmental disabilities, physical disabilities, and youth's perception of vulnerability.

C. All youth identified as possessing attributes placing them at risk of being sexually abused or being sexually abusive shall be immediately referred to the attention of the Facility Superintendent and the PREA Coordinator prior to being placed on the Living Unit. Potential victims and potential perpetrators shall be housed in a single room and their classification shall consider the need for increased supervision.

REFERENCED FORMS

Youth Classification Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 7)
	SUBJECT: Classification and Segregation **TITLE:** Release Procedures
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1351
Welfare and Institutions Code
§628

PURPOSE

To establish, implement, and enforce policy and procedure for the permanent release of youth from the custody of the Mother Lode Regional Juvenile Detention Facility while ensuring transitional and reentry services have been coordinated with all appropriate parties.

POLICY

I. PERMANENT RELEASE:

A. Staff shall take appropriate measures to insure all permanent releases from the Mother Lode Regional Juvenile Detention Facility have legal authorization.

B. Staff shall ensure the youth is permanently released to the parent, legal guardian, or responsible relative. If being released to a responsible relative rather than the parent/legal guardian, staff will ensure the parent/legal guardian has been notified.

C. Staff shall ensure the youth is permanently released with all personal property and medications, if applicable.

D. Staff shall ensure all youth released from custody have transitional and reentry services in place as designated by the Tuolumne County Juvenile Probation Unit.

PROCEDURE

I. RELEASING YOUTH:

A. The Senior Juvenile Correctional Officer (Senior JCO) or Lead Staff shall ensure proper authorization for the release of a youth, prior to the release date when possible. Such authorization shall be in writing, by FAX, or email whenever possible, from the youths assigned Probation Officer. Senior JCO or lead staff shall also ensure transitional and reentry

services have been coordinated by the case carrying Probation Officer to include referral to medical, behavioral health, education, probation supervision, and any community based service providers. This shall be completed via direct communication with the youth's assigned Probation Officer and documented on the youth authorization of release form.

B. Youth shall be released with personal medications brought in with them or brought in by a parent.

C. Staff is to inform California Forensic Medical Group (CFMG) of all youth being released. CFMG will arrange to forward any pending prescriptions to a pharmacy closest to the youth's location. CFMG staff shall also be consulted regarding any medical information, device(s), or medication to be given to the person to whom the youth is being released.

D. The youth shall only be released to the party specified by the Probation Officer, Division Manager, Juvenile Court Judge, or to the parent/legal guardian/responsible relative as specified in the Welfare and Institutions Code, Section 628. Proper identification of the individual taking custody of the youth must be verified by staff before the youth is released to their care (i.e. staff must ask to see a California Driver's License or some other form of identification).

E. The party to whom the youth is released shall sign the appropriate form acknowledging the release.

F. The releasing employee shall ensure all of the youth's personal property is released and obtain the youth's signature on the appropriate section of the Youth Property Form.

G. Behavioral Health staff shall be advised of pending releases to ensure the youth and/or the youth's family has been referred to appropriate community based mental health services.

H. The Gold Ridge Education Center is to be notified of the youth's release to ensure continuity of educational services.

I. A copy of the release document shall be placed in the youth's file.

REFERENCED FORMS

Authorization of Release

Youth Property Release Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 8)
	SUBJECT: Classification and Segregation **TITLE:** Law Enforcement Questioning and Removal of Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish, implement, and enforce policy and procedure regarding the removal and questioning of youth by Law Enforcement Officers while youth are detained at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. YOUTH REMOVAL AND QUESTIONING:

A. After a youth is booked into the Mother Lode Regional Juvenile Detention Facility, the youth may not be removed from the premises for questioning by Law Enforcement without prior authorization by a Superior Court Judge.

PROCEDURE

I. LAW ENFORCEMENT QUESTIONING:

A. When Law Enforcement Officers call the facility to arrange interviews with youth in custody, the following procedures shall be followed:
   1. If the youth has not been to Court on any charges and has no attorney representation:
      a. Ask the youth if they are willing to be interviewed by Law Enforcement; and
      b. If the youth agrees to be interviewed, an interview room in Intake will be made available.
   2. If the youth has been to court on the current case or if he/she has hired an attorney prior to court, contact the attorney for prior approval before allowing Law Enforcement to interview the youth.
   3. Confidentiality of each case and the youth involved should be of utmost importance. Therefore, all staff should exercise the youth's legal right to confidentiality at all times.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 9)
	SUBJECT: Classification and Segregation **TITLE:** Classification
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1352
California Welfare and Institutions Code
§§ 209, 210, and 885

PURPOSE

To establish, implement, and enforce a classification system to provide safe housing and living arrangements for all youth by identifying factors such as age, maturity, sophistication, emotional stability, programmatic needs, legal status, public safety, medical/mental health needs and other issues which may be pertinent to the wellbeing of the youth and the security of the facility.

POLICY

I. CLASSIFYING YOUTH:

The Mother Lode Regional Juvenile Detention Facility (MLRJDF) shall utilize a classification system that governs youth housing and programming needs, promotes a safe and secure environment, and minimizes opportunities for assaultive behavior and inappropriate conduct between youth.

A. Placement of youth shall consider the least restrictive housing options available, as well as consideration of programmatic needs. Room assignments shall consider the need for single or double assignment, as well as the location within the Living Unit, factoring into consideration the facility population and physical design of the detention facility.

B. All youth shall receive an initial classification at the time of Intake. Such classification shall be recorded on the Youth Classification form.

C. Classification factors include but are not limited to:
   1. Age;
   2. Maturity;
   3. Sophistication;
   4. Emotional stability;
   5. Program needs;
   6. Legal status;
   7. Public safety considerations;
   8. Medical and mental health considerations;

9. A youth's propensity for violence;
10. Potential for victimization;
11. Case dynamics which may impact facility operations or security;
12. Gender and gender identity of the youth.

D. Classification shall aim to ensure the safety of all youth, staff, contractors, and members of the public. It shall determine levels of security appropriate for each youth, in addition to specified programming needs.

E. Classification shall occur upon admission to the facility and throughout a youth's time of detention. It shall occur monthly when a youth is placed on a special status which restricts their movement or free time.

F. The MLRJDF shall not separate youth from the general population or assign youth to a single housing classification based solely upon the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status.

G. The facility staff shall not consider lesbian, gay, bi-sexual, transgender, questioning, or intersex identification or status as an indicator of likelihood of being sexually abusive.

PROCEDURE

I. CLASSIFICATION:

A. During Intake, each youth will be reviewed to see if the youth qualifies for special classification by the completion of the Youth Classification form.

B. Check the criteria which are met on the Youth Classification form. Explain to the youth the classification if necessary.

C. A Senior Juvenile Correctional Officer (Senior JCO) should review the classification prior to the youth being placed into the Living Unit.

D. Place one copy of the Youth Classification form in the youth's folder and document the classification accordingly.

E. During the course of a youth's stay, factors such as observed behavior, additional charges, reduced charges, or medical conditions may result in a reclassification. The classification of

any youth may be changed at any time depending upon disciplinary status and/or additional information received which may impact the initial classification. Complete a new Youth Classification Form as above.

F. All youth housed as a High Security Risk (HSR), Medical Classification (MC), Medical Isolation (MI), Single Housing (SH), and Modified Program (MP) are to be reviewed by a Senior JCO and/or the Facility Superintendent no less than every 30 days.

G. Youth housed as a Safety Watch (SW) shall have their housing assignment and classification reviewed by a Senior JCO and/or the Facility Superintendent no less than every 24 hours.

H. MC, MI, and SW classifications must be reviewed by medical and/or Behavioral Health staff on a daily basis.

I. Reclassification of a youth from one of the above categories into any different classification requires the approval of a Senior JCO and/or the Facility Superintendent. All youth reclassified must have an Incident Report completed prior to the end of the shift stating the reason, and/or describing the incident prompting the reclassification.

J. Youth separated from Full Program (FP) shall have separate but equal schooling and pro-social programming. Refer to Schooling and Program(s) policy for details.

II. DETERMINING CLASSIFICATION:

A. Living Unit and programming decisions shall be based upon an objective initial assessment of Intake information and available case information and documentation. Information may also be obtained verbally from arresting or transporting officers, medical, Behavioral Health, school personnel, or family members and other persons with knowledge of a youth.

B. A variety of factors shall be used in determining appropriate room assignment and programming for a youth. Classification should allow for the most permissive conditions for a youth except where safety and security concerns dictate otherwise. In all cases, classification decisions shall be documented with rationale clearly explained.

C. A classification checklist shall be used to ensure a standard and objective evaluation which minimizes the potential for bias. Facility population and physical layout are also to be considered. Room assignment and programming considerations are completed at the time of admission to the facility.

D. A classification checklist which considers the following factors shall be utilized. Other factors may also be considered:
1. Admission offense(s);
2. Status as a current or former probationer or ward;
3. Status as a court dependent;
4. Demeanor at time of admission (i.e. threatening, uncooperative behavior, etc.);
5. Being under the influence of drugs or alcohol at the time of admission;
6. Age;
7. Gender;
8. History of trauma or mental health issues;
9. Physical and emotional maturity;
10. Sophistication;
11. Potential for self-injurious or suicidal behavior;
12. Medical and mental health needs;
13. Public safety considerations;
14. Programmatic needs;
15. Known animosity toward other detained youth;
16. Gang affiliation; and/or
17. Potential for escape or violent behavior, etc.

III. SINGLE HOUSING:

A. Youth who are of the following status shall be initially classified as single housing:
1. Out of county admission;
2. Charged with a sex offense;
3. Charged with felony assault; and/or
4. Charged as a 707 booking.

B. Youth who admit to the following status shall be initially classified as single housing:
1. Gang affiliation;
2. Have a communicable disease *(Refer to MLRJDF policy on Management of Communicable Diseases);*
3. Fear for personal safety due to enemies in custody;
4. Previous housing restrictions requiring single housing;
5. Previously adjudicated for violent felony or sex offense; and/or
6. Refer to the MLRJDF Youth Classification Form for further information.

C. All other youth are eligible for double housing status upon initial classification (at the discretion of the Facility Superintendent or designee).

D. Medical or Behavioral Health staff may request double housing, based upon medical or mental health needs.

IV. CLASSIFICATION CATEGORIES:

A. High Security Risk (HSR): Classification for youth identified as a security risk to other youth or staff, or who have been identified as an escape risk. A youth may be classified as HSR for any of the following, but not limited to:
1. The youth shows unusual interest in or focus on a specific youth at the facility;
2. The youth is involved with gang activities (i.e. known or stated affiliation with a gang and/or observable gang characteristics; i.e. tattoos, clothing, etc.), hate groups, and/or is openly discriminatory of LBGTIQ and/or any specific individual or group of people;
3. The youth has a known history of escape attempts; or has made statements regarding a desire or intent to escape;
4. The youth has a current or prior adjudication for rape;
5. The youth has a current or prior adjudication for abuse, neglect, or rape of a child or elder;
6. The youth admits using sexual assault or rape as a threat;
7. The youth has a previous conviction of sexual violence;
8. The youth has been charged as a 707 booking;
9. The youth has been charged with a sex offense;
10. The youth has been charged with felony assault;
11. The youth was involved in a serious and/or major rule violation(s); and/or
12. The youth exhibits a pattern of unusual or inappropriate behavior or acts.
    i. Action: Youth classified as HSR shall be placed in single housing.
    ii. HSR youth shall have daily documented random searches of their rooms and pat-down searches of their bodies.
    iii. HSR youth are not permitted to participate in any outdoor recreational activities.
    iv. HSR youth may utilize the indoor recreation area for recreational activities.
    v. A youth's HSR classification shall be formally reviewed by the Facility Superintendent at least once every 30 days for continuation of HSR status. This review takes into account the youth's documented behaviors, performance, etc. since the last review period.

B. Medical Isolation (MI): Any youth infected with an air, fluid, contact disease that has a high potential for infecting others, as documented at time of intake or by medical staff.
1. Action: MI classified youth are to be designated to single housing.
2. MI youth are to be isolated from the other youth, and movements within the facility are limited.

3. MI youth shall only use disposable utensils, and proper disinfecting techniques shall be used for all other items contacted by the youth.
4. Other precautions may apply as dictated by a medical professional. This classification also applies to detoxing youth with the exception of using only disposable utensils and disinfecting all items contacted by the youth.

C. Single Housing (SH): a classification used solely for placement of a youth into a single living room (i.e. no roommate). This classification may be used for classification and room assignments for youth who may be at risk of being victimized, or prefer a single room if space permits.

D. Full Program (FP): Classification for youth who require no immediate special classification needs. These youth will participate in regular scheduled programs, activities, etc. with no special accommodations. This classification is considered "general population."

E. Medical Classification (MC): Classification for youth who may have a specific documented medical need (i.e. diabetic, asthmatic, pregnant, special diet, etc.). Special accommodations will be made for these youth at the direction of a medical professional.

F. Safety Watch (SW): Classification that may be assigned to a youth who has a documented attempt or known history of attempts of suicide; youth who directly stated their intent to commit suicide, made overt gestures, or physical indicators of past attempts (i.e. scars). Refer to the MLRJDF policy on Suicide Prevention for further information regarding suicidal behaviors and warning signs.
1. Action: The Senior JCO on-duty shall be immediately informed of any youth who has been determined to be a potential suicidal risk.
2. An immediate referral for a mental health assessment shall be made and documented in the Case Management System.
3. The youth shall be placed on direct visual supervision under precautionary status until a mental health professional has cleared the youth.
4. The youth shall be allowed to participate in normal programing at the discretion of the on-duty Senior JCO pending no immediate safety threats/risks are identified.

G. Modified Program (MP): Classification that is typically assigned to youth after placement into the Living Unit. This classification is given to youth who are unable to function within the regular Living Unit due to ongoing acts of misconduct, consistent behavioral grades that fall into the unacceptable range, or a major isolated incident which jeopardizes the safety and security of the facility.

1. Action: MP classification will follow a progressive pattern of discipline in accordance with MLRJDF policies. In general this classification consists of progressive discipline depending upon the actions by the youth that were cause for the classification of MP. Discipline includes but is not limited to:
   i. Loss in commissary access;
   ii. Single occupancy placement;
   iii. Program restrictions;
   iv. Recreation area restrictions (i.e. no more out-door recreation time);
   v. Showering alone; and/or
   vi. Random searches, etc.
2. MP youth may also be referred to a mental health specialist for evaluation.
3. A youth placed on MP shall have all disciplinary measures tracked and recorded in the Case Management System.
4. A youth's MP classification shall be formally reviewed by the Facility Superintendent at least once every 7 days for continuation of MP status. This review takes into account the youth's documented behaviors, performance, etc. since the last review period.

H. Protective Custody (PC): Youth remain on PC status only as long as it is necessary to keep them safe. Youth placed on PC status will not be denied normal privileges or rights available within the facility.

1. Protective Custody may be initiated in the following ways:
   A. When the youth requests to be placed on PC;
   B. When administration determines there is a reason to believe PC is warranted; and/or
   C. When information provided by the youth's attorney, law enforcement personnel, Health Services or parents alert staff to the need for PC.
2. All requests for PC classification shall be documented in an Incident Report. The Facility Superintendent shall review all requests for PC approval; however, PC may be implemented by a Senior JCO in the interests of the youth's safety. A youth's PC classification shall be formally reviewed by the Facility Superintendent at least once every 24 hours for continuation of PC status.
3. Action: Youth placed on PC are to have no contact with other youth.

I. All housing assignments and classifications are to be reviewed on a daily basis, and updated the Living Unit Population Chart accordingly.

REFERENCED FORMS

Youth Classification Form

Incident Report Form

Living Unit Population Sheet

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 10)
	SUBJECT: Classification and Segregation **TITLE:** Transgender and Intersex Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1352.5

PURPOSE

To establish, implement, and enforce policy and procedure to ensure the respectful and equitable treatment of all transgender and intersex youth detained at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. TRANSGENDER AND INTERSEX YOUTH:

A. The Mother Lode Regional Juvenile Detention Facility (MLRJDF) shall ensure the respectful and equitable treatment of all transgender and intersex youth detained in the facility.

PROCEDURE

I. TRANSGENDER AND INTERSEX YOUTH:

A. Staff shall respect the gender identity of all youth and refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. Slang and gang names will not be permitted. A Senior Juvenile Correctional Officer or the Facility Superintendent will document any decision made on this basis in the Case Management System.

B. Youth shall be permitted to dress and present themselves in a manner consistent with their gender identity. All facility clothing and undergarments issued will be consistent with each youth's gender identity.

C. Staff may not automatically house or classify a youth according to their external anatomy. A Senior Juvenile Correctional Officer or the Facility Superintendent shall document the reasons for any decision to house a youth in a unit or room that does not match their gender identity. When making housing decisions staff shall consider the youth's preference, as well as any recommendations from the youth's health or behavioral health provider. Staff shall house youth in the unit or room that best meets their individual needs and promotes their safety and well-being.

D. The Facility Superintendent shall ensure all transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.

E. Staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth are using the bathroom or shower, or dressing or undressing.

F. Staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex.

G. When feasible, staff shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 11)
	SUBJECT: Classification and Segregation **TITLE:** Youth Orientation
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1353

PURPOSE

To establish, implement, and enforce policy and procedure regarding the process of the youth's initial orientation at the Mother Lode Regional Juvenile Detention Facility, including the time and place of the youth's initial orientation, and the provision for the youth's initial telephone contact with parents and attorney.

POLICY

I. YOUTH ORIENTATION:

A. All youth shall receive a facility orientation as a part of the Intake process, and prior to leaving the Intake area.

B. All youth shall have the opportunity to make telephone contact with a parent and/or legal guardian and an attorney prior to leaving the Intake area. Calls to attorneys are confidential and shall not be monitored.

C. Youth unable to make telephone contact shall have the opportunity again within the first 6 hours after Intake. All attempts to complete calls shall be documented in the youth's file and in the Case Management System. Youth may continue to attempt to complete booking calls up to the time they receive their first visit from a parent/guardian.

D. All youth shall have the orientation provided in both written and verbal form(s).

E. Provisions shall be made to provide orientation information to youth with disabilities, who possess limited literacy skills, or are English language learners.
   1. The youth's primary language preference shall be documented and completed utilizing a Language Preference Form.
   2. If a youth's primary language is one other than English, the orientation process and all associated orientation materials shall be translated for the youth in their native language, utilizing bi-lingual staff or telephonic translation services (which are available by contacting Language Line Solutions, at 1-800-752-6096).

PROCEDURE

I. ORIENTATION PROCESS:

A. Prior to beginning the orientation process, staff shall ask the youth as to whether they are able to understand and comprehend the orientation process. If not, steps shall be taken to make all necessary accommodations.
   1. The youth's primary language preference shall be documented and completed utilizing a Language Preference Form.
   2. If a youth's primary language is one other than English, the orientation process and all associated orientation materials shall be translated for the youth in their native language, utilizing bi-lingual staff or telephonic translation services (which are available by contacting Language Line Solutions, at 1-800-752-6096).

B. Prior to a housing assignment, all youth detained in the Mother Lode Regional Juvenile Detention Facility shall receive a facility orientation. This orientation includes a Youth Orientation Handbook and a verbal overview covering but not limited to:
   1. Facility rules (including contraband and searches), daily schedule, and disciplinary procedures;
   2. An overview of the facility's Positive Behavior Intervention and Supports (PBIS) program, including behavioral expectations, and incentives youth will receive for complying with facility rules, in addition to potential consequences for violation of facility rules;
   3. Age appropriate information which explains the facility PREA policy and zero tolerance for sexual misconduct, and all available avenues for reporting sexual misconduct;
   4. Identification of the Chief Probation Officer, Facility Superintendent, Behavioral Health Clinician, Facility Nurse, and Senior Juvenile Correctional Officers (along with a verbal overview of their roles);
   5. The existence of a grievance procedure, the steps that must be taken to use it, the right to be free from retaliation for submitting a grievance, and which staff are permitted to resolve the grievance;
   6. Access to legal services and an overview of the Court process;
   7. Access to routine and emergency health and mental health care;
   8. Access to educational, religious, services, and recreational activities;
   9. Housing assignments;
   10. Opportunity for personal hygiene and daily showers including the availability of personal care items;
   11. Rules and access for correspondence, visits and telephone use;
   12. Availability of reading materials, programming, library, and special events;

13. Facility policies on the use of force, use of restraints, chemical agents, and room confinement;
14. Access to immigration and legal services
15. Facility response to emergencies, including evacuation procedures;
16. Availability of services and programs in a language other than English (if appropriate);
17. The process by which parents receive information regarding the youths stay in the facility and overview of the Parent Handbook (which contains answers to Frequently Asked Questions and facility contact information);
18. The process of requesting different housing education, programming, and work assignments;
19. Availability and immediate access to Title 15 Minimum Standards for Juvenile Facilities;
20. Use of intercom and movement within the facility; and
21. Non-Discrimination provisions.

C. Following the orientation, the youth is to be given an opportunity to ask questions.

D. All youth are to also be given copies of the following:
1. MLRJDF Youth Orientation Handbook (which includes the Non-Discrimination provision); and
2. Prison Rape Elimination Act Pamphlet

E. The youth's orientation may be suspended and the youth kept in an Intake holding room if Intake staff believes the youth is severely under the influence of an intoxicating substance and unable to comprehend the details of the orientation. The orientation will take place once staff, in consultation with medical, believes the youth is capable of understanding the process.

REFERENCED FORMS

Language Preference Form

PREA Youth Acknowledgement

Youth Orientation Handbook

PREA Youth Brochure

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 12)
	SUBJECT: Classification and Segregation **TITLE:** Living Unit Rules
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish policy and procedure regarding rules and guidelines for youth to follow while in the Living Unit of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. LIVING UNIT RULES:

A. Yelling, profanity, horseplay or childish behavior is not permitted.

B. No lounging around on furniture. Youth should sit up properly at all times.

C. Physical contact between youth is not allowed.

D. All youth movements should be quiet and orderly. No loud behavior or horseplay is permitted.

E. Any youth talking about escape or hurting another youth or employee can be placed on Administrative Separation and be reviewed for re-classification.

F. Youth are not permitted to touch TV/media equipment without JCO permission.

G. Misuse of any game or equipment can result in loss of that privilege.

H. Youth shall wear shoes and socks while on the Living Unit, except when participating in showering.

I. When the Living Unit entrance door is being opened, all youth shall keep distance.

J. Snacks during designated times only - no gambling or trading of snacks.

K. No acrobatics inside the unit or in outside recreation.

L. No trading of clothing.

M. Tattooing and piercing of the body is not allowed.

N. No whispering or low talking.

O. No notes, letters, or addresses are to be exchanged between youth.

P. There shall be free time every evening. This may be used for homework, TV, quiet unit activities, or group meetings.

Q. Books or magazines will be collected or exchanged prior to bedtime.

R. Youth shall remain under direct JCO observation at all times when they are out of their rooms.

S. Youth shall not be unsupervised in the school, kitchen, visiting, Intake area, Living Unit, or recreation yard.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 13)
	SUBJECT: Classification and Segregation **TITLE:** Separation
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1354

PURPOSE

To establish, implement, and enforce policy and procedure regarding the administrative separation of youth in custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ADMINISTRATIVE SEPARATION:

A. Administrative Separation includes, but is not limited to, the following:
   1. Medical separation (to prevent the spread of communicable disease);
   2. Mental health separation;
   3. Assaultive behavior;
   4. Disciplinary consequences;
   5. Protective custody; and
   6. Juvenile Court Order.

B. Youth separated from the general population shall not be denied normal privileges except when necessary to accomplish the objectives of the separation.

C. All efforts to avoid the need for separation shall be made and consideration of positive youth development and trauma informed practices are a priority if the need for separation arises.

D. All youth on disciplinary separation for a period in excess of four hours shall be afforded Due Process rights and provided with a Youth Due Process Form.

E. Youth separated from the general population shall have separate but equal schooling and pro-social programming.

F. Youth separated for medical reasons are not subject to due process. Medical staff shall document the specific reasons for such separation.

PROCEDURE

I. DISCIPLINARY SEPARATION:

A. Youth placed on disciplinary separation shall have the reasons for the separation documented in an Incident Report and the provisions of Title 15 Section 1390 shall apply. Youth shall be advised of the reason for the separation as soon as practical. Youth shall not be placed on Administrative Separation for disciplinary reasons without authorization of a Senior Juvenile Correctional Officer.

B. All youth placed on disciplinary separation for a period of four hours or more are to be provided with a Due Process form and have their Due Process rights clearly explained.

C. Youth on disciplinary separation for four hours or more are to have their separation status reviewed by the Facility Superintendent or his/her designee, in addition to having their separation reviewed every four hours thereafter. The goal is to have youth reinstated back into the general population i.e. "Full Program" classification status as soon as practically possible.

D. Staff shall complete direct visual observation on all separated youth at least every 15 minutes, and one random check every hour i.e. five safety checks per hour, which are monitored electronically.

E. When separation results in room confinement, the separation shall occur in accordance with Welfare and Institutions Code Section 208.3 and Section 1354.5 of Title 15 Regulations.

F. At no time shall youth who have been separated be deprived of the following:
1. Bed and bedding;
2. Daily shower;
3. Access to a drinking fountain;
4. Access to a toilet and personal hygiene items;
5. Clean clothing;
6. Full nutrition;
7. Contact with parent/legal guardian;
8. Contact with their attorney;
9. Exercise;
10. Medical and Mental Health Services;
11. Individual Religious Services;
12. Clean and sanitary living conditions;
13. The right to send and receive mail; or

14. Access to educational services.

REFERENCED FORMS

Youth Due Process Form

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 14)
	SUBJECT: Classification and Segregation **TITLE:** Room Confinement
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1354.5

PURPOSE

To establish, implement, and enforce policy and procedure regarding the use of Room Confinement at the Mother Lode Regional Juvenile Detention Facility.

POLICY

It is the policy of the Mother Lode Regional Juvenile Detention Facility to comply with all provisions of Title 15, Section 1354.5, and Welfare and Institutions Code Section 208.3 when considering or utilizing Room Confinement.

PROCEDURE

I. ROOM CONFINEMENT:

A. Room Confinement shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the facility.

B. Room Confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.

C. Room Confinement shall not be used to the extent that it compromises the mental and physical health of the youth.

D. MLRJDF allows the use of room confinement for periods less than 4 hours for the purposes of maintaining facility operations with a combative and/or destructive youth. All cases involving the use of room confinement must be thoroughly documented in an Incident Report, and approved by a Senior JCO.

E. All disciplines resulting in room confinement of four hours or more shall require the following:
   1. The immediate return of the youth to general population; or

2. Document the reason for room confinement and basis for the needed extension in the Case Management System;
3. Consult with mental health or medical staff;
4. Complete a Youth Due Process Form;
5. Obtain documented approval from the Facility Superintendent or his/her designee;
6. Development of an individualized plan that includes the goals and objectives to be met in order to reintegrate to the general population;

F. A youth in room confinement for eight hours or more shall require the following:
   1. The immediate return of the youth to general population; or
   2. Continued documented approval from the Facility Superintendent or his/her designee;
   3. Evaluation of the youth by mental or medical staff; and
   4. Every 4 hours thereafter shall continue to have documented approval from the Facility Superintendent. Frequent reassessment of room confinement shall occur and the youth shall be removed from room confinement as soon as possible.

G. Youth separated from the general population shall have separate but equal schooling and pro-social programming.

H. Any youth that would like to voice a complaint or concern regarding any aspect of the Juvenile Detention Facility may have the opportunity to fill out a Youth Grievance Report Form.

I. This section is not intended to limit the use of single-person sleeping rooms for housing of youth in the facility and does not apply to normal sleeping hours.

J. This section does not apply to youth in Court holding facilities or adult facilities.

K. This section does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat which poses an imminent and substantial risk of harm to multiple staff or youth (this exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm).

L. This section does not apply when a youth is placed in a locked sleeping room to treat and protect against the spread of communicable disease for the shortest amount of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner. Additionally, this section does not apply when a youth is placed in a locked sleeping room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for recovery.

REFERENCED FORMS

Youth Due Process Form

Individual Youth Reintegration Plan

Incident Report

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 15)
	SUBJECT: Classification and Segregation **TITLE:** Assaults By Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish procedure regarding how to proceed when youth engage in physical confrontation with one another, or assault an employee.

PROCEDURE

I. INTRODUCTION:

A. On rare occasions, two or more youth may be involved in a physical confrontation with each other or with an employee, ranging from a "toe-to-toe" standoff, to the entire Living Unit being involved in a riot with numerous assaults occurring at once. Because of this wide range of behaviors, there is no one right way to respond which will be appropriate for every situation. Certain factors must be considered in all cases.

B. Be aware that a fight or heated argument between two youth may be a diversion to get staff away from the station, where they may be easily attacked.

C. Be aware of your partner's location prior to moving in to break up any fights. One of you must maintain responsibility for the entire group and also be available to call for backup as needed. You may decide this before the shift starts or in the moment of responding to the altercation.

D. If only one employee is present, radio for assistance to your co-workers immediately.

II. INITIAL FIGHT RESPONSE:

A. If the youths respond immediately to verbal commands to stop fighting, take them one at a time to their rooms and secure them.

B. If they do not respond to the first commands, and if enough staff are available to oversee the main group, separate the two youths using training provided by the Department. The restraint used should be the least restrictive possible to gain control of the youth.

C. If objectively reasonable, secure the group first, and then proceed to separate the youth utilizing training provided by the Department.

D. Juvenile Correctional Officer (JCO) staff will decide if and when to notify Probation or the Tuolumne County Sheriff's Office (TCSO) at 911 for backup assistance to control the situation. This may occur if:
   1. More than two individuals are involved in the physical confrontation;
   2. When the group refuses to immediately follow staff directions;
   3. When an employee is attacked, etc.; or
   4. If in doubt, call for backup assistance.

E. In cases of extreme urgency, or if the confrontation is in the hallway or an individual's room, the group may be temporarily secured in a room so that staff may immediately respond to a situation. One employee should maintain visual supervision of the youths in the room.

F. In cases of a riot, staff assault, etc., call for assistance from the TCSO.

G. Remember: Staff must be available to let backup assistance in. Depending on the situation, this may be through Intake, Administration, etc.

H. If necessary, contact the Facility Superintendent to call in extra staff to ensure the safety of the facility.

III. FOLLOW UP PROCEDURES:

A. Obtain the necessary emergency medical care and/or Behavioral Health services. Put each participant on Sick-Call for follow-up.

B. Interview and take statements from all youth.

C. Review all surveillance videotapes of the incident.

D. If they were not already notified, call TCSO to take a written crime report after the facility is secure. TCSO will investigate assaults with intent to commit great bodily injury, staff assaults, charges of molestation, escape, and attempted escapes. Misdemeanor assaults will be pursued by the Department internally.

E. Write the necessary Incident Reports, describing as thoroughly as possible what you saw, heard, and did. All staff involved should write an addendum to the main Incident Report regarding their actions.

F. After advising the youths of their rights, ask if they are willing to submit a written statement to accompany the Incident Report.

G. Ask any victims if they wish to press charges; obtaining a written statement in either case.

H. All youth involved in the actual physical confrontation and any youth who refused to immediately follow staff directives during the situation will be placed on Room Confinement until the Due Process Hearing can be conducted. It is recommended to hear evidence from all the participants prior to making any Due Process decisions.

I. Should an employee be injured while responding to an altercation, notify the Senior JCO on-duty and/or the Facility Superintendent. The Senior JCO or the Facility Superintendent shall provide the injured employee with an Employee's Claim for Workers' Compensation Benefits form (DWC-1) within 24 hours, regardless of the nature of the injury.

J. Notify the youth's parent/guardian if there has been an injury. Allow the youth a brief phone call with the parent/guardian. If the youth has been taken to the emergency room, arrangements for a brief visit by the parent/guardian may be allowed upon approval from the Facility Superintendent.

K. Notify the Facility Superintendent of the incident.

L. The Facility Superintendent will notify the Chief Probation Officer of the incident, including the circumstances and follow-up. In cases of serious assaults to any youth or an assault on staff, the Facility Superintendent will notify the Chief Probation Officer immediately. Less serious assaults on youths, involving minor injuries, may be reported on the regular Incident Reports.

IV. DEBRIEFING OF THE INCIDENT:

A. Debriefing of the Incident should include, but are not limited to:
1. Events leading up to the assault (incident);
2. The incident itself;
3. Aftermath of the incident; and
4. Lessons learned.

REFERENCED FORMS

Incident Report Form

Due Process Form

Refer to Tuolumne County Website - Home > Government > Administration > Human Resources > Risk Management > Worker's Compensation

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 16)
	SUBJECT: Classification and Segregation **TITLE:** Institutional Assessment Plan; and Counseling and Casework Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1355 & 1356

PURPOSE

To outline and implement policy and procedure for assessment and case planning in addition to the availability of appropriate counseling and casework services for all youth detained at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ASSESSMENT PLAN AND INSTITUTIONAL CASE PLAN:

A. Upon admission, staff shall collect information (which shall be periodically reviewed) which addresses the youth's risk factors, needs and strengths, including, but not limited to: identification of substance abuse history, educational needs, vocational needs, counseling needs, behavioral health needs, evaluation of known history of trauma, and family/strengths needs.

B. A written case plan (institutional case plan) shall be developed for each youth held for at least 30 days or more and created no later than the 40 days from the time of admission by a treatment team composed of Behavioral Health Staff, Probation Staff, Educational Staff, and Medical Staff, utilizing information gathered during the assessment plan.

PROCEDURE

I. ASSESSMENT:

A. The assessment plan shall consider the following needs:
1. Substance abuse history;
2. Educational needs;
3. Vocational needs (in concert with school instructors);
4. Counseling needs (as determined by Probation and Behavioral Health/medical staff);
5. Known history of trauma;
6. Family reunification needs, and;
7. Any other information pertinent to the youth's rehabilitative needs.

II. INSTITUTIONAL CASE PLAN:

A. Include objectives and timeframes for the resolution of problems identified in the assessment.

B. Identify available programs and resources needs, and individuals responsible for assuring the plan is implemented for each youth's individual needs, for example:
   1. A youth needing remedial educational would work with educational staff to accelerate credit recovery;
   2. A youth with severe anger/impulse control problems would be counseled by a Behavioral Health clinician and referred to participate in Aggression Replacement Training (ART); and individual cognitive/behavioral therapy;
   3. A youth with substance abuse issues would participate in weekly drug/alcohol groups, and/or be referred to a Behavioral Health clinician for individual therapy.

C. Indicate periodic evaluations, reviews, and discussions of progress toward objectives with youth.

D. Includes objectives pertinent to successfully transitioning into the community, including continuation of services and transition to community based providers upon release from custody in accordance with Title 15, Section 1351.

E. In as much as is possible and appropriate, the case plan shall include components of the transitional plan, shall be developed with input from the family, supportive adults, youth, and Valley Mountain Regional Center for the developmentally delayed.

III. COMPLETION OF RE-ASSESSMENT AND PLAN:

A. The Treatment Team members will complete a re-assessment and review the Case Plan within three months of the initial assessment, should the youth remain detained.

IV. HEALTH ISSUES:

A. Health care restrictions will not limit participation of any youth in school, work assignments, exercise, and other programs beyond that which is necessary to protect the health of the youth. Examples of youth fitting this category might range from youth with asthma to complex mental, developmental, and/or physical disabilities.

B. Any youth who is suspected or confirmed to be developmentally disabled will be referred to the Valley Mountain Regional Center for purposes of diagnosis and/or treatment. Valley Mountain Regional Center can be contacted at (209) 754-1971.

V. COUNSELING AND CASE WORK SERVICES:

A. The health and well-being of each youth detained at the Mother Lode Regional Juvenile Detention Facility is the number one priority. Staff will counsel youth on needs or concerns as to the extent their training and skills allow. Complex mental health and medical issues require the attention of trained practitioners, and staff shall ensure all youth are referred for said medical and Behavioral Health services accordingly.

1. Juvenile Correctional Officers (JCOs) shall communicate regularly with youth. JCOs shall assist with needs or concerns. Patient, caring, and attentive listening by staff can help alleviate or decrease a youth's fears or problems.
2. Juvenile Detention Facility staff will assist youth in maintaining contact with their parents, other supportive adults, attorney, assigned Probation Officer, clergy, and other public officials in a timely manner.
3. While in the Juvenile Detention Facility, all youth shall be provided with access to available resources, including technological resources, relevant to the youth's needs.

REFERENCED FORMS

Youth Assessment Plan

Youth Case Plan

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 17)
	SUBJECT: Classification and Segregation **TITLE:** Use of Force
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1357 & 1302
California Welfare and Institutions Code
§222
California Penal Code
§835(a), 6030(f), & 3047

PURPOSE

To establish, implement, and enforce clear and specific guidelines regarding the ethical and responsible use of force by staff at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FORCE:

A. Force is defined as the use of hands, other parts of the body, objects, instruments, chemical devices, or other physical methods employed by an objective, trained, and competent Juvenile Correctional Officer (JCO) to subdue an attacker, overcome resistance, effect custody/arrest, prevent escape, or gain compliance with an aggressive or combative youth. Use of force is only employed when all non-use of force options have been exhausted, or the emergent nature of a volatile, or potentially volatile situation requires immediate physical intervention (Graham v. Connor, 490 U.S. 386 (1989)).

B. Use of force is restricted to what is defined in 1302 as "Reasonable and necessary force" which refers to the amount and type of force that an objective, similarly trained, experienced and competent JCO staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility.

II. USE OF FORCE:

A. The use of force by JCO staff at the Mother Lode Regional Juvenile Detention Facility (MLRJDF) is a serious responsibility which requires continuous evaluation, monitoring, and administrative oversight. The use of force is only authorized when all non-use of force options have been exhausted or the emergent nature of a volatile, or potentially volatile situation requires immediate physical intervention, and only to the immediate degree required to subdue an attacker, overcome resistance, effect custody/arrest, prevent escape, or gain compliance with an aggressive or combative youth.

B. When a use of force situation arises, it is necessary that staff employ only the level of physical intervention/restraint required to stop the aggressive conduct and ensure the safety of the youth and others within the facility. While there is no way to dictate the amount of force which should be applied in every potential scenario, staff are expected to use these guidelines and their training to make sound judgments regarding the use of force in a professional, ethical, impartial, and safe manner. At all times, the primary concern is the physical safety of the involved youth, other youth present, staff, and visitors within the facility:

1. Use of force should be used only after clear, specific, and understandable verbal directives are not followed.
2. The amount of force used shall be reasonable and appropriate to the situation, and only deployed at the level immediately appropriate to control a resistive, aggressive, or combative youth and overcome said resistance, while ensuring the safety of the involved youth, other youth present, and the employee(s) involved in the use of force situation.
3. All use of force strategies and/or instruments will always be based upon what is reasonable, available, and appropriate given the immediate circumstances. When physical intervention cannot be avoided through the use of dialogue, officer presence, or verbal commands, employees shall only employ use of force tactics and/or control/restraint methods which have been approved by the Tuolumne County Chief Probation Officer, and for which the employee has received Departmental approved training.
4. The use of force shall be avoided unless critically necessary.
5. Force shall never be deployed for reasons of discipline, treatment, punishment, or in retaliation for a youth's resistive, aggressive and/or combative acts, or any other acts.
6. When applying physical intervention/restraint, staff must not allow adrenaline, anger, or emotion to cause a loss of control and judgment. It is important that staff develop and utilize professional strategies which stress and reinforce emotional control, sound judgment, and quality decision-making abilities when responding to a volatile or potentially volatile situation.
7. Corporal punishment or the unreasonable use of force is prohibited under any circumstances. Any use of corporal punishment or improper application of force will result in immediate disciplinary action, up to and including termination of employment, and referral for potential criminal prosecution. All staff observing unnecessary or excessive use of force or the utilization of corporal punishment are required to take immediate affirmative action to stop the inappropriate use of force or corporal punishment, and report their observations forthwith to the Facility Superintendent or his/her designee. Staff will then document their observations in an Incident Report prior to leaving the facility at the end of their shift, and immediately provide the Incident Report to the Facility Superintendent or his/her designee.

III. PREGNANT YOUTH :

A. Per Penal Code Section 6030(f) and Welfare and Institutions Code Section 222 a female youth known to be pregnant or in recovery after delivery shall not be restrained, except as provided in Penal Code Section 3407 which states:

a. An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.

b. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. Approval shall be obtained and documented from the facility Superintendent, his/her designee, and/or Chief Probation Officer.

c. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

IV. STAFF TRAINING

A. The MLRJDF provides its staff with annual training and guidance regarding the use of force and defensive tactics/physical interventions authorized for use within the facility. Staff may only utilize use of force techniques and tactics for which they have been properly trained and have been approved for facility use by the Chief Probation Officer.

B. Staff shall review the Use of Force Policy on an annual basis. This annual review will be documented and placed in their employee file. Annual use of force training is facilitated by a Standards and Training for Corrections (S.T.C.) certified Defensive Tactics Instructor, and includes classroom and physical instruction regarding important aspects of the use of force, including but not limited to:

1. The appropriate application of force given the totality of the presenting situation;
2. Departmental approved methods (techniques and tactics) of force;
3. Documentation requirements when involved in a use of force situation;
4. Duty to intercede when confronted with staff employing the inappropriate use of force;
5. Protocol for reporting and documenting observations to management;
6. Known medical conditions which may preclude certain methods of force; and
7. Signs and symptoms which require immediate referral to medical and/or Behavioral Health staff following a use of force situation.

V. USE OF FORCE OPTIONS AND PROTOCOL:

A. JCO staff are authorized to use force under the following circumstances:
   1. To defend themselves against an assaultive or combative youth;
   2. For defense of another employee or youth;
   3. To overcome resistance with a physically aggressive youth;
   4. To prevent escape;
   5. To effect a custody/arrest; or
   6. To prevent youth from harming his/herself.

B. Factors to consider when determining what level of force is necessary to control an incident include the following:
   1. Conduct of youth (risk to self and others within the facility);
   2. Age, size, strength, and skill-level of youth;
   3. Mental capacity;
   4. The influence of any drug/alcohol usage;
   5. Medical health status (e.g. injuries, pregnancy, etc.);
   6. Potential of injury to youth or others within proximity to the incident;
   7. The training and experience level of the involved staff; and
   8. Other exigent circumstances.

C. Prior to the administration of force on a combative or assaultive youth, staff shall determine whether non-physical methods of control could be employed to appropriately de-escalate the situation (given sufficient time when considering the potential for an emergent situation), potentially negating the need for a use of force situation. Some non-physical methods include the following:

   1. Staff presence: Additional staff may be used to assist in de-escalating a combative or potentially combative youth. Their participation and presence may suffice in resolving an incident. (It may take a few minutes for additional staff to arrive; stalling maneuvers may be utilized).

   2. Dialogue: A JCO's ability and obligation to engage in a two-way conversation with youth to de-escalate a volatile or potentially combative situation. Dialogue, when used properly and professionally on a daily basis, may be the only option necessary in most situations.

3. Counseling: A JCO's ability to use dialogue to control a situation with youth through reasoning, rapport building, problem solving, and personal insight into the youth's individual needs may prevent a use of force situation.

4. Verbal commands: During volatile situations dialogue/counseling and staff presence may not be sufficient to maintain control. Staff should give clear, direct orders to the youth, while using command presence. Commands should be clear, concise, and easy to understand (i.e. "Sit down now," or "Return to your room, immediately.") When issuing verbal commands, staff must at all times maintain professionalism and personal composure.

D. Staff shall use their best efforts to prevent injury when using force on a youth. Staff should not use restraint devices in a manner that would result in injury to youth or other staff. Staff should consider whether additional staff could assist in preventing injury to youth when using force. Should non-physical methods prove ineffective in controlling a combative or assaultive youth, approved strategies for physical restraint and control or immobilization of a youth through the use of hands-on defensive force techniques include the following:
1. Departmental approved unarmed defensive tactics;
2. Departmental approved control holds.
3. This <u>does not</u> include the use of carotid control hold techniques, which are never to be employed in any use of force situation unless in an Imminent Defense of Life (IDOL) situation; or
4. The use of Departmental approved mechanical restraints (i.e. handcuffs, leg shackles, waist chains).

E. Any staff member witness to any inappropriate and/or excessive use-of-force shall take affirmative action to immediately stop it. This incident shall also be thoroughly documented and reported to the Facility Superintendent, his/her designee, and/or Chief Probation Officer immediately.

V. <u>DOCUMENTATION/ADMINISTRATIVE REVIEW:</u>

A. The use of physical force shall be reported in writing on an Incident Report. The individual applying the force or restraint shall be responsible for completing the Incident Report before the end of his/her shift during which the use of force or restraint occurred, before leaving the premises, unless directed otherwise by the Senior JCO, or by the Facility Superintendent.

B. The Incident Report will be submitted to the Senior JCO for review, who will forward the Incident Report to the Facility Superintendent. Should the Senior JCO be involved in a use of

force incident, he/she will provide their documentation directly to the Facility Superintendent for review. Other officers on-duty shall write an Incident Report as to their observations or participation in the use of force situation, and provide the report to the Senior JCO on-duty, who will review the reports and provide them to the Facility Superintendent.

C. The Facility Superintendent shall then review all of the Incident Reports to ascertain the nature and severity of the use of force situation, and determine whether the use of force was justified and reasonable given the presenting situation. The Facility Superintendent will also determine whether Departmental policy and procedure was properly followed during the incident.

D. The Incident Report shall be documented in the Case Management System and a copy filed in the Use of Force Incident Binder.

E. All use of force incidents, if captured on video, will be reviewed by the Facility Superintendent. After reviewing the Incident Report and corresponding video (if captured on video), the Facility Superintendent shall determine whether a violation of policy has occurred, identify training needs or issues, and determine whether injuries to staff or youth have been appropriately referred for follow up medical treatment. Upon such determination, the Facility Superintendent shall take appropriate action. In certain instances, such video recordings may be used as a training tool for future incidents.

F. When a substantial violation of policy or other significant event has occurred, the Facility Superintendent shall advise the Chief Probation Officer of the incident and related issues. Use of force reports will clearly articulate the following:
1. The immediate threat reasonably perceived by the officer;
2. Efforts made to negate the need for force (i.e. utilization of verbal commands, dialogue/counseling, etc. prior to utilization of force);
3. The need for the use of force (youth actively resisting);
4. Whether a verbal warning was provided to the youth (time permitting, based upon the emergence of the situation), and whether the youth was provided with sufficient time to respond to the warning and comply with directives;
5. The amount of force employed relative to the amount of force required;
6. The extent of any injury or injuries related to the use of force visible to the officer at the time of the report, including action taken to obtain any needed medical or mental health treatment for the involved youth; and
7. Other factors that should be considered and included when applicable.

VI. MEDICAL REFERRAL AND FOLLOW-UP AFTER USE OF FORCE:

A. When use of force is deployed, referrals may be made to medical and Behavioral Health staff for a medical and counseling follow up, depending on the nature of the force used, the nature of the underlying incident leading to the use of force, and the judgment of the responding officers as to the appropriateness of such referrals.

B. If a youth appears to have injuries as a result of a use of force situation, and there are no on-site medical personnel available, the Senior JCO will contact on-call medical services immediately or arrange for Emergency Room transport.

C. Any use-of-force resulting in an injury to a youth shall require a documented phone call to the youth's mother, father, or legal guardian advising of the reported injury and incident summary.

D. If the Senior JCO determines the injury is severe and/or life threatening, 9-1-1 resources shall be utilized.

E. The Facility Superintendent shall then be contacted and apprised of the situation.

F. Youth involved in a use-of-force incident shall be referred to medical and mental health specialist(s) for follow-up.

G. An employee experiencing any emotional trauma as a result of a use-of-force incident may seek assistance and services from the Employee Assistance Program.

VII. GRIEVANCES:

A. Youth shall be afforded the right to submit a written grievance regarding any use of force incident in which they were a participant, should they believe the use of force incident was inappropriate or in violation of their personal rights.

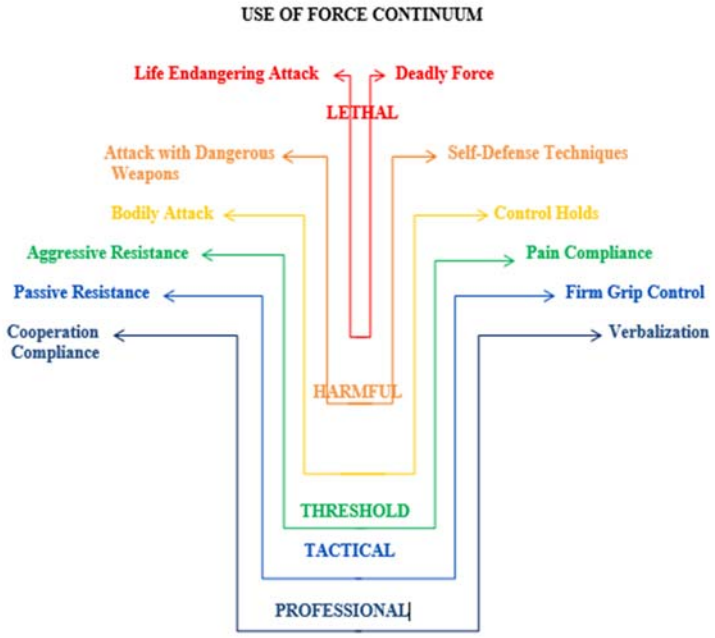
B. All grievances submitted by youth regarding a use of force situation shall be specifically reviewed by the Facility Superintendent, who will review the grievance, and meet with the youth to discuss their concerns and explain the administrative oversight/investigative process in use of force situations.

C. Youth shall be advised of the grievance process during the Intake and Orientation process.

PROCEDURE

I. USE OF FORCE CONTINUUM (NATIONAL INSTITUTE OF JUSTICE):

A. MLRJDF JCOs shall respond with a level of force appropriate to the situation at hand, acknowledging that the officer may move from one part of the continuum to another in a matter of seconds.
   1. Officer Presence: No force is used. Considered the best way to resolve a situation.
      a. The mere presence of a peace officer works to deter crime or diffuse a situation; and
      b. Officers' attitudes are professional and nonthreatening.
   2. Verbalization: Force is not physical.
      a. Officers issue calm, nonthreatening commands, such as "return to your room;" and
      b. Officers may increase their volume and shorten commands in an attempt to gain compliance. Short commands might include, "stop," or don't move."
   3. Empty-Hand Control: Officers use bodily force to gain control of a situation.
      a. Soft Technique: Officers use grabs, holds, and joint locks to restrain an individual; or
      b. Hard Technique: Officers use punches and kicks to restrain an individual.



REFERENCED FORMS

Incident Report Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V., No. 18)
	SUBJECT: Classification and Segregation **TITLE:** Oleoresin Capsicum – OC Spray
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1357

PURPOSE

To establish and implement policy and procedure for the use of chemical agents within the Mother Lode Regional Juvenile Detention Facility, in addition to establishing reporting procedures for any incident resulting in the use of chemical agents being deployed on youth.

POLICY

I. CHEMICAL AGENTS:

A. Only oleoresin capsicum (OC) sprays of a type and strength approved by the California Department of Justice shall be provided for the Senior Juvenile Correctional Officers (Senior JCOs) of the Mother Lode Regional Juvenile Detention Facility (MLRJDF). All other staff are prohibited from bringing personal OC spray to the work site, and from using spray not provided for them by the department.

B. Chemical agents may be used to control, restrain, or subdue imminent or actual violent behavior where such behavior presents a clear danger to staff, youth, or other persons in the facility.

C. Before using chemical agents, Senior JCO staff should always consider the use of alternatives rather than chemical agents if such alternatives do not significantly increase the risk of danger to staff or others.

D. Noteworthy Case law (U.S. vs. Neill (1999), 166 F. 3d 943) held that "Pepper spray qualifies as a 'Dangerous Weapon' because it may cause 'serious injury' namely 'extreme physical pain or the protracted impairment of a function of a bodily member, organ or mental faculty'…" Therefore, Senior JCO staff shall:
   1. Give warning when feasible;
   2. Determine whether the person to be sprayed is actively resisting;
   3. Consider the potential effects on bystanders, medical attention following the use of OC spray, and the rise in liability, criminal charges, discipline, or termination of employment
   4. If the youth is asthmatic, OC spray shall not be used. Staff shall identify other force options along the continuum, and use the minimum amount of force necessary to accomplish compliance; and

5. If the youth is pregnant, OC spray shall not be used. Staff shall identify other force options along the continuum, and use the minimum amount of force necessary to accomplish compliance.

E. Chemical agents shall never be used indiscriminately, nor shall they be used in response to simple threats of violence, but may only be used when there is a credible threat of violence coupled with a present ability to cause injury or loss of life.

F. Use of OC spray on youth with documented asthma or other breathing problems, or youth known or believed to be pregnant is strictly prohibited except in cases of mortal danger.

G. All incidents requiring the use of OC spray will be documented on an Incident Report.

H. OC spray shall not be used as an offensive weapon to persuade a person to move or act in a desired manner, nor to stop undesired conduct (examples include, but are not limited to: noise, cursing, door banging, excessive room noise, etc.), which in itself, does not amount to an immediate threat to the safety and security of the youth, staff or the facility, or to effectuate an escape.

I. OC spray shall not be used when the person's violent activity is no longer likely to cause injury to another person or effectuate an escape.

J. Chemical agents shall not be used for punishment, retaliation, disciplinary purposes, or to achieve an administrative request. Rather, its use is limited to control of specific kinds of behavior.

K. At no time shall staff allow youth access to OC spray containers for any reason.

L. OC Spray containers shall be inspected for required maintenance on a monthly basis. The inspection is to be conducted concurrently with the monthly Fire Safety inspections. The inspection will check for the expiration and capacity of all canisters issued to Senior JCOs. Canisters that are too low or have been in service for over one year are to be removed from service and given to Facility Superintendent for replacement and disposal.

PROCEDURE

I. USE OF OC SPRAY:

A. All OC containers shall be issued to Senior JCOs to be worn on their duty belt.

B. Before using OC spray, Senior JCO staff shall always consider use of alternatives other than chemical agents. In any event, staff shall always use the lowest level of force where they are most likely to be successful to ensure the safety of staff and unnecessary injury to the youth.

C. Whenever conditions allow, OC spray should be applied from a distance of three feet or more to prevent injury to the eyes of the recipient.

D. The Facility Superintendent is to be informed of OC use immediately following the incident.

E. Following approved decontamination procedure, the California Forensic Medical Group (CFMG) is to be notified of OC spray use. All health directives from the CFMG are to be documented and followed.

F. Youth who have been exposed to chemical agents shall not be left unattended until that youth is fully decontaminated or is no longer suffering the effects of the chemical agent.

G. An Incident Report is to be completed prior to the end of the shift by all staff involved in the use of OC spray. The report shall contain the following:
1. A clear and factual rationale for the use of the chemical agent;
2. Efforts to de-escalate a youth prior to use;
3. Youth and staff involved, the date, time and location of use;
4. Decontamination procedures applied and identification of any injuries sustained as a result of such use; and
5. A description of how the agent was used and the result obtained.

H. First Aid procedures following contamination from OC:
1. Avoid contamination with spray whenever possible. Staff is to wear latex gloves during the decontamination process;
2. Leave the contaminated area and direct the youth to the outdoor recreation area and into fresh air;
3. If the youth continues to be combative after being sprayed, handcuffs and/or shackles may be used during the decontamination process;
4. As soon as the youth is no longer considered a threat, the restraints may be removed;
5. The youth is directed to utilize a cold-water rinse on the face and eyes until relief is obtained;

6. The youth may be directed to a cool shower and given a change of clothing. Soaps and lotions should be avoided;
7. The area of the spray should be cleaned and aired until clear. If sprayed in a housing room, bedding shall be replaced: contaminated bedding washed, and the mattress decontaminated if exposed; and
8. Medical staff should be advised should the youth develop a rash, as this is an indication of possible allergic reaction.

REFERENCED FORMS

FORM #041 – No Spray List

FORM #005 –Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 19)
	SUBJECT: Classification and Segregation **TITLE:** Use of Physical Restraints
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1358
MLRJDF POLICY The WRAP Restraint System, SECTION V, No. 20

PURPOSE

To establish, implement, and enforce policy and procedure for the use of physical restraint devices, list acceptable restraint devices, and the storage location of such devices; outline specific known medical conditions which would preclude the use of restraint devices; outline specific signs and symptoms which require immediate referral to medical or Behavioral Health personnel; and establish guidelines for the protective housing, hydration, exercise of extremities, and sanitation needs of restrained youth.

POLICY

I. PHYSICAL RESTRAINTS TO CONTROL BEHAVIOR:

A. Physical restraints are needed when a youth's behavior represents a significant and/or grave danger to his/her self or others, reveals the intent to cause self-inflicted physical harm, or when necessary to prevent serious destruction of property.

B. Restraint devices include devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory. Only the minimal amount of force necessary to control the youth is permitted. Physical restraints are only to be utilized inside the institution when all other types of intervention techniques and less restrictive behavioral control methods have proved unsuccessful, and/or the youth is engaged in self-destructive behavior or otherwise uncontrollable violent behavior. The circumstances leading to the application of restraints must be documented, and only utilized with authorization of the Facility Superintendent or his/her designee.

C. This policy does not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for routine movement or transportation reasons, nor does it apply to restraints used in conjunction with court appearances.

D. All staff shall read and understand the Use of Force Policy. The Use of Force Policy shall apply whenever physical restraints are utilized.

E. Physical restraints shall only be used for security or behavioral control purposes, including youth who present an immediate danger to themselves or others, exhibit behavior which results in the destruction of property, or reveal the intent to cause self-inflicted physical harm.

F. Physical restraints shall never be used as a method of discipline or punishment, or as a substitute for treatment.

G. Staff shall make attempts to de-escalate situations and avoid the use of restraints through non-physical means.

H. Youth in restraints shall be housed in Intake and be provided the opportunity to use the restroom, drink water as needed, and have their extremities exercised every 15 minutes, unless they are combative and would pose a risk to the safety of the youth, staff, or the facility if the restraints were removed.

I. In accordance with California Forensic Medical Group's (CFMG's) policy and procedure manual, youth requiring restraints for more than four hours shall be transported to the hospital for medical evaluation.

J. CFMG shall be notified and a medical opinion obtained immediately or no later than two hours after placement of a youth in physical restraints. If CFMG medical staff is not on site, the on-call CFMG provider is to be contacted via telephone and staff is to document and follow their instructions.

K. The Behavioral Health provider shall be notified as soon as possible for a consultation, but no later than four hours from the placement of a youth in restraints. If the Behavioral Health provider is not on site, the on-call provider is to be contacted via telephone. Staff shall document and follow their instructions.

L. Upon completion of the mandated initial medical assessment of a youth, or following any medical examination or reassessment of any youth, CFMG shall notify the Senior Juvenile Correctional Officer (Senior JCO) of any known medical condition which would preclude the use of certain restraint devices and/or restraint techniques.

M. Staff will make themselves knowledgeable to any known medical condition which may preclude the use of certain restraint devices and/or techniques including, but not limited to: prosthesis, prior bodily injuries, allergies, pregnancy, and/or heart conditions.

N. While restrained, staff shall employ continuous, direct visual supervision to ensure the restraints are properly employed, and to ensure the safety and well-being of the youth.

O. All JCO staff shall receive training in the proper use of restraints. Staff shall not apply or remove restraints unless previously trained in their use. Non-core/Non-PC 832 trained employees are not permitted to place a youth in restraint gear.

P. Youth who have been placed in restraints shall be placed in Intake under continuous direct visual supervision until the restraints are removed. Youth shall be housed alone, and not left unattended while wearing any form of restraints. At least one staff shall maintain contact with the youth while they are in restraints. Staff must protect restrained youth from self-abuse.

Q. The use of restraints on pregnant youth is limited in accordance with California Penal Code, Section 6030(f), and Welfare and Institutions Code, Section 222, in that no female youth shall be shackled by the wrists, ankles, or both during labor (this includes transport to the hospital, during delivery and post-delivery while recovering). A known pregnant youth or a youth in recovery following delivery shall not be restrained by use of leg irons, waist chains, or handcuffs behind the back.

R. Restraints are never to be attached to any stationary object in the facility or to any part of a vehicle when youth are being transported.

S. Hogtying (the affixing of hands and feet together behind the back) is strictly prohibited.

T. Staff shall not permit youth to access restraint devices. Devices shall remain securely on the duty belt or in locked storage when not in use.

U. Staff may not bring personal restraints to the work site or utilize restraint devices that are non-Departmentally issued. The only restraint devices acceptable for use are those issued by the Department and stored within the facility.

V. The Facility Superintendent or his/her designee will review continued retention in restraints every hour.

W. The Facility Superintendent may give a qualified physician the authority to place a youth in restraints.

X. Additionally refer to the MLRJDF POLICY on The WRAP Restraint System, SECTION V, No. 20.

PROCEDURE

I. USE OF PHYSICAL RESTRAINTS:

A. JCO staff shall only apply restraints as trained, and shall use only equipment issued to them by the Department.

B. Continuous, direct visual supervision shall be conducted to ensure the restraints are properly employed, and to ensure the safety and well-being of the youth.

C. Restraints are to be used for official purposes only and are to be kept in designated locations when not in use.

D. Automated External Defibrillator (AED) equipment shall be kept in the Living Unit and Central Control, and used in accordance with training.

E. Handcuffs and leg restraints are to be double-locked into position to prevent tightening.

F. JCO Staff placing youth in restraints shall maintain keys in their possession to lock and unlock restraints.

G. Once a youth is placed in restraints for purposes of behavioral control, the Facility Superintendent is to be notified as soon as possible. Continued retention of a youth in restraints is to be reviewed and documented every hour thereafter, and only continued upon authorization of the Facility Superintendent or his/her designee. Staff is to utilize the Use of Restraints form for further instruction and processes.

H. CFMG is to be notified by the Senior JCO as soon as practical, but no later than two hours after placement in restraints. A medical review is to be obtained at least every three hours thereafter. The results and recommendations of CFMG medical staff are to be included in the Incident Report. All recommendations are to be followed and documented in the facility Log.

I. Staff shall notify Behavioral Health for a mental health consultation no later than four hours from the time of placement of the restraint, or sooner, should symptoms necessitate an immediate response.

J. Observation of the youth's behavior and any JCO staff interventions shall be documented every 15 minutes, with the actual time recorded in the appropriate log. Any sign or symptom shall

result in immediate referral to Medical/Behavioral Health personnel. Staff shall look for signs or symptoms of distress, including but not limited to:

1. Labored breathing;
2. Red swollen extremities;
3. Bruising; or
4. Cuts/abrasions.

K. As soon as the youth commits to cease all combative and/or destructive behavior, restraints are to be immediately removed.

L. Youth requiring physical restraint are to be referred to Behavioral Health for an evaluation.

M. All employees involved in the use of restraints shall write an Incident Report and write the behavior that prompted the use of restraints, the type and application of the restraints, observations of the youth's behavior, and the times when restraints were applied, reviewed, and removed in the Case Management System.

N. Cleaning/sanitizing of restraints shall occur immediately after use if in contact with blood or bodily fluids. Restrains shall also be cleaned and sanitized on a routine basis for the purposes of remaining sanitary.

REFERENCED FORMS

Incident Report

Use of Restraints Form

Additionally refer to the MLRJDF POLICY on The WRAP Restraint System, SECTION V, No. 20

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 20)
	SUBJECT: Classification and Segregation **TITLE:** The WRAP Restraint System
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1358
California Penal Code
§6030(f)
California Welfare and Institutions Code
§222
Administrative Directive

PURPOSE

To establish, implement, and enforce policy and procedure for use of the WRAP Restraint System to safely control a combative or self-injurious youth.

POLICY

I. WRAP RESTRAINT SYSTEM:

A. The WRAP Restrain System (The WRAP) provides a safe and quick method of controlling and immobilizing a violent or potentially violent/combative youth who has been taken into custody. This policy is intended to familiarize staff with The WRAP and procedural guidelines for its use.

B. The WRAP, manufactured by Safe Restraints, Inc., was designed as a temporary restraining device. The WRAP immobilizes the body and restricts a youth's ability to kick or do harm to self or others. The WRAP minimizes the time required to secure a person safely, restrains the youth in an upright position, and has the youth prepared for transport or movement.

C. The WRAP may be used only for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. The WRAP should only be utilized when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.

D. In no case shall The WRAP be used as punishment or discipline, or as a substitute for treatment. The WRAP shall never be used in a way to attach a youth to a wall, floor or other fixture.

E. The use of any restraints on a pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

F. The WRAP shall only be used with the approval of the Superintendent, his/her designee, and/or the Chief Probation Officer. Reasons for continued use shall be reviewed and documented at a minimum of every hour.

G. A medical opinion on the safety of placement and retention shall be secured as soon as possible, but no later than two hours from the time of placement. The youth shall be medically cleared for continued restraint at least every three hours thereafter.

H. A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement of the WRAP, to assess the need for mental health treatment.

I. Continuous direct visual supervision shall be conducted to ensure that the WRAP was properly fitted, and to ensure the safety and well-being of the youth. Observations of the youth's behavior and any staff interventions shall be documented at least every 15 minutes, with actual time of the documentation recorded.

PROCEDURE

I. USE:

A. The WRAP can be used prior to or after a violent or potentially violent/combative youth has been controlled using approved departmental restraint methods. Like any restraint device, do not assume The WRAP is escape-proof. Once applied, the youth shall not be left unattended. All uses of the WRAP system will be approved by a Senior Juvenile Correctional Officer (Senior JCO) or lead staff who will obtain prior approval from the Facility Superintendent, his/her designee, and/or the Chief Probation Officer. Any use of the WRAP system will be documented in an Incident Report and shall document the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement. Staff is to utilize the Use of Restraints form for further instruction and processes when a youth has been restrained. The WRAP should be considered for use under the following situations:

1. To immobilize a violent/combative youth;
2. To limit violent/combative youth from causing injury to themselves or others;
3. To prevent violent/combative youth from causing property damage by kicking;
4. When conventional methods of restraint are not effective;
5. In transportation of violent/combative youth; and/or

6. To assist with room extraction of violent/combative youth.

B. Once the youth is properly restrained in the WRAP, they can be placed on their left side or in a sitting position. This will increase the oxygen recovery rate and reduce the incidence of respiratory fatigue or positional asphyxia often caused when being restrained in the prone position.

II. APPLICATION:

A. The WRAP can be applied by one person if the youth is passive, but for violent/combative youth, two or more people should be used. Only qualified personnel who have received training in the use of the WRAP shall use this restraining device.

III. TRANSPORTATION:

A. Movement of the youth can be accomplished in two ways depending upon their level of cooperation:
   1. To carry the youth, it is recommended that between 2 to 4 personnel be used depending upon the size and weight of the youth. Lift the youth by the arms and the ankles. Proper lifting techniques should be followed to prevent unnecessary injury.
   2. As an option to lifting, the youth may be moved by means of a shuffle. If the youth has calmed down and is cooperative, the lower WRAP leg band can be loosened to allow some leg movement below the knees without compromising security or safety concerns. By loosening the tether to the shoulder harness, the youth can be brought to a standing position with the help of officers and then allowed to shuffle to or from a vehicle or holding room. If this method is used, appropriate support must be given to the youth to prevent possible injury. Prior to vehicle transportation, re-check all belts to ensure they are securely fastened. The use of a seat belt is also required to limit movement and reduce the risk of injury to the youth. Whenever possible, one person should ride as an observer with the youth to ensure all straps remain tight and the youth has no medical problems. Re-checking the security of the WRAP and keeping the youth under constant observation.

IV. PRECAUTIONS:

A. The shoulder harness should never be tightened to the point that it interferes with the youth's ability to breathe.

B. The leg bands and shoulder harness must be checked frequently for tightness and retightened or loosened as necessary until the WRAP is removed.

C. If the restrained youth complains of or show signs of breathing distress (shortness of breath, sudden calmness, a change in facial color, etc.), medical attention shall be provided immediately.

D. The youth shall never be left unattended.

E. All youth must be placed in an upright sitting position or on their left side as soon as possible to allow for respiratory recovery.

F. The WRAP is a temporary restraining device and is not escape-proof.

G. The WRAP is to be used by "trained personnel only."

V. TRAINING:

A. Only qualified personnel who have successfully completed the Department's training in the use of the WRAP shall use this restraining device. This can be completion of training directly with Safe Restraints Personnel or re-training provided by a Senior JCO who has attended a prior training to be given to new staff on the WRAP's use.

VI. CARE AND MAINTENANCE:

A. The WRAP must be inspected after each use for signs of wear or damage. If any damage is discovered, forward the WRAP to appropriate personnel for repair or replacement. If cleaning is necessary after use, use a mild soapy solution or disinfectant approved for use on vinyl and nylon materials. Thoroughly rinse all disinfectant from the device prior to drying. After cleaning the WRAP, allow it to thoroughly air dry before being returned to its carrying bag.

VII. STORAGE AND PREPARATION FOR RE-USE:

A. It is important that the WRAP is immediately ready for use and prepared for storage in a way that prevents the loop fastening material on the bands from becoming dirty or entangled. This allows the WRAP to be quickly laid out next to the subject and applied without the confusion of having to untangle the bands. To properly prepare the WRAP for storage in the carrying bag, the following should be done:
   1. Lay the WRAP on a flat surface with the leg band side up and detach the shoulder harness.
   2. Extend each of the leg bands out flat.

3. Individually fold each of the leg bands back onto itself so that the fold of the band protrudes an inch or two from the edge of the WRAP body.
4. Be sure the retaining "D" ring on the body of the WRAP and harness is open and ready for use.
5. Keeping the bands inside, roll the WRAP tightly towards the buckle and secure with the ankle strap and place in carrying bag.
6. Fully extend the harness buckles and tether. Attach buckles to its counterpart and roll the harness up and place it in the carrying bag compartment.

B. Remember, like all tools of the trade, training is essential, and the WRAP must be kept in good condition. It is also critical to have the WRAP available for use when needed to minimize the time the youth is restrained in a prone position.

REFERENCED FORMS

Incident Report

Use of Restraints Form

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION V, No. 21) **SUBJECT:** Classification and Segregation **TITLE:** Use of Restraint Devices for Movement and Transportation within the Facility
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1358.5
California Penal Code
§6030(f)
California Welfare and Institutions Code
§222
Administrative Directive

PURPOSE

To establish, implement, and enforce policy and procedure for use of restraint devices for movement and transportation within the Mother Lode Regional Juvenile Detention Facility.

POLICY

Refer also to MLRJDF Policy Manual, Section VI, No. 62 on the WRAP Restraint System.

This policy is to provide further clarification on the use of a restraint devices when the purpose is for movement and/or transportation within and from the facility.

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PROCEDURE

Any time a restraint device is used i.e. the WRAP Restraint System for movement and/or transportation within or from the facility the following shall be included:

A. The circumstances leading to the application of restraint must be documented.
B. An individual assessment of the need to apply the restraint device for movement and/or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical and/or mental health conditions, trauma informed approaches, document assessment in an incident report and obtain approval from the facility Superintendent, his/her designee, and/or Chief Probation Officer.
C. Use of the restraint device for purposes of movement and/or transportation shall be based on the safety and security of the facility, and shall not be used for the purpose of discipline or retaliation.
D. The use of the WRAP Restraint System or any restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

REFERENCED FORMS

Incident Report

Use of Restraints Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 22)
	SUBJECT: Classification and Segregation **TITLE:** Safety Room
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1359

PURPOSE

The Mother Lode Regional Juvenile Detention Facility does not utilize, nor is it equipped, with a Safety Room.

POLICY

I. SAFETY ROOM:

A. The Mother Lode Regional Juvenile Detention Facility does not utilize, nor is it equipped, with a Safety Room.

PROCEDURE

I. YOUTH IN IMMEDIATE/ACTIVE DANGER

A. Youth who present an immediate and/or active danger to themselves or others may in some instances be removed from the Living Unit and placed in the Intake area, and/or The WRAP System may be utilized (with facility Superintendent approval). In all cases where a youth presents as an immediate and/or active danger to themselves or others, safety is the first priority, followed by immediate notification to Behavioral Health.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 23)
	SUBJECT: Classification and Segregation **TITLE:** Searches
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1360 & 1352.5(f)
California Welfare and Institutions Code
§209, 210 & 885
California Penal Code
§4030
Code of Federal Regulations, Title 28
§115.315 Prison Rape Elimination Act (PREA)

PURPOSE

To establish, implement, and enforce policies and procedures governing the search of youth, the facility, and visitors.

POLICY

I. SEARCHES OF PERSONS:

A. All pat-down searches, visual body searches (strip searches), visual body cavity searches, and physical body cavity searches conducted within the Mother Lode Regional Juvenile Detention Facility (MLRJDF) shall be based upon the need to maintain safety and security, and to prevent the introduction of weapons and dangerous contraband into the facility.

B. Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth, and staff.

C. Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched, and shall not be conducted for harassment or as a form of discipline or punishment.

D. Visual body searches (strip searches) and visual body cavity searches shall only be conducted upon a determination reasonable suspicion exists the youth is in possession of dangerous contraband, and only with prior authorization from the Facility Superintendent and/or his/her designee or the Chief Probation Officer, and in accordance with Section 4030 of the California Penal Code and state and federal statutory and case law. Violation of this Penal Code section is a misdemeanor.

E. Youth shall not be subjected to a physical body cavity search under any circumstances, except under the authority of a search warrant issued by a Superior Court Judge specifically authorizing the physical body cavity search, and conducted by a licensed medical professional.

F. Facility and pat-down searches may be conducted as deemed necessary on a routine, random or incident-specific basis. Staff shall utilize universal safety precautions (i.e. latex gloves) when conducting person or facility searches.

G. Any youth held after a detention hearing shall only be strip searched with prior approval of the Superintendent, his/her designee, and/or Chief Probation Officer when there is reasonable suspicion based on specific and articulable facts to believe that youth is concealing contraband. The reasonable suspicion shall be documented in an incident report.

H. Searches shall not be conducted for the purpose of punishment or retaliation.

I. Searches of transgender and intersex youth shall comply with Section 1352.5(f)

J. Pursuant to PREA standard 113.315, Juvenile Correctional Officers (JCOs) shall not conduct cross-gender pat-down searches except in exigent circumstances or when conducted by a medical professional. Should a cross-gender pat-down search be conducted, the search shall be documented in an Incident Report and on a Cross-Gender Search Documentation Form to include the specific reasons for the cross-gender search.

K. JCOs shall not conduct cross-gender visual body searches or cross-gender visual body cavity searches except in exigent circumstances, and any occurrence of cross-gender visual body search or a cross-gender visual body cavity search shall be justified in writing, documented accordingly, and only conducted upon authorization of the Facility Superintendent, his/her designee, and/or Chief Probation Officer.

PROCEDURE

I. PAT-DOWN SEARCHES:

A. Upon admission, all youth shall be subject to a pat-down search by a JCO of the same gender with training in searches acquired by the successful completion of California Penal Code, Section 832 training (arrest, search, and seizure). This includes the use of a handheld metal detector. Circumstances requiring a more intrusive search, going beyond that of the pat-down search, must be approved by the Facility Superintendent, his/her designee, and/or Chief Probation Officer, and established upon reasonable suspicion with supporting documentation

(completed Reasonable Suspicion Form, signed by the Facility Superintendent or his/her designee).

B. Staff is to be sensitive to the fact searches are intrusive, and impact a youth's personal space and privacy. Some youth may be accustomed to or not bothered by pat-down searches, while others may find them uncomfortable. Additionally, youth with histories of trauma may be especially impacted by searches, no matter how unobtrusively the search is conducted.

C. Pat-down searches, including the use of a hand-held metal detector, will be completed on youth under the following circumstances:
1. Upon initial Intake;
2. When returning from Court;
3. When returning from a visit;
4. When returning from an appointment outside the facility, (e.g., medical or dental appointments);
5. When returning from a temporary release or furlough;
6. When returning from furlough or any other activity or status of release that is unsupervised by staff; or
7. When there is reasonable suspicion the youth may be in possession of contraband.

II. VISUAL BODY SEARCHES (STRIP SEARCHES):

A. Visual body searches of detained youth are permissible in accordance with existing law and this policy. The purpose of a visual body search is to help ensure:
1. The security of the facility through the detection and confiscation of contraband, and the identification of youth involved with criminal street gangs; and
2. The safety of youth in custody, employees, treatment providers, and visitors who work in or come into the detention setting through early identification of health conditions, and detection of dangerous items or illicit substances.

B. Visual body searches are performed for the following reasons:
1. Detection of wounds, infections, ailments, bruising, and/or other medical conditions which may require attention or investigation;
2. Detection of otherwise non-visible tattoos which may indicate gang affiliation, racist attitudes, or other factors affecting classification;
3. Documentation of otherwise non-visible identifying information or pre-existing conditions such as the presence of scars, marks, or other unique characteristics; and/or
4. Detection and confiscation of contraband or illicit substances.

III. VISUAL BODY SEARCHES (INTAKE PROCESSING):

A. Youth brought into or admitted to MLRJDF for Intake processing are those youth who are being held until such time they are either released from the facility, or are detained and introduced into the general facility population.

B. Visual body searches contribute to the safety and security of the detention facility by controlling the entry of contraband into the general detention population; as such, they are not permitted on youth who will not be introduced into the general population, except as specified. Youth not being introduced into the general detention population include the following:
1. Youth brought to the detention facility by a Law Enforcement Officer for an offense under Section 602 of the Welfare and Institutions Code, but whose history, offense, and status do not require further detention, and eventual release to a parent or guardian is anticipated.
2. Youth brought to the facility by a Law Enforcement officer for behavior described in Section 601 of the Welfare and Institutions Code.

C. The following are exceptions to the prohibition against visual body searches on youth during Intake processing:
1. An officer has reasonable suspicion to believe a youth may be concealing a prohibited or dangerous item and the safety of the youth, other youth in the facility, and facility staff cannot be assured without a visual body search;
2. A youth has indicated they are in possession of a prohibited item and wish to relinquish it; and/or
3. A youth has a documented history of concealing prohibited items during previous admissions to the facility.

D. Visual body searches conducted during the Intake process require documented justification (i.e. completion of an Incident Report), a completed Reasonable Suspicion Form, and prior authorization from the Facility Superintendent, his/her designee, or the Chief Probation Officer.

IV. VISUAL BODY SEARCHES (DETAINED YOUTH):

A. Youth who are detained in the facility are those youth who have been fully admitted to the detention facility and have been introduced into the general detention population and who are participating in programming.

B. Visual body searches contribute to the safety and security of the detention facility by controlling contraband within the general detention population. As such, they are permitted on youth who are introduced into the general population, as specified:

1. A youth's history and type of offense will not influence a decision to perform a mandatory visual body search;
2. A youth's history and type of offense may influence a decision to perform a permissible visual body search; and/or
3. Whenever there is suspicion a youth may be concealing a prohibited item based upon an officer's direct observations of a youth's actions, behavior, or comments, or some other indication that a prohibited item may be present; especially after returning from activities outside the Living Unit, Court, another facility, or visiting.

C. Visual body searches conducted on detained youth require documented justification (i.e. completion of an Incident Report), a completed Reasonable Suspicion Form, and prior authorization from the Facility Superintendent or Chief Probation Officer.

V. CONDUCTING VISUAL BODY SEARCHES:

A. JCO staff conducting a visual body search shall not touch the breasts, buttocks, or genitalia of the person being searched.

B. All persons conducting or present during a visual body search shall be of the same gender of the youth being searched.

C. All visual body searches shall be conducted in an area of privacy, out of view of other persons not participating in the search. Visual body searches shall require two staff of the same gender to be present.

D. In circumstances where the search involves a transgender youth or youth whose gender expression is apart from their gender assignment, the person conducting the visual body search may be of the opposite gender from the youth, if the youth prefers it and agrees to it. In such cases, that agreement is to be secured before the search and documented in an Incident Report.

E. Documentation within the Incident Report of an authorized visual body search shall include:
1. The date;
2. Time;
3. Place of the search;
4. The name of the person conducting the search; and
5. A statement of the results of the search, including a list of any items removed from the person searched.

F. All visual body searches will be logged in the Case Management System to include the youth's admitting offense and authorization of the Facility Superintendent and/or his/her designee. A copy of the Incident Report will also be kept in Administration.

VI. VISUAL BODY CAVITY SEARCHES:

A. Visual body cavity searches shall follow the same policies and procedures as the visual body search, and are only authorized upon a determination reasonable suspicion exists the youth is in possession of dangerous contraband, and a visual body cavity search would likely yield such contraband.

B. Visual body cavity searches shall not be conducted without documented justification (i.e. completion of an Incident Report), a completed Reasonable Suspicion Form, and prior authorization from the Facility Superintendent, his/her designee or Chief Probation Officer.

VII. PHYSICAL BODY CAVITY SEARCHES:

A. No youth shall be subjected to a physical body cavity search without a court order authorizing the physical body cavity search. All such searches shall be performed by authorized medical personnel not assigned to the institution. A sworn staff of the same gender shall be present during the search for security and evidentiary purposes.

B. An Incident Report shall be completed detailing the specific facts upon which the Authorizing Officer established reasonable suspicion to request the court order for the physical body cavity search. Documentation within the Incident Report of an authorized physical body cavity search shall include:
   1. The authorizing Judge, language, and date of the court order;
   2. Time, date, and place of the search;
   3. The name, title, and gender of the medical personnel conducting the search; and
   4. A statement of the results of the search, including a list of any items removed from the person searched.

C. The Court Order authorizing the search shall be retained in the youth's juvenile facility file.

VIII. CONTRABAND CONTROL:

A. Contraband is loosely defined as any item or substance that is not allowed in a youth's personal possession. Contraband includes:

1. Any object, instrument or item, including hygiene supplies that are or could be made into an edged, pointed, or blunt weapon.

B. Contraband may also include any substance that can be ingested to alter a youth's mood or behavior, and drug paraphernalia including:
1. Matches;
2. Lighter;
3. Smoking pipe;
4. Straw;
5. Rolling papers; or
6. Any other object, instrument, or item that can be used to ingest any mood-altering substance.

C. Additional items of contraband include but are not limited to:
1. Notes or communications from other youth;
2. Homemade pencils;
3. Maps;
4. Glass;
5. Staples;
6. Paper clips;
7. Items dropped by staff;
8. Extra clothing;
9. Games;
10. Plastic utensils;
11. Weapons of any kind;
12. Medication;
13. Food items; or
14. Rocks, screws, strings, tooth picks, rubber bands, dental floss, etc.

IX. ROOM SEARCHES:

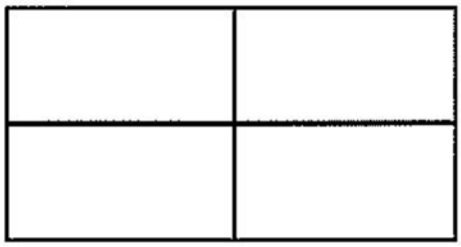
A. Room searches ensure the safety and security of the facility, staff, youth, and the community. Effective room searches may prevent escapes, assaults, self-inflicted injuries, and may prevent vandalism to the facility, in addition to holding youth accountable for his or her conduct.

B. Room Search Guidelines:
1. JCO staff shall perform random searches, to avoid predictability, as authorized by a Senior JCO or the Facility Superintendent.

2. Room searches will be chronicled and documented in the End of Shift Report, in addition to an Incident Report, which may be generated as a result any contraband being discovered.
3. JCO staff must be systematic, detailed, methodical, and thorough when conducting a room search.
4. If contraband is suspected, staff will conduct a search. If possible, conduct a search of the youth's room and person at the same time.
5. Staff should be familiar with common locations for hiding contraband.
6. Staff will follow the chain of evidence if contraband is found:
   a. Notify the Senior JCO on-duty and/or the Facility Superintendent;
   b. Photograph the contraband;
   c. Document the event in an Incident Report, and depending upon the nature of the contraband located, take affirmative action (i.e., notify Law Enforcement for contraband representing a potential violation of California Penal Code, and consult Senior JCO staff and/or the Facility Superintendent regarding disciplinary process for youth).

C. Room Searches Procedures:
1. Methodical: Always double check the room door prior to entering a room. Check the deadbolt and stake plate.
2. Quadrants: Break search area into quadrants including the ceiling and floor. Conduct the search clockwise moving from quadrant to quadrant in a methodical and thorough fashion.

Quadrant:



3. Perimeter: Check perimeter of the floor along walls for openings where small items can be concealed. Look for small cracks in the cement or wall. Remove any loose material.
4. Floor corners: Check floor corners where dust builds up. Items can be concealed in these areas.
5. Holes in wall: Check holes in walls. Youth hide pencil lead in holes/cracks in the wall.
6. Window damage: Check the window for erosion of putty, loose windows, loose screws, or missing screws.

7. Door lock and latch: Check the door lock and door latch for contraband. Staff must engage door locks in order to ensure that no material is stuffed in the key hole and that the lock operates correctly.
8. Check sink and toilet: Check drinking faucet and under the lip of toilet seat for concealed items, and check toilet paper for items concealed between layers.
9. Check ceiling and lights: Look for shadows or silhouettes which might show contraband in a light fixture.
10. Search through all personal items: Check every book, piece of mail, playing cards, etc. Check all trash.
11. Check bedding: Complete a thorough search of mattress and pillow for any damage or openings, since youth place items in these areas. Thoroughly search blankets and sheets. Look for tears or altered material.

X. FACILITY SEARCHES:

A. The common living areas, recreation areas, group areas, and classrooms shall be searched at least monthly. The search and the results are to be documented in the Shift Operational Report.

B. All Visiting areas, front lobby, and public restroom(s) shall be searched no less than once weekly (preferably after weekend visitations).

C. Outdoor areas which are accessible to detained youth shall be search daily.

D. The Senior JCO shall conduct a search of the roof and parking area(s) at least monthly. This search is to be documented in the Case Management System.

E. Search of Recreation Yard: Prior to youth entering the recreation yard, staff will conduct a thorough search which includes walking the perimeter, checking the fences for breaks or contraband, and checking the area along the fence line. Staff will also check the grass area to ensure it does not contain any contraband.

F. Search of Unit: Periodic and random, documented searches are conducted of the Living Unit, similar to that of room searches. Staff will check under tables, books on bookshelves, laundry and common bathroom, under seats, floor parameters, etc. As with room searches, Living Unit searches are conducted in an organized and methodical manner.

G. Interior/ Exterior Security Check: Checks are conducted daily and include room doors, locks, corridors, fences, windows, lighting, and plumbing.

H. Facility-Wide Search:
1. A facility-wide search shall be conducted by a Senior JCO on a quarterly basis.
2. As with any search, the facility-wide search shall be completed in a systematic manner.
3. All areas, both interior and exterior, are to be included.
4. Specific staff shall be assigned to each area searched.
5. Search assignments and search results are to be documented in the Shift Operational Report.
6. When conducting searches of youth, only a pat down search will be performed, unless staff has reasonable suspicion to believe otherwise. The search policy will then be utilized.
7. Staff shall confiscate any contraband, note any safety or maintenance concerns, and report any findings to the Senior JCO or Lead Staff on-duty.

I. Perimeter Check: The Senior JCO will assign this task to a JCO who will complete the following checks:
1. Thorough security check, inside the lobby and outside of the facility.
2. Check all exterior doors.
3. Check gates/fence. Pull on the fence to make sure it is secure, visual check of bottom of fence for breach.
4. Check lights.
5. Check that vehicles are locked.
6. Document in the Shift Operational Report to include security checks and any issues discovered in security checks. Inform the Senior JCO and/or the Facility Superintendent of any issues immediately.

J. Security Check: This will be completed in the Living Unit at the beginning of the each shift to include the following:
1. Body count;
2. Check cell doors;
3. Check flashlights;
4. Check unit dayroom and bathroom for contraband on floor; all areas that youth have access to;
5. Check all exterior doors of the unit; and
6. Check all unit lights.

K. Different Search Patterns to consider:

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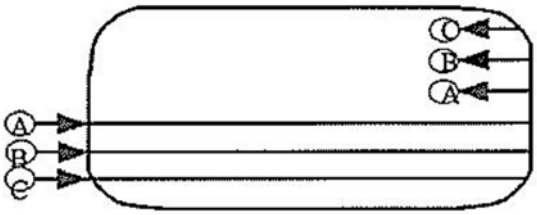

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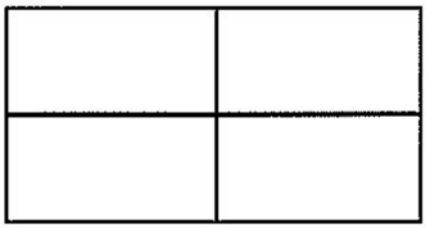

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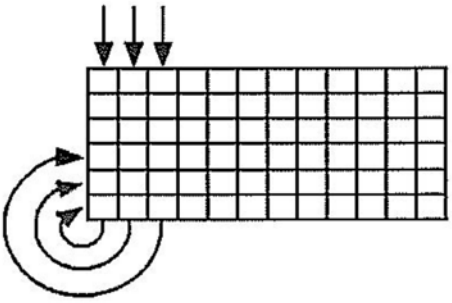

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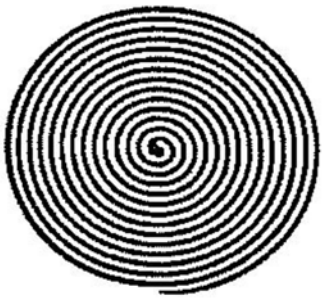
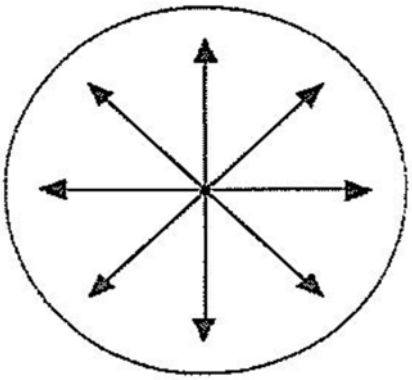


WHEEL



XI. SEARCH OF VISITORS:

A. To ensure the safety, security, and sound operation of the facility limited administrative searches may be conducted on visitors, contract personnel, etc.:
   1. Visitors must present proper identification, such as a valid driver's license;
   2. Visitors are required to walk through the metal detector at the entrance of visitation, and may be subjected to a search by hand-held metal detector as authorized by the on-duty Senior JCO or Facility Superintendent.
   3. Staff may conduct a pat-down search of any visitor, or directly search their property.

B. A sign shall be posted in the Lobby, Visiting Area, and Intake specifying prohibited conduct and the penalties therefore (Welfare and Institutions Code 871.5 (c)).

C. Visitors shall keep their property safely secured in their vehicle or a locker provided in the MLRJDF lobby.

D. Visitors may be denied entrance into the facility if the metal detector is activated during a search and there is reasonable suspicion that the visitor may be carrying a weapon, contraband, or other property not allowed in the facility.

REFERENCED FORMS

Cross-Gender Search Documentation Form

Incident Report Form

Reasonable Suspicion Form

Strip Search Authorization Form

Visual Body Search Authorization Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 24)
	SUBJECT: Classification and Segregation **TITLE:** Room Rules and Room Inspections
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for uniform rules for youth to follow while in their rooms, in addition to ensuring consistent room inspections are completed within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ROOM INSPECTIONS:

A. Beyond suspicion of vandalism or contraband, each room shall be inspected no less than once a day by a Juvenile Correctional Officer (JCO) to check for damage, security, unauthorized material and cleanliness. This shall be completed each morning.

B. Unscheduled room searches will be done at least once a week on all youth's rooms.

II. ROOM RULES:

A. Youth shall be oriented to room rules during the orientation process.

B. A copy of room rules will be posted in the Living Unit for all youth to observe.

C. Room rules:
1. Youth shall clean rooms and make their bed before leaving their rooms.
2. Only three books and/or magazines are allowed in rooms.
3. No shoes are allowed in rooms. Shoes shall be kept directly outside the door. Youth shall put shoes on as they exit their room.
4. No two youth shall be in the same room at the same time unless both are assigned to a double occupancy room.
5. No yelling or talking to others when in rooms. No banging or tapping on the walls, doors, or windows.
6. Toilets must be flushed after each use.

D. Staff is responsible for returning items checked out after shift change and when lights go off.

PROCEDURE

I. AREAS TO BE CHECKED DURING EACH ROOM INSPECTION:

A. Door lock, handle, hinges, top of door, and both sides of door window.

B. Strip bedding, check blankets, sheets, mattress, and pillow for contraband.

C. Windows and frames (test for security and contraband).

D. Floors, walls, and ceiling.

E. Light fixture.

F. Metal screens on heating vents, smoke detector, and intercom.

G. Sprinkler head.

H. Check in and around toilet, sink, mirror, and toilet paper roll.

I. Check reading material for contraband.

II. DAMAGE/CONTRABAND FOUND:

A. Damage found shall be documented in an Incident Report.

B. Contraband located shall be documented in an Incident Report.

C. Have youth repair as much damage as possible.

D. If repairs are needed, have a Senior JCO complete a Work-Maintenance Request Form.

E. If a youth causes a significant amount of damage to a room, the youth should be placed on Administrative Separation.

F. A JCO shall write an Incident Report which the Facility Superintendent may send to the District Attorney for possible Vandalism/Destruction of County Property charges.

G. Youth who damage any property will be responsible for repairing damage or paying replacement costs.

REFERENCED FORMS

Incident Report

Work-Maintenance Request

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 25)
	SUBJECT: Classification and Segregation **TITLE:** Contraband
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding the handling of contraband located in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CONTRABAND:

A. Staff is to adhere to the following procedures when either minor contraband or dangerous contraband is discovered.

B. If minor contraband is found during a search, it will be confiscated and disposed of as needed, and appropriate consequences shall be imposed.

PROCEDURE

I. MINOR CONTRABAND:

A. Examples of minor contraband include, but are not limited to:
1. An extra book in a youth's room;
2. Extra clothing in a youth's room;
3. A pebble/small rock in a youth's room; or
4. A staple in a youth's personal folder, etc.

B. If minor contraband is found, Juvenile Correctional Officer (JCO) staff shall take the contraband off the Living Unit/facility area and dispose of it.

C. All minor contraband found by JCO staff will be documented in the Shift Operational Report.

D. Appropriate consequences shall be imposed following disciplinary procedures.

E. Depending upon the nature of the contraband, an Incident Report may be required.

II. DANGEROUS CONTRABAND:

A. Securing evidence properly is essential so criminal charges may be successfully pursued.

B. When dangerous contraband is located, an Incident Report will be written and the contraband will be sealed in an envelope with the following information:
1. Name of staff sealing the item in the envelope;
2. Date;
3. Time; and
4. Incident Report number.

C. Some contraband may be turned over to Law Enforcement if appropriate (i.e. weapons, drugs, drug paraphernalia, etc.).

D. The Incident Report will serve as the police report for filing charges, should the District Attorney decide to file a petition.

E. In the event that an item is too large for an envelope, inform a Senior JCO, create an evidence tag, attach it to the item, and secure the item.

F. Appropriate consequences shall be imposed following disciplinary policy and procedures.

G. A Senior JCO will determine if the contraband shall be disposed of or locked in the contraband cabinet.

H. It will be the Senior JCO on-duty's responsibility to secure dangerous contraband in the Senior Office.

I. The Senior JCO on-duty will be responsible for discussing the incident with Administration and assessing the situation for possible referral to the District Attorney's Office.

J. The Facility Superintendent or his/her designee will remove any items of contraband not turned over to the police from the Senior Office on a monthly basis. Items will be stored or destroyed as appropriate.

REFERENCED FORMS AND MATERIALS

Incident Report Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 26)
	SUBJECT: Classification and Segregation **TITLE:** Vandalism
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding staff response to acts of vandalism committed at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. VANDALISM:

A. Facility Staff shall respond to acts of vandalism in an appropriate and timely manner to maintain youth accountability, deter future acts of vandalism, and to repair damage promptly.

B. As part of the orientation process, youth shall have a clear understanding of this policy.

C. Staff will hold youth accountable for all acts of vandalism committed.

D. Etching into the walls, or "tagging" requiring the Facilities Maintenance Department to patch or repaint the area is considered vandalism. For more information on vandalism refer to Penal Code § 594.

PROCEDURE

I. VANDALISM AND REPAIR:

A. Each time a youth is assigned to a room, staff will conduct an initial room inspection to document any vandalism which may exist in the room.

B. Staff will conduct a prompt investigation concerning any vandalism they discover.

C. The staff that discovers the vandalism will be responsible for documenting the incident in an Incident Report which will be provided to the Facility Superintendent.

D. The Facility Superintendent shall determine whether the matter is referred to the District

Attorney.

E. In the event new charges are going to be filed, the Senior Juvenile Correctional Officer (Senior JCO) will be responsible for forwarding the Incident Report to the District Attorney.

F. JCO staff shall read the youth his/her Miranda rights, and said advisement shall be documented in the Incident Report.

G. Youth who commit acts of vandalism may receive other consequences including, but not limited to:
   1. Room Confinement;
   2. Placement into a Special Program to help develop appropriate behavior;
   3. Have items used to cause vandalism removed from their room; or
   4. Temporary restriction of an item (i.e. pencil restriction, board game restriction, book restriction, etc.).

H. A Work-Maintenance Request is to be submitted to repair vandalism as needed.

I. A copy of the work request should be forwarded to Administration to track restitution amounts.

REFERENCED FORMS

Youth Room Check in and Check out sheet

Work –Maintenance Request

Juvenile Referral Form (Booking Sheet)

Incident Report Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 27)
	SUBJECT: Classification and Segregation **TITLE:** Missing Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement procedure regarding action to be taken in the event a youth is missing at any time during their detention at the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

I. MISSING YOUTH:

A. Notify a Senior Juvenile Correctional Officer (Senior JCO) of the missing youth.

B. Gather the remaining youth into a controlled area, and take a roll call.

C. Secure all youth in their rooms and thoroughly search the Juvenile Detention Facility. One JCO shall stay on the Living Unit.

D. If unable to locate the youth, immediately notify all local Law Enforcement agencies (Tuolumne County Sheriff's Office, Sonora Police Department, California Highway Patrol and Probation). Notify the Police/County Department in the city in which the youth lives (if an out-of-county placement) that the youth has escaped. Provide all the available information, including full name of the youth, physical description, description of clothing, etc.

E. Notify the Facility Superintendent, who shall notify the Chief Probation Officer, who shall notify the County Administrator, County Counsel, and Risk Management.

F. Notify the youth's parents of the escape by telephone. If the parents have no phone, notify the Jurisdictional Law Enforcement Agency and/or Probation in the community where youth lives and request they notify parents.

G. If the youth is a Department of Juvenile Justice parolee, notify the Parole Agent during office hours only.

H. Review video surveillance recorded during the escape incident.

I. Write an Incident Report before going off-duty.

J. The Probation Department shall request that a warrant be issued.

K. All Incident Reports, video, etc. should be forwarded to the District Attorney's Office for the filling of new charges against the youth.

L. If the youth is apprehended prior to the warrant being issued, release the youth on the previous Booking Sheet and rebook the youth under Section 871 WIC, to wit: ESCAPE.

M. Upon readmission, place the youth on Administrative Separation for a Due Process Hearing.

N. Complete a new Classification Form.

REFERENCED FORMS

Incident Report

Youth Due Process Form

Youth Classification Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 28)
	SUBJECT: Classification and Segregation **TITLE:** Unauthorized Persons On Grounds
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement procedure regarding a uniform and safe method for insuring security when unauthorized persons are observed, or thought to be on or near the grounds of the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

I. UNAUTHORIZED PERSONS:

A. Always be alert to the possibility of unauthorized persons on the grounds, especially during the hours of darkness.

B. Always check visually and audibly for unauthorized persons from within your duty area.

C. Do not leave your duty area to go outside of the Juvenile Detention Facility to investigate a possible unauthorized person.

D. During the hours of darkness, staff should not leave the building for the purpose of verifying the presence of an unauthorized person or attempt to apprehend that person outside of the building.

E. If staff are certain they have seen an unauthorized person on or near the grounds, immediately notify the Senior Juvenile Correctional Officer (Senior JCO) on-duty and contact the Tuolumne County Sheriff's Office. Provide the following information:
1. If someone was actually seen;
2. Where the person was seen;
3. Describe the person (gender, age, size, dress, etc.); and
4. What the person was doing (standing, walking, running, in a vehicle, etc.).

F. As soon as it is safe (i.e., daylight), the Senior JCO or the Facility Superintendent may assign staff to search the area where the suspect was seen for contraband, damage to county property, etc.

G. Review all video surveillance of outside areas.

H. Complete an Incident Report before going off duty.

REFERENCED FORMS

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 29)
	SUBJECT: Classification and Segregation **TITLE:** Lockdown
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for Lockdown upon the discovery of contraband or missing security items within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. DISCOVERY OF CONTRABAND/MISSING ITEMS:

A. Upon the discovery that a specific security item is missing, or upon the discovery of contraband within the facility, the Senior Juvenile Correctional Officer (Senior JCO) shall be notified immediately.

B. The Senior JCO shall determine a course of action which may include, but is not limited to, the Lockdown of a specific area within the facility.

C. The Facility Superintendent shall be notified of any Lockdown situation as soon as practical.

PROCEDURE

I. LOCKDOWN:

A. Staff discovering the missing item or the contraband shall immediately notify the Senior JCO.

B. In consultation with the Senior JCO, staff will determine which areas need to be isolated and youth's movements controlled. The Lockdown will be initiated and the search area determined.

C. The Senior JCO is to notify the Facility Superintendent of the Lockdown situation as soon as possible and obtain further direction.

D. Any situation requiring a Lockdown is to be fully detailed in an Incident Report prior to the end of the shift.

REFERENCED FORMS

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 30)
	SUBJECT: Classification and Segregation **TITLE:** Grievance Procedure
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1361

PURPOSE

To establish, implement, and enforce policy and procedure which provides youth and their parent/legal guardian an opportunity for a fair hearing and resolution to any complaints related to any condition of confinement; including, but not limited to: mistreatment, harassment, violation of the nondiscrimination policy, health care services, classification decisions, program participation, telephone usage, mail, visiting procedures, food, clothing, bedding, personal hygiene, or any violation of their personal rights. There shall be no time limit on filing grievances.

POLICY

I. FILING GRIEVANCES:

A. All youth shall be informed of the grievance process during their Intake process. The procedure will also be outlined in the Youth Orientation Handbook, which is to be provided to them prior to being assigned to the Living Unit.

B. Blank grievance forms and instructions for registering a grievance will be posted on the Living Unit for youth (Youth Grievance Form) and posted in the visiting reception area for parents/legal guardians (Parent – Community Member Grievance Report). These forms shall be freely accessible to all youth and their parents/legal guardians, and do not require staff approval.

C. If a youth requests an employee assist with his/her grievance staff shall assist as the youth's representative without prejudice.

D. Youth shall file a completed grievance in the Confidential Grievance Box, located on the Living Unit or deliver the form to any youth supervision staff working in the facility.

E. There is to be no loss of privileges, discipline, punishment, or retaliation by any employee based upon a detainee or their parent/legal guardian choosing to file a grievance.

F. Once staff has attempted to resolve the grievance at the lowest possible level and actions/findings have been logged on the form, the grievance shall be forwarded to the Senior

Juvenile Correctional Officer (Senior JCO) on shift. The youth shall always receive a written response explaining why the action occurred.

PROCEDURE

I. GRIEVANCE REQUEST AND REVIEW:

A. A youth may initiate a grievance to any employee and request assistance or representation from any employee in resolving the problem.

B. The Facility Superintendent and/or his/her designee will check the Confidential Grievance Box at the beginning of each shift.

C. An initial response to grievances shall be made within three business days, grievances that relate to health and safety issues must be addressed immediately.

D. Once a youth has turned in a grievance form, the situation, if possible, should be handled at the lowest level. Staff involved in the grievance should try and discuss the situation with the youth away from the group. If the youth is unwilling to discuss the situation, the process shall be continued.

E. The staff receiving the grievance shall try to resolve the matter. Youth may elect to explain his/her grievance to a person not directly related to the circumstances which led to the grievance.

F. If the youth does not want an appeal, then the issue is determined to be resolved, and the form is to be forwarded to the Facility Superintendent. If the youth requests an appeal, the grievance is to be forwarded to the Senior JCO on shift for the next level of review.

G. The Senior JCO shall attempt to resolve each grievance as expediently as possible. However, an attempt to resolve each grievance must be completed no longer than 48 hours after receiving the grievance itself.

H. The Senior JCO shall discuss the grievance with the youth, and document their findings and reasons why the action occurred. Documentation shall also include dates/times of the discussion.

I. Upon the completion of the discussion between the youth and the Senior JCO, the youth should sign that he/she wants the resolution appealed or not appealed. Both appealed and non-appealed grievances must be forwarded to the Facility Superintendent for review.

J. The Facility Superintendent must review the grievance within 72 hours of receipt. Dates and times of the forwarded grievance shall be completed on the Grievance Form and documented in the Case Management System and a copy filed in the Grievance Binder.

K. A resolution of the grievance must occur within ten business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay.

L. Reporting of any sexual abuse and sexual harassment may be made by filing a grievance, telling any sworn or non-sworn staff member, calling the Center for a Non-Violent Community at (209) 588-9305, or Tuolumne County Victim Witness at (209) 588-5440.

M. All reviewed Grievance Forms, requests for appeals, and documentation of discussions with youth shall be kept in the Grievance Binder.

N. Whether or not associated with a grievance, concerns of parents, guardians, staff, or other parties shall be addressed and documented.

REFERENCED FORMS

Youth Grievance Form

Parent – Community member Grievance Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 31)
	SUBJECT: Classification and Segregation **TITLE:** Personnel Complaints
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for the reporting, investigation, and disposition of complaints regarding the conduct of employees of the Mother Lode Regional Juvenile Detention Facility. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of staff in the normal course of duty, by a Supervisor, or any other member, nor shall this policy apply to an investigation under PREA or a criminal investigation.

POLICY

I. PERSONNEL COMPLAINTS:

A. The Mother Lode Regional Juvenile Detention Facility (MLRJDF) takes all complaints regarding the services provided by the Department and the conduct of its staff seriously.

B. The facility will accept and address all complaints of misconduct in accordance with this policy and applicable federal law, state law, local law, county rules, and the requirements of any collective bargaining agreements.

C. It is also the policy of this facility to ensure all community members can report misconduct without concern for reprisal or retaliation.

D. Personnel complaints include any allegation of misconduct or improper job performance that, if found true, would constitute a violation of departmental policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

PROCEDURE

I. PERSONNEL COMPLAINT CLASSIFICATIONS:

A. Personnel complaints shall be classified in one of the following categories:
   1. Informal - A matter in which the Chief Probation Officer and/or Facility Superintendent is satisfied that appropriate action has been taken by a manager of rank greater than the accused employee;

2. Formal - A matter in which a Senior JCO determines that further action is warranted. Such complaints may be investigated by a manager of rank greater than the accused member, and referred by the Chief Probation Officer to an internal Investigator or the Human Resource Manager depending upon the seriousness and complexity of the investigation; and
3. Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned manager or the Investigator, such matters may be further investigated depending upon the seriousness of the complaint and the availability of sufficient information.

B. Inquiries about conduct or performance that, if found true, would not violate departmental policy or federal, state or local law, policy or rule may be handled informally by a manager and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures, or the response to specific incidents by the Department.

II. SOURCES OF COMPLAINTS:

A. Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.

B. Any Department employee becoming aware of alleged misconduct shall immediately notify a manager or the Facility Superintendent.

C. Managers shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if found true, could result in disciplinary action.

D. Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

E. Tort claims and lawsuits may generate a personnel complaint.

III. COMPLAINT FORMS:

A. Personnel Complaint Forms will be readily available to the public upon request.

B. Personnel Complaint Forms in languages other than English may also be provided, as determined necessary or practicable.

IV. ACCEPTANCE:

A. All complaints will be courteously accepted by any Department employee and promptly given to the appropriate manager.

B. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephone.
   1. Such complaints will be directed to a manger. If a manager is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the manager to contact the complainant.
   2. The manager, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

C. Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

D. If requested, a complainant shall be provided with a copy of his/her statement at the time it is filed with the Department (Penal Code § 832.7(b)).

V. DOCUMENTATION:

A. Managers shall ensure that all formal and informal complaints are documented. The manager shall ensure that the nature of the complaint is defined as clearly as possible.

B. All complaints and inquiries shall also be documented in a log that records and tracks complaints, including actions taken to address the complaint. Information regarding complaints logged shall only be accessible to the Facility Superintendent and the Chief Probation Officer.

VI. ADMINISTRATIVE INVESTIGATIONS:

A. In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate manager, unless the manager is the complainant, or the manager is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief Probation Officer and/or Facility Superintendent may direct that another manager investigate any complaint.

B. A manager who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

C. Ensuring that upon receiving or initiating any formal complaint, a complaint form shall be completed.
   1. The original complaint form will be directed to the Chief Probation Officer, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
   2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing, or where the confidentiality of a complainant is at issue, a manager shall verbally report the matter to the Facility Superintendent, who will initiate the following action:
      a. Responding to all complaints in a courteous and professional manner; and
      b. Resolving those personnel complaints that can be resolved immediately.

D. Follow-up contact with the complainant shall be made within 24 hours of the Department receiving the complaint.

E. If the matter is resolved, and no further action is required, the manager will note the resolution on a Complaint Investigation form and forward the form to the Facility Superintendent.
   1. Ensuring that upon receipt of a complaint involving allegation of a potentially serious nature, the Chief Probation Officer shall be notified via the chain of command.

VII. INVESTIGATING A COMPLAINT:

A. The Manager shall investigate a complaint as follows:
   1. Make reasonable efforts to obtain names, addresses, and telephone numbers of witnesses; and
   2. When appropriate, ensure immediate medical attention is provided and photographs of any alleged injuries are taken:
      a. Ensuring that the procedural rights of the accused member are followed (Government Code§ 3303 et seq.); and
      b. Ensuring interviews of the complainant are generally conducted during reasonable hours.

B. If the matter is resolved and no further action is required, the Senior JCO will note the resolution on a Complaint Investigation Form and forward the form to the Facility Superintendent.

C. Upon receipt of a complaint involving allegations of a serious nature, the Facility Superintendent shall:

1. Notify the Human Resources Department, PREA Coordinator, and the Chief Probation Officer for directing roles in addressing a complaint which relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination;
2. Forward unresolved personnel complaints to the Chief Probation Officer who will determine whether to contact the complainant or assign the complaint for investigation; and
3. Inform the complainant of the investigator's name and telephone number within three days after assignment.

VIII. ADMINISTRATIVE INVESTIGATION PROCEDURES:

A. Those members not covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) should refer to their employee bargaining unit's specific Memorandum of Understanding and County Personnel Rules and Regulations regarding administrative investigation procedures.

REFERENCED FORMS

Personnel Complaint Form

Personnel Complaint Investigation Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 32)
	SUBJECT: Classification and Segregation **TITLE:** Reporting of Incidents
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1362

PURPOSE

To establish, implement, and enforce policy and procedure regarding the reporting of incidents within the Mother Lode Regional Juvenile Detention Facility; address concern of parents, guardians, staff, or other parties; and for the reporting of maintenance issues within the facility.

POLICY

I. REPORTING INCIDENTS AND MAINTENANCE:

A. Staff shall document all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee. Documentation shall be prepared by the involved staff member and submitted to the Facility Superintendent by the end of shift, unless additional time is necessary and authorized by the Facility Superintendent or designee.

B. An Incident Report is required if a youth engages in a major rule violation and receives disciplinary consequences. In addition, an Incident Report is required for incidents which result in the death or physical harm of youth, staff, or any other person in the facility or on facility grounds, or incidents of serious threats of physical harm to youth, staff, or any other person in the facility or on facility grounds. Documentation shall be prepared by the involved staff member and submitted to the Facility Superintendent by the end of shift, unless additional time is necessary and authorized by the Facility Superintendent or designee.

C. Staff shall additionally complete a Work-Maintenance Request Form to report maintenance issues which arise within the MLRJDF.

D. All Incident Reports and Work-Maintenance Requests are to be completed prior to the end of shift, and forwarded to the Senior Juvenile Correctional Officer (Senior JCO) on-duty.

PROCEDURE

I. INCIDENT REPORTS:

A. Incident Reports provide a permanent resource of information, aid in the investigation process, and are valuable in defending the facility and staff against lawsuits.

B. All Incident Reports will be completed in a standardized format.

C. All Incident Reports will be entered into the Case Management System and forwarded to the Senior JCO on-duty prior to the end of shift. The Senior JCO shall review the Incident Report and forward it to the Facility Superintendent for review.

D. Incident Reports shall clearly and chronologically articulate a complete description of the incident. Reports should answer the Who, What, When, Where, Why and How of the incident. They should contain sufficient information for the reader to have a good understanding of what took place. People other than facility staff, such as Probation Officers, judicial personnel, Behavioral Health staff, District Attorney, etc., may refer to these reports, and they must be able to easily understand and comprehend the circumstances of the incident. Slang, in-house terminology, etc., shall be avoided. Reports shall also include any action taken following the incident.

E. Reports are to be submitted as soon as possible following the event to the Senior JCO. The Incident Report must be submitted prior to the end of the shift unless the Senior JCO and/or the Facility Superintendent directs otherwise.

F. Each individual employee involved in the incident shall complete their own Incident Report independently of other staff involved in the incident.

G. Should you have a question as to whether an Incident Report is required, consult a Senior JCO. Situations which require an Incident Report include, but are not limited to:
1. Major rule violations;
2. Use of force situations;
3. Use of physical restraint situations;
4. Suspected or actual incidents of sexual harassment or misconduct (*Refer to MLRJDF PREA Polices);*
5. Vandalism;
6. Assaults;
7. Deaths;

8. Natural disasters; and
9. Any other issue appearing serious in nature.

H. Anytime a youth displays assaultive behavior that generates an Incident Report, the Senior JCO shall notify the youth's Probation Officer. This notification may be through phone contact, with the time and officer contacted documented in the Incident Report. If the youth involved in the assaultive behavior is not on probation, the Intake Probation Officer shall be notified. This shall also be documented in the Incident Report.

I. All Incident Reports shall be considered legal and confidential in nature and are subject to judicial review. Incident Reports may be a staff's only recollection of an event taking place year's prior, so thorough documentation of each Incident Report is of critical importance.

J. Copies of Incident Reports will remain in the Case Management System.

K. Work-Maintenance Requests are to contain the location of any maintenance issues within the facility or facility grounds, and if known, the origin of the maintenance problem.

L. Work-Maintenance Requests are to be given to the Senior JCO or Facility Superintendent for processing as soon after discovery of the problem as possible. If provided to the Senior JCO, the report will be forwarded to the Facility Superintendent, who will contact the appropriate party to take corrective maintenance action.

REFERENCED FORMS

Incident Report

Work Maintenance Request

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION V, No. 33)
	SUBJECT: Classification and Segregation **TITLE:** Use of Reasonable Force to Collect DNA Specimens, Samples, Impressions
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1363 & 1452
California Penal Code
§§ 295-299.6
Welfare and Institutions Code
§§ 209, 210, & 885
Assembly Bill 1397, Chapter 12, Statutes of 1996

PURPOSE

To establish and implement policy and procedure for the collection of DNA samples from eligible youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FORENSIC EVIDENCE COLLECTION:

A. Effective November 3, 2004, the DNA Fingerprint, Unsolved Crime and Innocence Protection Act was enacted into state law requiring that a DNA sample be collected from any youth who is adjudicated under section 602 of the Welfare and Institutions Code for committing any felony offense, or who is required to register under section 290 or 457.1 of the Penal Code for a felony or misdemeanor offense, if their DNA samples and print impressions are not already in the possession of the Department of Justice (DOJ). Further, DNA samples must be collected from youth with prior sustained felony petitions that are in custody or on probation, parole, or other supervised release after adjudication for any felony or qualifying misdemeanor offense regardless of a court order; as well as any youth required to provide DNA as a condition of a plea agreement. This does NOT include juveniles who receive informal probation or Deferred Entry of Judgment (DEJ).

B. DNA samples will be collected on those individuals who meet the criteria outlined above and documented in the Case Management System. Juvenile Correctional Officers (JCOs) who are appropriately trained are allowed to collect the DNA samples via the use of a DNA Sample Kit. These trained JCO staff will use the Cal DOJ provided DNA Collection Kit to collect the DNA sample. The JCO collecting the specimen will document the collection of the DNA sample appropriately. The DNA collection will be completed as soon as administratively possible after a qualifying youth reports to the facility (California Penal Code Section 295

(i)(1)(B)). The DNA collection shall be documented in the Case Management System. Once a youth submits to a DNA sample, there is no need to collect subsequent samples.

C. Forensic evidence collection including the performance of a rape kit, blood withdraws, etc., will be performed by qualified medical personnel who are not responsible for providing ongoing health care to the youth.

D. Arresting agencies shall take youth suspects needing forensic evidence collection to the appropriate medical facility prior to Intake. Youth suspected of intoxication shall be taken to the nearest appropriate medical facility prior to booking, the hospital staff will handle requests for blood alcohol levels for the purpose of collecting evidence of intoxication if needed by the arresting agency.

E. A Senior JCO shall arrange for the secure transport of the youth to the designated medical facility should an order for the collection of medical forensic evidence occur after Intake.

PROCEDURE

I. DNA SAMPLES:

A. JCOs designated by the Facility Superintendent will be responsible for reviewing the probation status and arrest history of all new Intakes to confirm: (a) their identity; and (b) determine if they have qualifying offense(s) which would require DNA testing.

B. DNA collection will be completed as soon as administratively possible after a qualifying youth reports to the facility. (California Penal Code Section 295 (i)(1)(B)).

C. Samples, specimens, and print impressions must be forwarded promptly to the Department of Justice (California Penal Code Section 295 (i)(1)(C); 298 (a)).

D. Trained JCOs will collect the sample once it has been verified that a youth has a qualifying adjudication to provide a DNA sample, in accordance with this policy.

II. COLLECTION:

A. The following steps shall be taken to collect a sample:
1. Verify the individual is required to provide a sample pursuant to the previously cited authority;
2. Verify a biological sample has not been previously collected from the youth by checking

the youth's criminal history record for a DNA collection flag, or calling the California Department of Justice (DOJ) designated DNA laboratory during regular business hours. There is no need to obtain a biological sample if one has been previously obtained; and

3. Use a DNA Buccal Swab Collection Kit provided by the California DOJ to perform the collection, and take steps to avoid cross contamination.

III. USE OF FORCE TO OBTAIN SAMPLES:

A. Penal Code section 298.1 authorizes Law Enforcement, custodial or corrections personnel, including peace officers to employ reasonable force to collect blood specimens, saliva samples, or thumb/palm print impressions from individuals who are required to provide such samples, specimens, or impressions pursuant to Penal Code Section 296, and who refuse following written or oral requests.

B. If a youth refuses to cooperate with the sample collection process, facility staff should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Consideration should be given to allowing the youth a period of time to submit to the test. Force should only be used as a last resort. All efforts to secure voluntary compliance shall be documented and include an advisement of legal obligation to provide the requisite specimen, sample, or impression and the consequences of refusal.

C. Force shall not be used in the collection of samples without prior authorization of the Facility Superintendent.

D. A youth who refuses to provide a mandated DNA sample or accompanying thumb or palm print impression is guilty of a misdemeanor.

E. Methods to consider when seeking voluntary compliance include contacting:
   1. The youth's Probation Officer when applicable;
   2. The prosecuting attorney to seek additional charges against the youth for failure to comply or to otherwise bring the refusal before a judge;
   3. The Presiding Judge; or
   4. The youth's attorney.

F. The Facility Superintendent shall review and approve any plan to use force and be present to document the process. The Facility Superintendent or his/her authorized designee shall prepare prior written authorization for the use of any force. The written authorization shall include information that the youth was asked to provide the requisite specimen, sample or

impression and refused.

IV. VIDEO RECORDING:

A. A video recording shall be made anytime force is used to obtain a biological sample. The recording shall document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the youths file or otherwise retained in accordance with the department's records retention schedule.

B. If the use of reasonable force includes room extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the facility for the length of time required by statute. Notwithstanding the use of the video as evidence in a Court proceeding, the tape shall be retained administratively.

V. BLOOD SAMPLES:

A. A blood sample should only be obtained under this policy when:
   1. The California DOJ requests a blood sample and the subject consents; or
   2. A court orders a blood sample following a refusal.

B. The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ Collection Kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

VI. LITIGATION:

A. The Chief Probation Officer or his/her authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the Data Bank sample collection, sample use, or any aspect of the state's DNA Data Bank Program.

VI.

PROGRAMS AND ACTIVITIES

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 1)
	SUBJECT: Programs and Activities **TITLE:** Education Program
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1370

PURPOSE

To establish, implement, and enforce policy and procedure for the provision of educational services to youth detained in the Mother Lode Regional Juvenile Detention Facility; and to ensure there is an open line of communication between the Juvenile Detention Facility staff and teachers.

POLICY

I. GENERAL POLICY:

A. The facility and education administrators shall ensure communication and coordination between educators and probation staff is efficiently completed.

B. The Education Program shall comply with the State of California Education Code and the County Board of Education policies, and all applicable federal education statutes and regulations. The Tuolumne County Superintendent of Schools (TCSOS) Local Control Accountability Plan (LCAP) will serve as the annual evaluation of the Educational Program offerings. All State and Local indicators will be reflected in the report along with corrective action needed to achieve compliance. This will be shared, at minimum, at a regularly scheduled, public Tuolumne County School Board meeting.

C. The facility Educational Program provides a range of instructional classes to meet the educational needs and improve literacy of the students in a multiple-period, 240-minute instructional day. All teachers are credentialed by the state and work a contractual year of 180 days with a summer intersession of no less than 20 days. The summer intersession will be taught by a credentialed teacher. The instructional year will be no less than a total of 200 days.

D. All youth under age 18 who do not possess a high school diploma are required to attend school at designated times unless they are awaiting court, visitation, counseling, or otherwise engaged in some official function during the school period. All youth who are over the age of 18 will be afforded opportunities to pursue a diploma, GED, or High School Equivalency Test (HiSET) pathway.

II. SCHOOL PROGRAMS:

A. The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

III. REQUIRED ELEMENTS:

A. The facility Educational Program shall comply with the State Education Code and County Board of Education policies and all applicable federal education statutes and regulations.

B. Educators shall be consulted on administrative decisions made by facility staff that may affect the Educational Programming of students. There shall be open communication between facility staff and educators at all times.

C. Any issues that arise that pertain to the youth's educational needs shall be communicated between Juvenile Detention Facility staff and the educators with the understanding that the Educational Program Coordinator will be consulted.

D. The Gold Ridge Education Center shall provide for an annual evaluation of the Educational Program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe.

E. Youth shall be provided a rigorous, quality Educational Program that responds to the different learning styles and abilities of students and prepares them for a high school graduation, career

entry, and post-secondary education. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.

F. All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender.

G. The minimum school day shall be at least 240 minutes, except for those pupils enrolled in an approved vocational program. The Facility Superintendent in coordination with education staff must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.

H. TCSOS shall provide credit for course work completed while in the Gold Ridge Education Center and consult with public school districts to accept credit for course work.

I. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.

J. Youth shall be informed of post-secondary education and vocational opportunities.

K. Administration of the High School Equivalency Tests as approved by the California Department of Education shall be made available when possible.

L. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress toward grade level standards.

M. Youth who have graduated or attained their GED shall be afforded alternative programs with an emphasis on pursuing further education or vocational development.

N. Dual enrollment opportunities will be afforded to eligible youth in accordance to regulations under Education Code.

O. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan, or Individualized Education Program (IEP).

IV. SCHOOL DISCIPLINE:

A. Positive Behavior Management and Supports (PBIS) will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facilities overall behavioral management plan and security system.

B. School staff shall be advised of administrative decisions made by Probation staff that may affect the Educational Programming of students.

C. Except as otherwise provided by the State education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School Staff shall follow the appropriate Due Process safeguards as set forth in the Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed.
   1. School homework shall continue to be provided for students under suspension.

D. The Facility Superintendent in coordination with education staff; namely the Educational Program Coordinator, shall address the rights of any student who has continuing difficulty completing a school day. Youth that are taken out of school repeatedly still have the right to receive an education.

V. PROVISIONS FOR SPECIAL POPULATIONS:

A. State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Program.

B. Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.
   1. The education curriculum will be altered using SDAI techniques to make sure that the content is understandable to the student. Teachers will have appropriate authorization to teach EL's. Students will be tested for EL proficiency using the English Language Proficiency Assessments for California (ELPAC) as specified in Education Code.

VI. EDUCATIONAL SCREENING AND ADMISSION:

A. Youth shall be interviewed by the Education Program Coordinator after admittance. If the Education Program Coordinator is not available, the teacher will complete the interview. A record maintained that documents a youth's educational history, including but not limited to:
   1. School progress/school history;
   2. Home Language Survey and the results of the State Test used for English language proficiency.
   3. Needs and services of special populations as defined by the State Education Code including but not limited to, students with special needs.
   4. Discipline problems.

B. All youth booked into Mother Lode Regional Juvenile Detention Facility will be enrolled in school immediately.
   1. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.

C. After admission to the facility, a preliminary individual learning plan (ILP) shall be developed for each youth within five school days.

D. Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including but not limited to:
   1. Transcripts;
   2. Individual Education Plans (IEP);
   3. 504 Plan;
   4. State language assessment scores;
   5. Immunization records;
   6. Exit grades;
   7. And partial credits.

E. Upon receipt and review of the records, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.

VII. EDUCATIONAL REPORTING:

A. The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.

B. The Tuolumne County Superintendent of Schools shall provide appropriate credit (full or partial) for coursework completed while in the Gold Ridge Educational Center in accordance with the State Educational Code.

VIII. TRANSITION AND RE-ENTRY PLANNING:

A. The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with the Title 15, Minimum Standards for Juvenile Facilities, Section 1355.

IX. POST-SECONDARY EDUCATION OPPORTUNITIES:

A. The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

PROCEDURE

I. DAILY SCHOOL PROCEDURES:

A. When the teacher calls for the school group, Juvenile Correctional Officers (JCOs) are to have the youth assemble outside of the classroom door. The JCOs will make certain the youth do not take any items from the Living Unit into the classrooms such as books, hair brushes, combs, food, etc. Furthermore, the JCOs will not allow the youth to take any items from the classroom onto the Living Unit, unless approved for the purposes of working on school assignments on the Living Unit.

B. After each school period teachers are to make sure all pencils, pens, and other materials are accounted for prior to the school group returning to the Living Unit.

C. Youth who are called from the classroom for any reason are to be appropriately searched in the Living Unit prior to returning to class.

D. The classroom and school equipment are not to be used by the Juvenile Detention Facility staff without prior permission of the Education Program Coordinator or teacher in charge of the classroom.

E. Youth are only allowed to operate school equipment under the direct supervision of school personnel.

II. SCHOOL DISCIPLINE:

A. Youth on separation are not automatically precluded from attending school in the classroom with the exception of those on Medical Isolation, room confinement, or Administrative Separation (AS).

B. Behaviors that may restrict a youth's participation in school include:
1. Anything requiring a Level I response (i.e. refusal to Lockdown);
2. Anything requiring a Level II response (i.e. fighting) or use of force;
3. Threatening or intimidating behavior toward staff or others;
4. Vandalism;
5. Possession of contraband (i.e. pencils, toothbrushes, potential weapons); and/or
6. Significant disrespect to staff.

III. REFUSAL TO ATTEND SCHOOL:

A. Facility and education staff shall attempt to counsel the youth as to reasons why the youth is refusing to attend school and rectify if possible.

B. Youth who do not to attend school will not earn daily behavioral points for failing to participate in facility educational programming.

C. If the youth still refuses to attend school, initiate the following procedure:
1. Note the youth refused to attend school;
2. Have the Education Staff provide schoolwork or place the youth on Independent Study;
3. The youth should complete schoolwork on the Living Unit in the theatre seating;

IV. RELEASE:

A. TCSOS and the Probation Department shall work together to ensure transition back to the youth's district of residence (DOR) per Education Code 48645.5, 49069.5, 48647, and 48648. If an MOU is entered under AB 2276, those provisions shall take effect immediately and a Transition Plan will be created prior to student transfer.

B. A Multidisciplinary Team (MDT) meeting consisting of school staff and probation staff will meet weekly and develop a transitional plan which meets the needs of those youth being released.

C. Upon the youth's release, the Juvenile Detention Facility School shall provide the youth's parent/legal guardian with a notice of transfer.

D. The youth's complete educational record shall be forwarded to the school district or the next educational placement in accordance with the State Education Code.

E. TCSOS shall provide appropriate credit (full or partial) for course work completed while attending the Gold Ridge Education Center.

F. When a youth is released, the assigned school staff shall notify the next school of the youth's release.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION VI, No. 2)
	SUBJECT: Programs and Activities **TITLE:** Behavior Motivation System
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement a policy and procedure for a facility-wide Behavior Motivation System for youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. <u>POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS-BASED BEHAVIOR MOTIVATION SYSTEM:</u>

A. All Juvenile Correction Officers (JCOs), education, and administrative staff will implement and adhere to a Positive Behavioral Intervention and Supports (PBIS) based Behavior Motivation System (BMS) for youth.

A. The goal for the system is to foster a positive association with school, reduce undesired behavior, and shape pro-social behavior facilitated by:
1. Clear, universal behavioral expectations and procedures;
2. Systematic behavior communication and teaching with a consistent set of rules and routines;
3. Positive reinforcement systems for desired behaviors;
4. Function-based responses and appropriate consequences to minor problem behavior;
5. Strategies for defusing aggressive or escalating behavior;
6. Offering individualized programming and counseling to youth to affect positive behavioral change and increase socially accepted ways of problem-solving.

II. <u>CICO (CHECK IN CHECK OUT):</u>

A. CICO reduces unintended negative artifacts of point and level systems.

B. CICO improves structure and consistency of positive feedback.

C. Frequently monitored progress helps implement changes in instruction/goals.

D. Youth self-management and responsibility:
1. Youth are responsible for their own CICO points sheet to secure their points; and

2. Youth shall be responsible for bringing their CICO point sheet to staff at the end of each period.

E. Reinforcement with privileges, activities, recognition and praise, and tangibles:
1. Accumulative points gain access to guests, special activities and events, extra phone calls, and keep extra letters and pictures in rooms;
2. Token economy points: Youth are able to collect and spend points on tangibles.

III. THREE CORE BEHAVIORAL EXPECTATIONS:

A. Safety – Keep your body to yourself;

B. Responsibility – Accept consequences; and

C. Respect – Follow directions; and respect yourself and others.

PROCEDURE

I. CICO (CHECK IN CHECK OUT):

A. Youth check in with the AM Unit JCO for a fresh CICO point sheet.

B. Youth take the point sheet to class/other areas for verbal/written feedback from teachers/staff.
1. If a youth forgets or does not bring their CICO point sheet to staff at the end of each period, he/she does not earn points for that period.

C. Youth may check out with the PM Unit JCO at the end of the day to review progress, problem-solve issues, set goals for the next day, and receive reinforcement/feedback;

D. Point sheet is kept by the youth to be shared with JCO staff, volunteers, etc. for praise/feedback.

E. Youth may request commissary items for the next day on the back of their CICO point sheet.

F. Youth return the signed point sheet to the PM Unit JCO before bedtime.

II. EARNING/AWARDING POINTS:

A. Points are earned and awarded for demonstrating the three core behavioral expectations with limited verbal prompts.

B. Two possible points for each of the three core behavioral expectations with limited verbal prompts:
   1. 2 POINTS: No more than 1 verbal prompt per period;
   2. 1 POINT: No more than 2 verbal prompts per period; and
   3. 0 POINTS: More than 3 verbal prompts per period and/or restructure by JCO staff, administration, or Probation staff.

C. Any time a youth does not earn the full two points, a short note should be written under Notes for that period addressing why. An example may include:
   1. 2 Inap. Lang. (for two prompts for inappropriate language); or
   2. 1 Yelling; 1 Horseplay (one prompt for yelling, and one for horseplay).

D. Weekdays: School and JCO staff will award points at the end of five Conduct Periods daily for a total of 30 points:
   1. AM Conduct Period – Wake up to start of school;
   2. School Conduct Period 1 – Start of school to lunch-time;
   3. School Conduct Period 2 – After lunch to the end of school;
   4. PM Conduct Period 1 – End of school to dinner; and
   5. PM Conduct Period 2 – Dinner to lights out.

E. Weekends/Holidays: JCO staff will award points at the end of three Conduct Periods daily for a total of 18 points:
   1. AM Conduct Period – Wake up to lunch-time;
   2. PM Conduct Period 1 – After lunch to Dinner; and
   3. PM Conduct Period 2 – Dinner to lights out.

III. RECORDING AND TRACKING POINTS:

A. Each night, youth will bring their CICO point sheets to the Night Unit JCO before bedtime.

B. Night shift JCO shall record each youth's points in the JCO station computer using an Excel spreadsheet. The Excel spreadsheet will tally and track earned points.
   1. The Night Unit JCO shall prepare fresh CICO points sheets for the following day, for each youth.
   2. If a new goal is noted on a youth's CICO point sheet from the previous day, write in on the fresh CICO point sheet.

IV. SPENDING TOKEN ECONOMY POINTS:

1. Youth may spend points every day during free-time. Spent points will be documented on the back of the youth's CICO charts on the Commissary Request.
2. The Unit JCO on the Night shift shall input the spent points into the Excel spreadsheet with their earned points from the previous day to tally the total points remaining.

A. Unspent points will roll over at the end of each week and continue to accumulate.

V. INCENTIVES FOR ACCUMULATING WEEKLY POINTS:

A. JCO unit staff will tell youth their accumulative points total upon request.

B. A weekly incentive to meet a determined amount of accumulate points will be available on Saturday or Sunday.
   1. This incentive will be posted every Monday. This may include, but not limited to:
      a. A new release movie;
      b. BBQ or Ice cream;
      c. A special guest; or
      d. An intermural sports game.

VI. MINOR RULE VIOLATIONS:

A. Staff shall implement a 10-minute refocus after 4 or more verbal prompts for minor behavioral expectation and rule violations.
   1. Staff will inform youth why they are implementing the 10-minute refocus;
   2. Youth are expected to sit or stand still and quiet in a designated location to give them time to de-escalate and/or think about their behavior;
   3. Youth are expected to complete the 10-minute refocus:
      a. Staff shall inform the youth that he/she will not have access to commissary that day if they do not complete the 10-minute refocus; and
   4. After 10 minutes, staff shall again tell the youth why they were refocused, and talk with or counsel the youth about the behavioral expectations and rules, and good decision-making.

B. Staff shall note "Refocus" on the youth's CICO point sheet under Notes for that period.
   1. If the youth does not complete the refocus, Staff shall note Refocus Not Completed, "RNC" under notes for that period.

C. Two or more RNCs per day may result in additional sanctions, and an Incident Report form shall be completed.

VII. SERIOUS AND MAJOR RULE VIOLATIONS:

A. Depending on the severity of behavior or rule violation, youth may lose his/her privilege to spend points for 1-3 days:
   1. Refer to Policy: Discipline and Corrective Actions.

VIII. DAILY UNIT MEETINGS (LESSON PLAN):

A. The JCO(s) stationed in the Living Unit shall conduct at least one Unit Meeting daily.

B. Unit Meetings clearly marks shift change and transition from living unit to school and/or school to living unit.

C. Unit Meetings present ideal times to discuss behavioral expectations and lessons, and communicate new/changed protocols.
   1. Lesson plans will be loosely formatted around focus areas, rules, expectations, and recognition/praise; and should take no longer than 5 minutes.
   2. Lesson plans are not expected to be written, but follow a typical pattern of discussing:
      a. What is expected relating to the focus area;
      b. Examples of Acceptable and Unacceptable behavior relating to the focus area; and
      c. Reflection on the importance of the focus area.

IX. ANALYZING DATA:

A. Incident Reports shall be analyzed monthly by a Senior JCO.

B. The Senior JCO shall take data on Incident Reports including frequency, type, location, activity referring employee, time of day, and how many reports per day/week/month.

C. Data shall be visually displayed in frequency charts to map patterns of undesirable behavior.

D. Data charts shall be given to the Facility Superintendent for review.

E. The Facility Superintendent shall apply meaningful behavior data to decisions regarding:
   1. New group goals, focuses, and/or programming;
   2. Implement different strategies to staffing and youths' daily schedule;

3. Extra group support;
4. Reclassification; and
5. Counseling.

REFERENCED FORMS AND WORKSHEETS

CICO Points Sheet (Weekday/Weekend)

Behavioral Points Tracking Worksheet

Incident Reports

Data Recording Worksheet

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 3)
	SUBJECT: Programs and Activities **TITLE:** Recreation, Programs, and Exercise
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1371

PURPOSE

To establish, implement, and enforce policy and procedure for recreation, programming, and exercise for all youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PROGRAMS, RECREATION, AND EXERCISE:

A. The facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area.

B. All youth shall be provided the opportunity for programs, recreation and exercise a minimum of three hours daily during the week, and five hours daily on weekends and non-school days.

C. Recreation and exercise shall include at least one hour of outdoor physical activity each day, weather permitting. This shall be conducted within the large outdoor recreation area. In severe weather conditions, large muscle exercise shall be conducted in the covered recreation area (if possible, depending upon the nature of weather conditions).

D. A youth's participation in programs, recreation and exercise may be suspended only upon a written finding by the facility superintendent or designee that a youth presents a threat to the safety and security of the facility. Once the youth does not present a threat to the safety and security of the facility, normal programs, recreation and exercise shall be immediately resumed.

E. Such program, recreation, and exercise schedule shall be posted on the unit.

F. There will be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent and relevant to the population.

G. Programs. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not limited to, trauma focused, cognitive, evidence-based, best practice interventions and activities designated to reduce recidivism. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such programs may be provided under the direction of the Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health agencies, community based organizations, faith based organizations or Probation staff. Programs may include but are not limited to:

1) Cognitive Behavioral Interventions;
2) Management of stress and Trauma
3) Anger Management;
4) Conflict Resolution;
5) Juvenile Justice System;
6) Trauma-related interventions;
7) Victim Awareness;
8) Self-Improvement;
9) Parenting Skills and Support;
10) Tolerance and Diversity;
11) Healing Informed Approaches;
12) Interventions by Credible Messengers;
13) Gender Specific Programming;
14) Art, creative writing, or self-expression;
15) Restorative Justice or Civic Engagement;
16) Career and leadership opportunities; and,
17) Other topics suitable to the youth population

H. Recreation. All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and include orientation and may include coaching of the youth.

I. Exercise. All youth shall be provided the opportunity for at least one hour of large muscle activity each day.

J. The superintendent may suspend, for a period not to exceed 24 hours, access to recreation and programs. The superintendent shall document the reasons why suspension of recreation and programs occurs.

K. Approved outdoor activities shall be supervised and include orientation and coaching of youth.

L. Youth unable to actively participate in recreation due to physical limitations, as determined by medical personnel, shall be provided an opportunity to get fresh air and sunshine, weather permitting. No youth shall be restricted from recreation beyond that which is necessary to prevent further injury.

PROCEDURE

I. PROGRAMS, RECREATION, AND EXERCISE DOCUMENTATION:

A. The JCO's shall document daily each youth's participation in programs, recreation and exercise on the youth's CICO sheet. The JCO shall note the specific program each youth participates in.

B. JCO's shall document any reasons why a youth does not participate in programs, recreation, and exercise in the case management system in addition to the youth's CICO sheet.

C. Following a youth's release from the facility, all of the youth's CICO sheets will be retained in accordance with the Probation Department's Record's Retention Policy.

II. OUTDOOR RECREATION AND EXERCISE:

A. The school Physical Education and exercise period is to be conducted in the outside recreation area, weather permitting.

B. In cases of inclement weather, youth may receive their Physical Education and exercise time in structured activity in the covered recreation area or unit floor area.

C. A second outdoor recreation and exercise period is provided during the afternoon hours, weather permitting. In cases of inclement weather, this exercise period shall be conducted in the indoor recreation area.

III. PROGRAMS:

A. At least one hour of programming will be offered each day to all youth in the facility. The hour of programming will be reflected in the daily schedule and posted on the living unit.

B. Youth who refuse to participate in group programming shall be provided an alternative program to complete individually on the living unit during the programming time.

C. Activities such as television, listening to music, video games, etc. shall not be provided during the normal programming time to those youth who refuse to participate in group programming.

IV. RECREATION:

A. Recreation will be provided each day during periods when youth are not participating in programming, exercise, or during normal school hours. JCO's shall ensure youth are afforded the opportunity to participate in unscheduled activities, letter writing, leisure reading, and entertainment during recreation periods.

B. To encourage youth to participate in recreation and minimize the time a youth spends in their room, youth who refuse to leave their room during recreation times will not earn CICO points during that grading period.

C. Recreation periods will be built into the youth's daily schedule and posted on the living unit.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 4)
	SUBJECT: Programs and Activities **TITLE:** Use of Media Equipment
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for the use of media equipment by youth in custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MEDIA EQUIPMENT:

A. It is the policy of the Mother Lode Regional Juvenile Detention Facility that the use of television/DVD, computer/video games, and radios/MP3/CD players are beneficial to youth.

B. Media equipment is for use by youth only.

C. Any media/sound source involving graphic violence or sexual content are strictly prohibited:
1. Under California Penal Code § 10006 staff is further prohibited from showing youth any videotape or movie inside the institution that contains "harmful matter" as defined in California Penal Code § 313.
2. Penal Code § 313 defines "harmful matter" as:
   a. Matter taken as a whole which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole depicts or describes in a patently offensive way sexual conduct; and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

PROCEDURE

I. USE OF VIDEOS/MOVIES (DVD):

A. Video movies are an evident benefit to the program offered in the facility, however, staff discretion is necessary and certain guidelines must be adhered to.

B. MLRJDF staff is authorized to bring in and show movies that are rated PG-13 or below.

C. Viewing of PG-13 rated movies, as well as non-rated material, will be at the discretion of a Senior Juvenile Correctional Officer (JCO).

D. Movies rated "R" and above are not permitted without approval from the Facility Superintendent and must be of educational value.

E. Videos shown by school staff must meet the above outlined criteria, unless otherwise authorized by a Senior JCO and/or the Facility Superintendent.

F. The Juvenile Detention Facility will maintain a library of appropriate movies.

II. STAFF RESPONSIBILITIES FOR TELEVISION, RADIO, AND OTHER MEDIA PROGRAMMING:

A. It is the responsibility of unit staff to exercise common sense in what youth watch, play, or listen to.

B. Any question of the suitability of any media/audio output should be directed to a Senior JCO and/or the Facility Superintendent for a decision.

C. Staff is held to a high standard to provide programming that exposes youth to material that educates and entertains in an appropriate manner.

D. Programs/games/etc. that contain profane language, graphic violence, abuse, and sexual content are not appropriate.

E. Programs/games/etc. that promote a criminal lifestyle or anti-social behavior are not appropriate.

F. Staff is not to allow youth to use the remote control units for any electronic equipment.

G. Any media brought in to play on the radio/CD/MP3/media/video/etc. system is to be authorized by the Facility Superintendent and/or Senior JCO first. This includes, but is not limited to:
1. All Compact Disc;
2. MP3s/audio files;
3. DVDs; and
4. Electronic games, etc.

III. USE OF COPYRIGHTED MATERIAL:

A. No copies of copyrighted material may be shown/played for youth (i.e. pirated, downloaded,

or copied media).

B. This is copyright infringement and is illegal.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 5)
	SUBJECT: Programs and Activities **TITLE:** Library Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding access to library services by youth housed in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. LIBRARY SERVICES:

A. The Juvenile Detention Facility shall provide library services consisting of books and magazines in order to provide enriching recreational material to youth.

PROCEDURE

I. LIBRARY USAGE:

A. The Library is located in the classroom directly next to the Living Unit door.

B. All youth will be able to participate in the library program.

C. During the youth's Intake, they will be oriented as to how to access material from the "library."
1. Youth will be informed of proper use of the books; and
2. Proper use of borrowed materials/items will be enforced through the Behavior Motivation System.

D. Youth may have up to three (3) books or magazines in their room at a time.

E. Books shall be inspected prior to check-out and return to verify they are free from graffiti, tears, and/or damage.

F. The library is considered programming, and in order to cancel it, staff must obtain permission from the Facility Superintendent and/or Senior Juvenile Correctional Officer.

G. Upon check-out, the youth shall write down their name, date, and identifying number for any material they are checking out on the youth's Library Check Out & Return sheet.

H. If a youth is released, the book shall be returned to the library.

REFERENCED FORMS

Library Check Out Sheet

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 6)
	SUBJECT: Programs and Activities **TITLE:** Reading Material
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy regarding books and magazines received/retained at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. LIBRARY MATERIALS:

A. The Juvenile Detention Facility houses youth under the age of 18, therefore some magazines and books are considered inappropriate and will be excluded from the library.

B. Books and magazines should shall not contain any content that promotes violence, satanism, gang related activity, explicit sexual content, etc.

C. The Juvenile Detention Facility provides most of the reading material for the Unit but there is still an ongoing need for books and magazines which is met through donations.

D. Parents may donate paperback books or magazines by delivering them to the Juvenile Detention Facility Intake. All donations become the property of the Juvenile Detention Facility.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 7)
	SUBJECT: Programs and Activities **TITLE:** Religious Program
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1372
California Welfare and institutions Code
§205

PURPOSE

To establish, implement, and enforce policy and procedure for religious services delivered within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. VOLUNTARY RELIGIOUS PROGRAMMING:

A. All youth housed within the Mother Lode Regional Juvenile Detention Facility shall have the opportunity to voluntarily practice and participate in their respective recognized religion, subject to safety and security concerns.

B. Religious programs shall provide for the opportunity for religious services, availability of clergy, and availability of religious diets.

C. Religious services and/or religious counseling shall be available at least once a week.

D. All youth choosing not to participate in religious programming will be permitted to participate in other approved programs or recreational activities outside of their rooms.

E. The Mother Lode Regional Juvenile Detention Facility assumes a neutral stance with regard to religious services and/or religious counseling. All requests for religious counseling services must be initiated by the youth.

F. Religious counselors or representatives are to adhere to the rules of the facility and the guidelines for volunteers. Individuals failing to do so may be asked to exit the facility and forfeit their visiting privileges.

G. Regular visiting protocol shall be observed at all times for all religious counselors or representatives.

PROCEDURE

I. RELIGIOUS SERVICES:

A. Youth will be given the opportunity to request religious services and/or religious counseling at any time while detained in the facility.

B. In the event a youth requests the spiritual services of a specific religious representative, efforts will be made to accommodate the request.

C. Religious personnel who provide religious counseling or programming to the youth in custody are to be approved by the Religious Services Coordinator.

D. Religious literature is permitted unless it represents a clear, present, and demonstrable security danger. Such materials should contain no staples, paperclips, or other fastening devices, and must be cleared for admission into the facility by the Senior Juvenile Correctional Officer.

E. The preparation of special religious diets may be necessary and the Mother Lode Regional Juvenile Detention Facility shall make accommodations for availability of religious diets.

F. Religious services are to be conducted in the Multi-Purpose Room. Individual counseling may take place in the Small Group Room, or in Non-Contact Visiting, should the youth be on a medical isolation or Security Restriction.

G. Religious services and/or counseling are to take place at specifically scheduled hours. It should be understood that the constraints of the facility schedule and the limitation of staff availability may determine times and hours available for these programs.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 8)
	SUBJECT: Programs and Activities **TITLE:** Work Program
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1373 & 1414

PURPOSE

To establish, implement, and enforce policy and procedure regarding youth assignment to work programs and health clearance within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. YOUTH WORK PROGRAMMING:

A. Work programs within the Mother Lode Regional Juvenile Detention Facility shall be meaningful, constructive, and directly related to increasing a youth's sense of responsibility. A youth shall not be required to perform nonfunctional, degrading, or unnecessary tasks.

B. Work Programs shall not be imposed as a disciplinary measure.

C. The health administrator, in cooperation with the Facility Superintendent shall ensure health screenings and monitoring for work and program assignments that have health care implications, including, but not limited to food handling.

D. No youth shall be required to do staff assigned work duties.

E. No youth shall be placed in a supervisory capacity over other youth.

F. No youth shall be expected to perform a task beyond his/her capabilities; however, with proper guidance, new skills can be learned.

G. The Senior Juvenile Correctional Officer may assign the following jobs,
   1. AM Crew: Assigned youth are responsible for the daily cleaning of the showers, common areas within the Living Unit, and assist in meal cleanup within the Living Unit for Breakfast and Lunch.
   2. PM Crew: Assigned youth are responsible for the cleaning of all common areas within the facility including Visiting, Secure Corridor, and Intake. This crew operates daily, although all areas may not be cleaned each day. This crew is also responsible for after dinner clean-up(s).

3. Graffiti Abatement: The assigned youth(s) assist staff in cleaning and restoring areas of the facility which are dirty or vandalized. The youth(s) assist with deep cleaning projects and help prepare for painting, sanding, buffing, and restoration of the facility. The youth(s) are assigned tasks as they arise in addition to a daily schedule of cleaning. Youth will be under direct observation of staff during the use of any power operated equipment.
4. Contact Surfaces: The assigned youth(s) sanitize and clean surfaces that all youth come in contact with throughout the day. These areas include door handles, railings, counters, chairs, and tables.
5. Yard Maintenance.

PROCEDURE

I. YOUTH WORK ASSIGNMENTS:

A. Medical Staff shall screen and monitor the health of youth for work and program assignments to ensure health and safety is maintained.

B. In addition to the assigned crews, other youth within the facility may be called upon to assist with cleaning details, snow and leaf removal from recreation areas and other jobs as assigned by staff. This may include supervised lawn care.

C. Although crews are assigned to a few, all youth are encouraged to participate in and take pride in the cleanliness of their living spaces and the facility as a whole.

D. When assigning work program jobs, the youth's length of stay, commitment status, medical status, projected release date, and program performance will be considered.

E. Youth participating in an assigned work program are eligible to a designated daily point award for commissary item purchases.

F. A youth may be removed from an aide job for any one of the following:
1. Security violations that compromise the security and safety of the facility;
2. Failure to meet criteria;
3. A low weekly point total; and/or
4. Youth's work product or work habits fail to meet the JCOs standards on a repeated basis.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 9)
	SUBJECT: Programs and Activities **TITLE:** Visiting
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1374

PURPOSE

To establish, implement, and enforce policy and procedure for the handling of visiting, including provisions for special visits in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. VISITING:

A. All youth shall be allowed to receive visits by parents, guardians, or persons standing in loco parentis, at reasonable times, subject only to those limitations necessary to maintain order, safety, and security.

B. At the request of a Probation Officer or Senior Juvenile Correctional Officer (JCO), an adult other than the parent, guardian, or person in loco parentis may be authorized to visit a youth. Youth may receive visits from children, other family members such as Grandparents and siblings, and other supportive adults at the discretion of the Chief Probation Officer or Facility Superintendent.

C. In the event there is no assigned Probation Officer and/or Senior JCO on duty, visitation exceptions will be at the discretion of the Facility Superintendent or his/her designee.

D. Central Control is responsible for maintenance and storage of each youth's Visitor Authorization Log in the Case Management System.

E. The opportunity for visitation shall be offered a minimum of two visits per week.

F. Scheduled visiting times are as follows:
Wednesday: 6:30pm - 8:30pm
Saturday: 8:30am – 12:30pm

G. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.

H. Special visiting times (in addition to access to regularly scheduled visitation times) may be arranged with the permission of the Facility Superintendent or a Senior JCO to allow for parental scheduling needs. Such visits require prior authorization from the Facility Superintendent and are to be scheduled in advance at times not in conflict with Juvenile Detention Facility programs. Family therapy and professional visits shall be accommodated outside the provisions of this regulation.

I. Sibling visitation may take place on a case by case basis, as approved by the Facility Superintendent. Biological children of detained youth may visit. In such cases, special visiting hours are to be scheduled.

J. All visitors must adhere to the visiting rules and regulations of the facility. Visiting rules and regulations are to be posted in the lobby area (Welfare and Institutions Code 871.5 (c)).

K. All visitors, except approved children, shall be subjected to:
1. Proper identification with a picture ID;
2. Screening for weapons with the use of a metal detection device or by pat-down search. A refusal to submit to this search will result in a refusal of visiting privileges;
3. Sign-in procedure;
4. The right of staff to refuse visiting privileges to a visitor suspected to be under the influence of alcohol or drugs; and
5. The right of staff to terminate any visit for safety reasons.

L. Any person who knowingly brings controlled substances, (i.e. alcoholic beverages, narcotics, drugs, etc.) firearms, weapons, explosives, tear gas or tear gas weapons into the juvenile facility may be prosecuted under Welfare and Institutions Code Section 871.5 and may have their visiting privileges revoked.

M. Visitors must dress appropriately and follow the dress code. Violation of the dress code will result in denial of visiting privileges. Clothing that is prohibited include:
1. Clothing with images or writing depicting drugs, alcohol, violence, racism, and other offensive images/writing;
2. Clothing with images or writing that are gang related; and

N. Youth classified as Administrative Separation (AS) may receive contact visits separately as approved by the Facility Superintendent.

O. Youth who are a High Security Risk shall receive visiting in the non-contact area.

P. The Senior JCO, the Facility Superintendent, or the Probation Officer may order non-contact visiting if they can articulate in writing that a contact visit would compromise the safety and security of the facility. The reason shall be documented in the Case Management System.

Q. Attorney visits may be held at a reasonable time in the confidential Non-Contact area, or in the Multipurpose room, and shall not interfere with school or programming activities.

R. Visitation shall not be denied solely based on the visitor's criminal history. The staff shall determine in each case whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied, and the Facility Administrator.

S. The facility may provide access to technology as an alternative, but not as a replacement, to in-person visitation.

PROCEDURE

I. VISITORS:

A. All visitors are to sign-in in the lobby.

B. All visitors shall be required to provide picture identification or meet alternate requirements.

C. All visitors are to store their personal belongings in their personal vehicle or in the lockers provided. No personal belonging are permitted.

D. All visitors shall undergo a screening for weapons with the use of a metal detection device or by pat-down search. A refusal to submit to this search will result in a refusal of visiting privileges.

E. No items are to be given to, or exchanged with youth without the express permission of the Senior JCO or the visitation supervision staff.

F. Items that may be brought for a youth include:
1. Three (3) approved photographs;
2. Approved magazines;
3. Three (3) Paperback books.

G. Parents can bring personal belongings for youth in the event the youth is being released to placement.

H. Detainee's personal items can be released to parent/guardians on a case-by-case basis. A youth and/or parent/guardian must sign for items being released.

I. Staff is to remain in the Multipurpose Room area when youth are present.

J. Visitors wishing to exit early may be escorted from the visiting room through the reception area.

K. All youth receiving contact visits are to be subjected to a pat down search unless there is reasonable suspicion to believe that contraband has been passed to a youth, in which case an unclothed body search with approval from a Senior JCO, will be conducted prior to their return to the Living Unit.

L. Youth are to be searched no more than one at a time prior to release into the Secure Corridor.

M. No more than one youth may move through the search area in visiting at a time without staff escort. If more than one visiting youth arrive at the visiting door on the Secure Corridor, Central Control will monitor youth while letting in one youth at a time until seen on the visiting camera.

N. At the completion of visiting, all visiting areas, reception area, reception restroom, and visitor lockers are to be searched.

REFERENCED FORMS

Visitor Authorization Form

Visitor Sign-In Sheet

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 10)
	SUBJECT: Programs and Activities **TITLE:** Correspondence
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1375

PURPOSE

To establish, implement, and enforce policy and procedure for processing youth's mail in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. YOUTH CORRESPONDENCE:

A. Youth housed within the Mother Lode Regional Juvenile Detention Facility shall be permitted to send and/or receive an unlimited number of letters and special mail. Mail includes letters, cards and other published materials. Youth are encouraged to maintain ties with their families and with the community by sending and receiving mail. This does not include subscribing to publications and/or offers of services unrelated to the youth's legal case.

B. Youth may send and receive an unlimited amount of legal mail postage free with the Courts, Judges, lawyers, Center for a Non-Violent Community, Victim Witness, Probation Officers, Social Workers, Parole Agents, and the Board of State and Community Corrections. These shall be delivered immediately to the youth unopened.

C. Youth may correspond confidentially with State and Federal Courts, any member of the state bar or holder of public office, and the State Board of Community Corrections, etc.; however, authorized full time staff may open and inspect such mail only to search for contraband in the presence of the youth.

D. Youth may not send mail to any adult or juvenile detention facility. If a youth receives mail from any adult or juvenile detention facility, the mail is not to be delivered to the youth. Instead, the mail is to be placed in the youth's property inventory bag in Intake and may be delivered to the youth at time of release. With verification obtained by a Senior Juvenile Correctional Officer (JCO), youth may correspond with immediate family members housed at other correctional institutions. An immediate family member for the purpose of this policy as defined in California law is a spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

E. The Juvenile Detention Facility shall maintain an adequate supply of writing materials. The County shall provide postage for outgoing letters and official mail in accordance with Title XV section 1375. All youth booked into Mother Lode Regional Juvenile Detention Facility shall be allowed to write and send an unlimited amount of letters.

F. Incoming and outgoing mail shall not be read or withheld by staff unless there is reasonable suspicion to believe facility, public, or youth safety and security is jeopardized. Examples of this include, but are not limited to:
1. It advocates the direct furtherance of a specific criminal act.
2. It advocates or encourages specific acts of violence or physical harm to a person or persons.
3. It advocates or plans for escape.
4. It promotes gang activities.
5. It contains contraband. Contraband is limited to objects, substances, or writings, which poses a danger to, or interferes with, the operation of the Juvenile Hall.
6. It advocates and/or encourages racial/ ethnic hatred.
7. It contains explicit obscene material.

G. Except under these specific conditions, mail is <u>not</u> to be read by staff. Letters written in languages other than English and letters left in the youth's room do not constitute reasonable suspicion alone and are not to be read by staff unless reasonable cause exists as set forth in Title 15 or case law.
1. In addition to maintaining the safety and security of the youth, staff, and the facility, one purpose of inspecting mail is to prohibit contraband from entering or leaving the facility. Contraband includes, but is not limited to the following:
   a. Controlled substances;
   b. Money: checks, money orders, cash;
   c. Weapons; or
   d. Photographs and/or drawings, which depict violence, are sexually explicit in nature or depict gang activity, gang lifestyle or other illegal activity.

H. No packages shall be accepted for youth due to security concerns.

I. Staff shall distribute all mail to the youth within 24 hours of arrival, excluding weekends and holidays.

PROCEDURE

I. PROCESSING INCOMING AND OUTGOING MAIL:

A. All employees will handle mail delivered to MLRJDF while wearing gloves.

B. Incoming mail will be delivered to the Reception area where youth's mail is to be sorted and provided to the Facility Superintendent or designee.

C. Mail shall be screened to ensure mail from other detention facilities is not delivered to the Living Unit.

D. Living Unit staff will then distribute youth mail.

E. Should a JCO have reasonable suspicion to believe that a letter may contain information which may pose a threat to the safety and security of the facility, public safety, staff safety, or the youth's safety, the letter should be retained and forwarded to the Senior JCO with an Incident Report.

F. The Senior JCO is to consult with the Facility Superintendent. If the Facility Superintendent deems it necessary, the letter is to be scanned.

G. If the letter is found to be in violation of the conditions noted, it is to be returned to the sender and the youth is to be notified of such.

H. If the information contained in a letter advocates an escape or criminal law violation, the Senior JCO is to take appropriate security measures and immediately notify the Facility Superintendent.

I. If a youth sends or receives mail which violates this policy, the youth's mail may be monitored. Such a determination is to be made and documented by the Facility Superintendent.

J. Mail must be addressed with the recipient's true, correct, and full legal name, the facility name, address, etc. No other writing or drawing is to appear on the envelope.

K. Ensure that outgoing and incoming youth mail is not restricted by a Court Order.

L. Outgoing letters shall be collected by staff prior to sealing and checked for contraband.

M. All outgoing youth letters are to be mailed in accordance with normal facility mail operations.

II. FOUND CONTRABAND:

A. The youth will be informed as to what the item was, why it is considered contraband, and advised that the item will be placed in his/her property.

B. Staff will forward all flagged photographs and drawings to the Facility Superintendent for review prior to placing them in a youth's property or booked for destruction at the discretion of the Facility Superintendent.

C. Controlled substances or paraphernalia shall not be returned to the youth and the youth may have additional charges brought against him or her.

REFERENCED FORMS

Incident Report

Notice of Disapproved Mail

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 11)
	SUBJECT: Programs and Activities **TITLE:** Telephone Access
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1376

PURPOSE

To establish and implement policy and procedure for telephone usage by youth housed in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PHONE CALLS:

A. In accordance with Welfare and Institutions Code Section 627(b), during the booking and orientation process, all youth shall be permitted to complete at least two telephone calls: one to the youth's parent/guardian, responsible relative, or an employer; and one call to an attorney.

B. All booking calls are to be completed on a County phone. Attorney calls as part of the booking process are to be completed on a County phone. Calls to attorneys are confidential and shall not be monitored.

C. If unable to complete telephone calls during booking, staff shall document all attempts.

D. At no time shall youth be permitted to contact their victim, co-defendants, any prohibited person, or witnesses in their court proceedings.

E. Provision shall be made for youth to make twice daily telephone calls to approved parties, unless the youth is on program restriction. Youth on program restriction shall be afforded once weekly telephone calls.

PROCEDURE

I. MAKING AND RECEIVING CALLS:

A. As a part of the Juvenile Detention Facility program, youth will be provided the opportunity to make phone calls to approved parties. A youth's Probation Officer must approve of the person being added to a call list.

B. Communication between a youth and his/her attorney of record is privileged and may not be overheard or recorded by staff. If calling from Intake, attorney phone calls are to be monitored from outside the office or out of hearing distance, but from a position where the youth can be observed to ensure the proper completion of the call.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 12)
	SUBJECT: Programs and Activities **TITLE:** Access to Legal Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1377

PURPOSE

To establish and implement policy and procedure to ensure the right of youth housed in the Mother Lode Regional Juvenile Detention Facility to have access to the Courts and legal services. California Penal Code Section 825 establishes penalties for not allowing appropriate access to an attorney.

POLICY

I. LEGAL SERVICES:

A. All youth shall have access upon request by the youth to licensed attorneys and their authorized representative.

B. Provision shall be made for confidential consultation with attorneys, which shall take place at reasonable times and not interfere with school or programming activities.

C. Youth shall have unlimited postage for legal correspondence, and cost free telephone access to their attorney as appropriate.

PROCEDURE

I. CONTACTS WITH LEGAL ASSISTANCE:

A. The youth's request for an attorney contact is to be submitted on a Request for Interview Form and given to staff. Staff will forward the request to their assigned Senior JCO for processing.

B. Consultation with an attorney will take place in designated areas. (Visiting or Confidential Non-Contact) All visits will provide for confidential communication between youth and their attorneys.

C. The constraints of the facility schedule (e.g. school, visiting, or meals) and the limitation of staff availability may determine the best time for interviews.

D. A retained or appointed attorney may visit at the request of a youth or the youth's family.

E. Youth will have access to telephone communication with their attorneys upon request during normal business hours. Such telephone contact will be at County expense.

REFERENCED FORMS

Request for Interview Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 13)
	SUBJECT: Programs and Activities **TITLE:** Voter Registration
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

California Elections Code Section 2105.7

PURPOSE

To establish and implement policy and procedure for providing affidavits of registration to eligible voters who are housed in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ELIGIBLE VOTERS:

A. All eligible voters housed in the Mother Lode Regional Juvenile Detention Facility shall be provided with affidavits of registration to vote.

B. To be an eligible voter, the individual should be:
1. A United States citizen;
2. A California youth;
3. A minimum of 18 years of age at the time of the next election;

PROCEDURE

I. REGISTERING TO VOTE:

A. Juvenile Correctional Officers (JCOs) shall be responsible for identifying individuals who are eligible to vote.

B. After eligibility has been established JCOs should:
1. Provide eligible voters with a paper affidavit of registration or the affidavit of registration provided on the Internet web site of the Secretary of State;
2. Assist individuals in completing the affidavits, if needed; and,
3. Return/mail the completed voter registration cards to the county elections official.

C. JCOs may need to help individuals obtain necessary Identification Documents which may include:
1. California Driver's License;
2. California issued Identification Card;
3. United States Passport;
4. Birth Certificate; or Social Security Card.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VI, No. 14)
	SUBJECT: Programs and Activities **TITLE:** Volunteer Services and Programs
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for volunteer services and programs at Mother Lode Regional Juvenile Detention Facility.

POLICY

I. VOLUNTEER PROGRAMS:

A. Volunteer services and programs shall be provided at Mother Lode Regional Juvenile Detention Facility to deliver enriched programming for youth and to support the staff of the facility.

B. Volunteers are proven to be a valuable asset to Law Enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the facility and prompt new enthusiasm.

C. Volunteers play an important role of providing support to staff, care for the spiritual health and morale of the youth, and provide an invaluable link to the community.

D. Volunteer programs may include, but are not limited to:
1. Reading/Literature;
2. Tutoring;
3. Religion;
4. Recreation;
5. Mentoring;
6. Art Projects;
7. Music;
8. Job skills;
9. Guest Speakers; and
10. Special Presentations.

E. The Facility Superintendent or designee shall be responsible for overseeing the Volunteer Program and appointing a Volunteer Coordinator.

F. All volunteers are required to complete the Volunteer Application Form (provided through the Probation Department), and complete a documented background check including fingerprints, traffic and criminal checks, employment verification, and references, and approved security clearance prior to providing any services. Access to the facility can be revoked or suspended at the discretion of the Facility Superintendent and/or Chief Probation Officer.

G. Performance evaluations may be implemented by the Facility Superintendent on a periodic basis

H. Volunteers who knowingly violate any law or regulation, or continue an unacceptable practice inside the facility, may denied access and terminated from the program.

I. A volunteer may be removed from the volunteer program at the discretion of the Chief Probation Officer and/or the Facility Superintendent.

PROCEDURE

I. TRAINING:

A. Volunteers will be provided with an orientation to acquaint them with the facility, personnel, policies and procedures that have a direct impact on their work assignment.

B. Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by the Volunteer Coordinator.

C. Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the facility. They shall always represent themselves as volunteers.

D. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the facility and its staff.

II. VOLUNTEER RECORDS:

A. A current list of approved volunteers and the organizations they represent shall be kept in Administration. Staff should be notified of any changes or deletions.

B. The facility shall maintain a file on each volunteer who has been granted access to the facility.

C. The file shall include a completed application, copy of photo ID, fingerprint verification clearance notification, and signed copy of the volunteer guidelines.

D. Volunteers will be required to sign in/out on the Visitor's Sign-in Sheet.

III. FITNESS FOR DUTY:

A. No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

B. Volunteers shall report to the Senior JCO any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:
1. Driver license;
2. Medical condition;
3. Arrests; and/or
4. Criminal investigations.

C. All volunteers shall adhere to the guidelines set forth by the County of Tuolumne and this department regarding drug and alcohol use.

IV. DRESS CODE:

A. As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

B. Volunteers shall be required to return any issued department property at the termination of service.

V. SUPERVISION OF VOLUNTEERS:

A. Each volunteer who is accepted to a position with the facility must have a clearly identified Senior JCO who is responsible for direct management of that volunteer. This Senior JCO will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

B. A volunteer may be assigned as, and act as a Supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a MLRJDF employee.

C. Functional supervision of volunteers is the responsibility of the Senior JCO in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:
   1. Take the time to introduce volunteers to employees on all levels;
   2. Ensure volunteers have work space and necessary office supplies; and
   3. Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

VI. CONFIDENTIALITY:

A. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by facility policy and the Facility Superintendent and/or Chief Probation Officer.

B. Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the facility. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

C. Volunteers may only address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the facility, or maintain that they represent the facility in such matters if approved by the Facility Superintendent or his/her designee.

VII. PROPERTY AND EQUIPMENT:

A. Any fixed and portable equipment issued by the Department shall be for official and authorized use only.

B. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

VIII. RADIO USAGE:

A. Volunteers shall successfully complete radio procedures training prior to using the police radio and comply with all related provisions.

B. The Senior JCO assigned to the training/manager responsibilities shall ensure that radio training is provided for volunteers whenever necessary.

IX. APPROVED ACTIVITIES:

A. Approved activities which may be conducted by volunteers include but are not limited to:
1. Computer data entry;
2. Access to computer records;
3. Accompany Probation Officers or JCOs on field contacts (must stay in vehicle until the location is determined safe);
4. Be present during office visits with probationers;
5. Monitor community service workers; and
6. Assist with fine/fee/restitution collection.

B. Volunteers may not conduct the following activities:
1. Drug testing;
2. Independent intake conference/office visits;
3. Drive a county vehicle or use their own vehicle during the course of duties;
4. Search or assist in the search of a probationer's person, vehicle, or residence;
5. Give out personal information (i.e. address, phone number) to youth; or
6. Conduct or assist in the arrest of a probationer.

C. Any staff that observes a volunteer committing a violation of the Juvenile Detention Facility's policies and procedures shall immediately notify a Senior JCO or the Facility Superintendent.

REFERENCED FORMS

Visitor Sign-In Sheet

VII.

DISCIPLINE

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VII, No. 1)
	SUBJECT: Discipline **TITLE:** Discipline and Corrective Actions
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1390

PURPOSE

To establish, implement, and enforce policy and procedure regarding corrective actions, including the use of Positive Behavior Interventions and Supports (PBIS), which promote acceptable and positive behavior for youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CORRECTIVE ACTION:

A. Discipline shall be imposed at the least restrictive level that promotes the desired behavior.

B. Staff is encouraged to use incentives/rewards, and adhere to the Positive Behavior Interventions and Supports (PBIS) program to encourage good behavior. The preventive approach to behavioral management is preferable, and should be utilized by staff (refer to MLRJDF Behavior Motivation System Policy).

C. The administration of discipline shall never be entrusted to another youth.

D. Discipline shall not include corporal punishment, physical or psychological degradation, or deprivation of the following:
1. Bed and bedding;
2. Daily shower, access to drinking fountain, toilet and personal hygiene items and clean clothing;
3. Full nutrition;
4. Contact with parent or attorney;
5. Exercise;
6. Medical services and counseling;
7. Religious services;
8. Clean and sanitary living conditions;
9. The right to send and receive mail;
10. Education; and
11. Rehabilitative/Evidenced based Programming.

E. No "group discipline" shall be imposed. There shall be no suspension of privileges nor shall any sanction be imposed on any group of youths in order to impose discipline or gain compliance for the actions of one. This does not preclude staff from securing the group in order to ensure the safety and security of the facility.

F. Youth with disabilities, limited English proficiency, or limited English literacy shall be provided accessible and understandable information regarding the disciplinary process.

G. Any parent or non-family member that would like to voice a complaint or concern regarding any aspect of the Juvenile Detention Facility may have the opportunity to complete a Parent-Community Member Grievance Report Form.

II. SUSPENSION OF LARGE MUSCLE EXERCISE:

A. Only the Facility Superintendent, upon written finding, may suspend the large muscle exercise of youth administratively separated if it is found that the youth compromises or threatens the safety and security of themselves, others, or the institution.

B. The Facility Superintendent or designee will document his/her decision to suspend an individual's large muscle exercise.

C. If a youth refuses their large muscle exercise, the refusal must be documented in the Case Management System.

III. YOUTH PLACED ON MODIFIED PROGRAM (MP):

A. MP is a classification given to youth who are unable to function within the regular Living Unit due to repetitious acts of misconduct, consistent behavioral grades that fall into the unacceptable range or a major isolated incident which jeopardizes the safety and security of the institution.

B. MP classification will follow a progressive pattern of discipline in accordance with MLRJDF policies. In general, this classification consists of progressive discipline depending upon the actions by the youth that were cause for the classification to MP. Discipline includes but is not limited to: loss in commissary access, program restrictions, recreation area restrictions (i.e. no more outdoor recreation time), and room confinement (refer to room confinement portion of this policy). A youth may also be referred to a mental health specialist for evaluation. A youth placed on MP shall have all disciplinary measures tracked and recorded in the Case Management System.

C. All youth placed on MP shall have documented reviews every week by a Senior JCO with any changes approved by the Facility Superintendent and/or his/her designee.

D. MP may include additional restrictions based upon safety and security issues that arise. All youth with additional restrictions must have an Incident Report documenting the reasons, or describing the incident, prompting the restriction. This request will be reviewed by the Senior JCO and approved by the Facility Superintendent and/or his/her designee within 24 hours of the restriction(s) being implemented. Note: any restriction involving room confinement exceeding 4 hours or more must be approved and reviewed by the Facility Superintendent and the youth shall be provided with a Youth Due Process Form (refer to the "Room Confinement" section of this policy for further information regarding room confinements).

E. Youth that are incident free for two full days are eligible to receive additional privilege items i.e. access to commissary, outdoor recreation time, etc.

F. Re-classification of a youth placed on MP can be initiated by a Senior JCO at any time with final approval being made by the Facility Superintendent.

PROCEDURE

I. DISCIPLANARY MEASURES:

A. The Facility Superintendent shall establish rules of conduct and disciplinary penalties to guide the conduct of youth.

B. Youth shall be provided with a copy of the Rules and Regulations at their facility orientation. At that time, the levels of discipline are to be explained.

C. Disciplinary rules and penalties for major, serious and minor violations shall be stated simply and affirmatively.

D. All disciplines administered are to be recorded in Case Management System and tracked through the youth's BMS. Entries shall include the:
1. Date of the offense;
2. Name of the youth;
3. Nature of the offense;
4. Consequence issued; and
5. Name of the staff issuing the consequence.

E. All staff should be ready to discuss consequences with youth. Staff shall discuss consequences with youth in a timely fashion. Staff shall not leave their shift without discussing the issued consequence with the youth.

F. The age and maturity of the detainee should be considered in determining the appropriate disciplinary measures.

G. Issuing a consequence should be done in a professional and non-challenging fashion, and should be done away from the group if possible.
   1. Counseling and mentoring, an essential part of staff work, can ease or prevent disciplinary problems. When a conflict or disturbance occurs in the group, it is possible to overcome the problems by talking separately with the youth involved or through group discussions if applicable.

H. Consequences should attempt to follow the offenses and sanctions listed below. Consequences should be elevated if deemed gang related.

I. Serious and even minor offenses may require an accompanying Incident Report to be completed prior to the end of the shift if the employee feels the offense compromises the safety and security of the institution.

J. All Major offenses shall be accompanied by an Incident Report.

K. Any consequence that results in the loss of programming must have approval from the Senior JCO and must be accompanied by Youth Due Process procedures.

II. ROOM CONFINEMENT:

A. Room confinement shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the facility.

B. Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.

C. MLRJDF allows the use of room confinement for periods less than 4 hours for the purposes of maintaining facility operations with a combative and/or destructive youth. All cases involving the use of room confinement must be thoroughly documented in an Incident Report, and approved by a Senior JCO.

D. All disciplines resulting in room confinement of four hours or more shall require the following:
   1. The immediate return of the youth to general population; or
   2. Document the reason for room confinement and basis for the needed extension in the Case Management System;
   3. Complete a Youth Due Process Form; and
   4. Obtain documented approval from the Facility Superintendent or his/her designee.

E. A youth in room confinement for eight hours or more shall require the following:

   1. The immediate return of the youth to general population; or
   2. Continued documented approval from the Facility Superintendent or his/her designee;
   3. Evaluation of the youth by mental or medical staff; and
   4. Development of an individualized plan that includes the goals and objectives to be met in order to reintegrate to the general population;
   5. Every 4 hours thereafter shall continue to have documented approval from the Facility Superintendent. Frequent reassessment of room confinement shall occur and the youth shall be removed from room confinement as soon as possible.

F. Youth separated from the general population shall have separate but equal schooling and pro-social programming.

G. Any youth that would like to voice a complaint or concern regarding any aspect of the Juvenile Detention Facility may have the opportunity to fill out a Youth Grievance Report Form.

IV. DISCIPLINARY OFFENSES AND SANCTIONS:

A. Minor Rule Violation(s):
   1. Minor Rule Violations can consist of but are not limited to the following:
      a. Clothing violation;
      b. Failure to make bed, etc.;
      c. Talking during "quiet time;"
      d. Failure to follow staff instructions;
      e. Contraband possession (item not on Room Item List);
      f. Silverware/pencil violation;
      g. Inappropriate art;
      h. Negative conversation;
      i. Poor language;
      j. Room noise;
      k. Entering a restricted area; and

l. Talking between rooms.

2. Staff shall implement a 10-minute refocus after 4 or more verbal prompts for minor behavioral expectation and rule violations.
   a. Staff will inform youth why they are implementing the 10-minute refocus;
   b. Youth are expected to sit or stand still and quiet in a designated location to give them time to de-escalate and/or think about their behavior;
   c. Youth are expected to complete the 10-minute refocus:
      i. Staff shall inform the youth that he/she will not have access to commissary that day if they do not complete the 10-minute refocus; and
   d. After 10 minutes, staff shall again tell the youth why they were refocused, and talk with or counsel the youth about the behavioral expectations and rules, and good decision-making.

3. Staff shall note "Refocus" on the youth's CICO point sheet under Notes for that period.
   a. If the youth does not complete the refocus, staff shall note Refocus Not Completed, "RNC" under notes for that period.

4. Two or more RNCs per day may result in additional sanctions, and an Incident Report form shall be completed. Youth cannot escape the consequences for inappropriate or otherwise poor behavior.

5. Minor Rule Violations <u>may</u> also result in, but are not limited to:
   a. 1st Offense: Refocus;
   b. 2nd Offense: 1 Day of No Commissary or writing a short essay reflecting on the youth's actions;
   c. 3rd Offense: 2 Days of No Commissary + writing a short essay reflecting on the youth's actions;
   d. 4th Offense: 3 Days of No Commissary; and
   e. 5 or more Offenses: Administrative Review for a possible reclassification assignment and/or mental health evaluation.

B. Serious Rule Violation(s):
   1. Serious Rule Violations may consist of but are not limited to the following:
      a. Permitting or encouraging bullying behaviors;
      b. Failure to put forth required effort during activities;
      c. Arguing with staff, peers, or other persons;
      d. Disorderly room conditions;
      e. Disrupting activities, peers, staff, or others;

f. Improper etiquette for meals;
g. Failure to maintain proper hygiene standards;
h. Horseplay during showers;
i. Continued failure to follow staff instructions or directives;
j. Written &/or verbal threats & non-verbal threats or gestures;
k. Lying or any dishonest behaviors;
l. Possessions of contraband;
m. Abuse of the grievance procedure;
n. Refusal to submit to 10 minute refocus;
o. Disrespect towards staff, self or others;
p. Unauthorized physical contact with others;
q. Abusive language, excessive cussing/swearing;
r. Talking about sex or making sexual comments;
s. Tampering with the facility;
t. Disruptive behavior (talking, making noises, etc.) when in room;
u. Unauthorized or inappropriate use of center equipment or services; (i.e. electronic devices, computers, internet, medical requests, medications, etc.);
v. Inappropriate conversation topics (past or current charges, drugs, personal questions or comments to or about staff, etc.);
w. Trading or bartering privilege items or food;

2. Typical Sanctions for Serious Rule Violations <u>may</u> consist of but are not limited to the following:
   a. 1-3 Offenses commissary privileges may be suspended for 1, 2, or 3 + days; + writing a short essay reflecting on the youth's actions
   b. 1-3 Offenses may result in room confinement for periods not to exceed 4 or more hours for example during:
      i. AM Recreation;
      ii. AM Educational Activity;
      iii. Afternoon Recreation;
      iv. Afternoon Leisure;
      v. Evening Recreation; and/or
      vi. Evening Leisure.
   c. 4 or more Offenses may be cause for an Administrative Review for a possible reclassification assignment and/or mental health evaluation.

C. Major Rule Violation(s):
   1. Major Rule Violations may consist of but are not limited to the following:
      a. Bullying (or attempted bullying) another person; persistent name calling;

b. Detaining another person against his/her will;
c. Fighting (or other assaultive behaviors);
d. Destruction of facility property;
e. Detaining another person against his/her will;
f. Possession (or attempted possession) of weapons;
g. Repeated serious rule violations (violating same serious rule >5 + times);
h. Intentionally exposing genitalia to others (Refer to PREA Coordinator);
i. Performing or simulating any sexual act (Refer to PREA Coordinator);
j. Intentional unauthorized physical contact;
k. Disruptive &/or non-compliant behavior during emergency situations (including drills);
l. Disruptive behavior (talking, making noises, etc.) during lights out/sleeping hours;
m. Altering or damaging facility property;
n. Being absent without leave (AWOL) for any period of time;
o. Escape, attempting to escape, conspiring to escape, or discussing escape;
p. Rioting, attempting to riot, conspiring to riot, or, discussing riots;
q. Insurrection (leading a revolt against lawful facility authority) or causing a serious disruption of Center operations;
r. Unauthorized entry into a secure area (i.e. control room, crossing unauthorized areas, etc.);
s. Gang identification of any kind (written or verbal communications, signs, gestures, displays, etc.);
t. Being removed from, or failure to fully participate in, school due to refusal, inappropriate behavior, misconduct, rule violations, or not putting forth adequate effort;
u. Law violation;

2. Sanctions for Major Rule Violations (MRV) <u>may</u> consist but are not limited to the following:
   a. Offenses may result in room confinement for periods not to exceed 4 or more hours;
   b. No Commissary access for 1-5+ days;
   c. Consideration for re-classification to Modified Program;
   d. Offenses (depending on the offense type) may be cause for an Administrative Review which shall consist of the following:
      i. Initial meeting held with Facility Superintendent, Probation Officer, Senior JCO, behavioral health professional, and the youth;

ii. Appropriate sanctions determined;
iii. Individualized behavior/participation plan developed:
   a) Segregated programming;
   b) Special Schedule;
iv. Behavior observations (AM/PM) completed daily;
v. Weekly behavior review meetings to be held with youth, mental health professional, and Facility Superintendent or designee; and/or
vi. Criminal charges considered.

REFERENCED FORMS

Parent-Community Member Grievance Report

Incident Report

Youth Grievance Form

Youth Due Process Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VII, No. 2)
	SUBJECT: Discipline **TITLE:** Disciplinary Due Process
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1391

PURPOSE

To establish, implement, and enforce policy and procedures to ensure all detained youth in the Mother Lode Regional Juvenile Detention Facility are afforded their right to Disciplinary Due Process.

POLICY

I. DISCUSSION:

A. Disciplinary Due Process differs from Grievance procedures in that the disciplinary due process is:
   1. Initiated by staff and administration; whereas, a grievance is initiated by the detainee; and
   2. Based upon the implementation of disciplinary action; whereas, a grievance can be generated at any time and not only for disciplinary reasons.

B. The fair treatment and control of youth is fundamental to a sound youth treatment program. Procedural safeguards ensure fairness, enhance staff decision-making skills, and help youth learn to solve conflicts in a pro-social manner.

C. Youth who are separated are not to be denied normal privileges available at the facility, except to accomplish the objectives of the separation.

D. All efforts shall be made to ensure the Disciplinary Due Process is trauma informed, and utilizes Positive Behavior Intervention and Supports (PBIS).

E. Accommodations shall be provided to youth with disabilities, limited literacy, and English language learners.

II. DUE PROCESS:

A. Upon implementation of disciplinary action involving room confinement of 4 hours or more, the elements of Due Process must be employed. Those elements include time limits, notice, right to respond, hearing and notification of findings.

B. Staff will ensure detained youth who are disabled, have limited literacy, or are non-English speaking understand and have all necessary accommodations in this process.

C. Any youth receiving a disciplinary sanction (room time consequence) in excess of four hours will automatically have that sanction reviewed by a Senior Juvenile Correctional Officer (Senior JCO) and the Facility Superintendent for Administrative Review of that consequence.

D. The Disciplinary Due Process shall not impede staff in the performance of their duties in crisis situations. Juvenile Detention Facility Staff have a responsibility to immediately intervene with youth in a crisis situation that involves a threat to persons, property, or the safety and security of the detention facility. Disciplinary Due Process shall take place only once the crisis has ended.

E. Once this part of the process is concluded, the matter will be forwarded to the Senior JCO on shift or the Senior JCO on the next shift available for review and recommendations. The matter is then considered closed and forwarded to the Facility Superintendent for final oversight.

F. It is prohibited to delegate discipline powers to another youth.

PROCEDURE

I. DUE PROCESS AND HEARING:

A. The employee initiating any consequence that leads to separation time greater than four hours, or results in a loss of programming time, shall advise the youth of his/her right to a Due Process. Every attempt should be made to conduct and complete the Youth Due Process Form prior to missing scheduled programming. This is to be documented on the Incident Report.

B. Staff issuing the consequence will complete the first half of the Youth Due Process Form in its entirety with the youth, and then allow the youth to write a response and obtain the youth's signature. If the youth refuses to sign, staff will indicate so on the form.

C. All Due Process Reports shall be referred to a Senior JCO.

D. If the Senior JCO is the staff issuing the consequence, then the Due Process Hearing is referred to the first available oncoming Senior JCO.

E. A Disciplinary Due Process Hearing shall be conducted if the youth wishes to appeal the Senior JCO's review.

F. The Hearing Officer (another Senior JCO and/or Superintendent) will take the youth's statement and obtain any evidence or witness statements. Youth may have any staff assist them with writing their statement and are allowed to present evidence and/or have witnesses provide statements.

G. The Hearing Officer will document his/her conclusion on the Youth Due Process Form.

H. The findings shall be documented on the Youth Due Process Form attached to the Incident Report and forwarded to the Facility Superintendent for a final review.

I. The matter is then considered closed and a copy kept on file.

J. Disciplinary actions that impose a sanction, invoke a restriction, or deny programs because a detainee violating an institutional rule or committing a law violation shall include the following constraints:
   1. Each detainee is to be orientated upon intake regarding responsibilities, facility rules, and individual program objectives;
   2. Disciplinary actions will be determined fairly and will be equitably applied to all detainees;
   3. Only Juvenile Detention Facility Staff may take disciplinary action. Delegating discipline to any detainee, or medical, educational or Behavioral Health staff is prohibited;
   4. Staff shall control detainees' behavior in an impartial and consistent manner;
   5. Disciplinary action shall not be capricious or retaliatory;
   6. Staff may not impose, or allow imposition of, corporal punishment of any kind;
   7. The degree of formality of the Disciplinary Due Process will be in direct relationship to the severity of the misconduct; and
   8. Disciplinary measures will be proportionate to the inappropriate behavior requiring action. To the extent possible, discipline shall be a natural consequence that is related to the misbehavior.

REFERENCED FORMS

Incident Report

Youth Due Process Form

VIII.

RESPONSIBILITY FOR HEALTH CARE SERVICES

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 1)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Responsibility for Health Care Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1400

PURPOSE

To establish and implement policy and procedure for the provision of health care services for all youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PROVISION OF HEALTH CARE:

A. The Facility Superintendent shall ensure that health care services are provided to all youth.

B. California Forensic Medical Group (CFMG) shall designate a Health Administrator who, in cooperation with the Behavioral Health Director and the Facility Superintendent, and pursuant to their written contract, is administratively responsible to:
1. Develop policy for health care administration;
2. Identify health care providers for the defined scope of services;
3. Establish written agreements as necessary to provide access to health care;
4. Develop mechanisms to assure that those agreements are properly monitored; and
5. Establish systems for coordination among public and private health care service providers.

C. When the Health Administrator is not a physician, there shall be a designated responsible physician who shall develop policy in health care matters involving clinical judgments.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 2)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Patient Treatment Decisions
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1401

PURPOSE

To establish and implement policy and procedure for the provision of health care as a joint effort of the Mother Lode Regional Juvenile Detention Facility and the facility medical provider, California Forensic Medical Group.

POLICY

I. MEDICAL FUNCTIONS AND RESPONSIBILITIES:

A. Clinical decisions of individual medical, dental, and mental health care treatment of youth are the sole province of licensed health care professionals operating within the scope of their license, and within facility policy defining health care services.

B. Safety and Security policies and procedures applicable to facility personnel shall also apply to health care personnel.

C. California Forensic Medical Group (CFMG) personnel are not to be called upon to perform non-medical functions.

D. At no time shall medical treatment act as a vehicle for the punishment of a youth

PROCEDURE

I. FACILITY AND STAFF RESPONSIBILITY:

A. Staff shall allow all tests, treatments, and procedures ordered by licensed personnel functioning under the authority of the responsible physician.

B. Security matters presenting obstacles to the provision of medical care shall be jointly discussed by CFMG and the Facility Superintendent.

C. The responsible physician shall approve any modifications in care so that the welfare of youth is protected.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 3)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Scope of Health Care
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1402

PURPOSE

To establish and implement policy and procedure regarding the extent to which health care will be provided within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. EMERGENCY AND PREVENTATIVE HEALTH SERVICES:

A. The Facility Superintendent has the responsibility to ensure provision of emergency and basic physical, dental, and behavioral health care services to all youth.

B. All health care services are provided by California Forensic Medical Group (CFMG) and are consistent with community services.

C. Health care is to be maintained at a level necessary to address emergency, acute symptoms and/or conditions, and to avoid preventable deterioration of youth's health while detained.

D. CFMG shall maintain a level of staff, space, equipment, supplies, materials, and resource manuals adequate for the level of care provided within the facility.

E. If the youth is not due to be released, outside medical treatment may be arranged as recommended by Medical Staff.

PROCEDURE

I. HEALTH CARE PROVIDED:

A. At least one health care provider shall be available at all times to provide treatment through CFMG.

B. Health care services not provided by CFMG are to be made available through the use of community providers and/or County health services.

C. Medical Staff shall discuss the need for outside appointments with the Facility Superintendent. The Facility Superintendent or Senior Juvenile Correctional Officer (Senior JCO) shall arrange transportation.

D. Depending on the severity of the medical problem, Medical Staff, the Senior JCO, or Lead Staff may determine that the parent should be notified and present at medical appointments. If the parent/guardian is not present, health care staff should report the results to the parent/guardian.

E. In the case of youth undergoing specialized medical care, parents/guardians, in cooperation with Administration and CFMG, may arrange for off-site medical, surgical, dental, and behavioral health care or other remedial treatment with consideration given security, public safety, and the immediate need for care. This care shall be at the expense of the parent or guardian.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 4)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Health Care Monitoring and Audits
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1403

PURPOSE

To establish, implement, and enforce policy and procedure regarding health care monitoring and audits for the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HEALTH SERVICES REVIEW:

A. The Facility Superintendent and Health Administrator shall ensure statistical data is collected and submit summaries annually.

B. Quarterly summaries shall be submitted to review medical, dental, and mental/behavioral health services at documented administrative meetings between the Facility Superintendent and Health Administrator, and other staff as appropriate.

PROCEDURE

I. HEALTH CARE REPORTS:

A. The Health Administrator shall provide the facility Administration with annual written reports on medical, dental, mental health, and pharmaceutical services to assure the quality and adequacy of health care services.

B. Correcting identified deficiencies, (i.e. missed medication, incorrect medication count, youth out of prescribed medication, etc.) must be addressed in an Incident Report and the Health Administrator may discuss the item with the Facility Superintendent or Senior Juvenile Corrections Office (JCO).

C. A Senior JCO or the Facility Superintendent shall meet with the appropriate individuals to resolve the identified problem(s) and document the corrective action taken.

D. Licensed health staff is responsible for maintaining statistics and submitting a monthly report, which shall include:

1. Number of youth seen;
2. Sex of youth;
3. Reasons for sick call;
4. Number of physical exams, physical exam updates, and sick call;
5. Number of medications ordered or refilled;
6. Number of youth receiving psychotropic medications;
7. Number of outside medical appointments made and for what purpose; and
8. Any other statistical items of note, such as an unusual number of youth with a particular diagnosis, communicable diseases, pregnancy tests, lice treatments, etc. which may require additional staff training or preventative measures.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 5)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Health Care Staff Qualifications and Procedures
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1404 & 1405

PURPOSE

To establish and implement policy and procedure for recruitment of health care positions; and the safe and legal delegation of health services at Mother Lode Regional Juvenile Detention Facility.

POLICY

I. RECRUITMENT AND DELEGATION OF HEALTH CARE:

A. California Forensic Medical Group (CFMG) shall provide policy and procedure for education and experience requirements of recruited health care staff that are consistent with the community standard, State and Federal statutes and laws, and the needs and understanding of the facility population. Hiring practices will take into consideration cultural awareness and linguistic competence.

B. The contracted physician shall determine if clinical function or service can be safely and legally delegated to health care staff other than a physician.

PROCEDURE

I. HEALTH CARE PERSONNEL:

A. Health care personnel contracting with Mother Lode Regional Juvenile Detention Facility shall have a copy of their license accessible for review. It is the responsibility of the medical personnel to keep the license current and to provide a copy of the renewed license.

B. The Health Administrator shall ensure function and medical service delegated shall be performed by staff receiving the supervision required by their license and operating within their scope of practice pursuant to written protocol, standardized procedures, or direct medical order.

C. Medical, dental, and mental health services shall be reviewed quarterly at documented administrative meetings between the Health and Facility Administrators, and other staff as appropriate.

D. The Facility Superintendent shall attend quarterly Quality Assurance meetings.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 6)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Health Care Records
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1406

PURPOSE

To establish and implement policy and procedure regarding medical record keeping and storage, and release of medical information of all youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MEDICAL RECORDS:

A. California Forensic Medical Group (CFMG), in coordination with the Facility Superintendent, shall maintain individual and dated health care records that include (when applicable), but are not limited to:
   1. Pre-booking health screening forms;
   2. Health appraisals/medical examinations;
   3. Health service reports (e.g. emergency department, dental, psychiatric, and other consultations);
   4. Complaints of illness or injury;
   5. Names of personnel who treat, prescribe, and/or administer prescription medication;
   6. Location where treatment is provided;
   7. Medication records in conformance with Title 15, Section 1438;
   8. Progress notes;
   9. Consent forms;
   10. Authorizations for release of information;
   11. Copies of previous health records;
   12. Immunization records;
   13. Laboratory Reports; and
   14. Individual treatment plan.

B. CFMG policy and procedure shall provide for maintenance of the health record in a locked area or secured electronically separate from the confinement record.

C. Access, maintenance, keeping and storage of medical records, and the release of medical and/or behavioral/mental health records shall be determined by CFMG, in cooperation with the

Facility Superintendent and in accordance with confidentiality laws related to provider-patient privilege.

D. Health care records shall be retained in accordance with community standards.

PROCEDURE

I. REVIEWS:

A. Health care records and services shall be reviewed at least quarterly, at documented administrative meetings between the Health and Facility Administrators, and other staff as appropriate.

B. The Facility Superintendent or his/her designee shall attend quarterly Quality Assurance meetings.

REFERENCED FORMS

Pre-Booking Health Screening Forms

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 7)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Confidentiality
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1407

PURPOSE

To establish, implement, and enforce policy and procedure for maintaining confidentiality of the health information and files of all youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CONFIDENTIALITY OF HEALTH INFORMATION:

A. The Health Administrator and the Facility Superintendent shall ensure the confidentiality of each youth's health record.

B. All youths' medical history and health information shall be kept confidential within the confines of the Mother Lode Regional Juvenile Detention Facility.

C. The medical records of the youth shall be safeguarded from unauthorized and improper disclosure, and will be treated as confidential information.

D. Medical and behavioral/mental health services shall be conducted in a private manner such that information can be communicated confidentially, consistent with the Health Information Portability and Accountability Act (HIPAA).

E. There shall be no sharing of youths' health information between staff except on a need to know basis. The Health Administrator and the Facility Superintendent shall ensure that the multi-disciplinary (i.e., Court, Supervision Staff, and Probation) sharing of health information is consistent with applicable laws. The nature and extent of information shared shall be appropriate to treatment planning, program needs, protection of the youth or others, management of the facility, maintenance of security, and preservation of safety and order.

F. Youth shall not be used to translate confidential medical information for other non-English speaking youth.

PROCEDURE

I. MAINTAINING CONFIDENTIALITY:

A. Youths' medical files shall be maintained separately in the medical clinic, behind locked doors, and in no way be part of the youth's other juvenile record or accessible by MLRJDF personnel.

B. Health care staff shall communicate information obtained in the course of medical screenings and care to juvenile authorities when necessary for the protection of the welfare of the youth, other youth, staff, management of the facility, or maintenance of the facility's security and order.

C. Information in the youth's case file shall be shared with the health care staff when relevant.

D. The physician-patient confidentiality privilege applies to the youth's health record. The Medical Director and the Facility Superintendent shall control access to the health record.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 8)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Transfer of Health Care Summary and Records
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1408

PURPOSE

To establish and implement policy and procedure for the timely transfer of youth's health care summary and relevant records of all youth in custody within Mother Lode Regional Juvenile Detention Facility.

POLICY

I. YOUTH'S HEALTH CARE SUMMARY AND RECORDS:

A. California Forensic Medical Group (CFMG), in cooperation with the Facility Superintendent, shall ensure that health care summaries and relevant records are forwarded to health care staff in a receiving facility when a youth is transferred to another jurisdiction, and to the Local Health Officer. This shall include:

1. A summary of the health record or documentation that no record exists at the facility shall be sent in an established format prior to or at the time of transfer. Such information shall be sealed and placed in readiness for the transporting Officer, group home staff, or Resource Family;
2. Relevant health records are forwarded to the health care staff of the receiving facility;
3. Notification to the health care staff of the receiving facility prior to the release or transfer of youth with known or suspected communicable diseases. Health records shall also be forwarded to the local Health Officer when applicable;
4. Applicable authorization from the youth and parent/legal guardian shall be obtained prior to transferring copies of actual health records, unless otherwise provided by Court Order, statute, or regulation having the force and effect of law;
5. Confidentiality of all health records shall be maintained; and

PROCEDURE

I. TRANSFERING HEALTH CARE RECORDS:

A. MLRJDF staff is to inform medical staff within the facility of the name and expected release date of the youth.

B. Medical staff is to provide medical records in a sealed and labeled envelope and placed in the youth's folder.

C. Staff conducting the release or transfer is to obtain the medical records from the youth's folder.

D. In the absence of a medical summary, staff is to obtain a mailing address or FAX number of the party taking custody of the youth and forward this to CFMG.

E. CFMG is to expedite all requests for the transfer of medical information.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 9)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Release of Health Care Summary and Records
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1408.5

PURPOSE

To establish and implement policy and procedure for the release of health care summary and records for youth released from the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. RELEASE OF HEALTH CARE SUMMARY AND RECORDS:

A. After a youth is released from the community, health record information shall be promptly transmitted to specific physicians or health care facilities in the community, upon request and with written authorization of the youth and/or parent/guardian.

PROCEDURE

I. RELEASE OF HEALTH CARE SUMMARY AND RECORDS:

A. MLRJDF staff is to inform medical staff within the facility of the name of the youth, the identity of the specific physicians or health care facilities in the community requesting the medical record, and verify written authorization from the youth and/or parent/guardian is on file.

B. Medical staff is to provide medical records in a sealed and labeled envelope to the Facility Superintendent or designee, who will release the medical records to the approved party.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 10)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Health Care Procedures Manual
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1409

PURPOSE

To establish and implement policy and procedure for the development of a facility-specific Health Services Manual for the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HEALTH CARE POLICIES AND PROCEDURES:

A. California Forensic Medical Group (CFMG) shall develop a written manual of policy and procedures which addresses health care related issues and standards applicable to the Mother Lode Regional Juvenile Detention Facility.

B. The policies and procedures in the Health Services Manual shall be consistent with the overall policies and procedures of the facility.

C. A copy of the Health Services Manual shall be available to all health care staff, the Facility Superintendent, and other individuals as appropriate to ensure effective service delivery.

D. Each policy and procedure for the health care delivery system shall be reviewed and documented at least every two years and revised as necessary under direction of the CFMG Administrator.

E. The Chief Probation Officer, Facility Superintendent, CFMG Administrator, and the responsible physician shall designate their approval by signing the manual.

PROCEDURE

I. HEALTH SERVICES MANUAL:

A. The Facility Superintendent or his/her designee shall ensure supervision staff are kept aware of, and have input into health care policies, procedures, and revisions that have an impact on them.

B. Prior to Quality Assurance meetings, the Facility Superintendent shall advise staff of any concerns that may impact their job performance.

C. Staff shall contact the Facility Superintendent with any concerns they may have.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 11)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Management of Communicable Diseases
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1410

PURPOSE

To establish and implement policy and procedure for a comprehensive plan addressing the management of communicable diseases within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. COMMUNICABLE DISEASES:

A. Health care staff shall take all necessary steps to ensure the safety of the detention facility by the identification, treatment, control, and follow-up management of communicable diseases.

B. Health care staff shall notify the Facility Superintendent of any persons within the facility having any communicable disease in compliance with State law.

C. Efforts shall be directed toward management of specified diseases in a manner commensurate with their potential for intra-facility transmission and clinical seriousness. This does not preclude the application of other public health efforts within the detention setting; however, funding of such efforts under Correctional Health Systems shall be prioritized to those activities which meet specific objectives relevant to facility management.

II. FIRST PRIORITY:

A. First priority is given to the identification and management of diseases which pose a communicable disease risk to persons who are housed, visiting, or working within the facility. Those diseases are:
1. Tuberculosis;
2. Childhood infectious diseases (Varicella, Rubella);
3. Hepatitis A;
4. Bacterial meningitis;
5. Ectoparasites (lice, pubic lice, scabies);
6. Influenza;
7. Streptococcal pharyngitis;
8. Food-borne disease; and

9. Impetigo (Streptococcal or Staphylococcal).

III. SECOND PRIORITY:

A. Second priority is given to a disease which poses serious health consequences to the individual and is transmissible only via non-casual contact, such as HIV.

IV. THIRD PRIORITY:

A. Third priority is given to detection of asymptomatic stages of diseases whose significance is primarily a public health concern beyond the walls of the facility. Such infections are not casually transmitted. They may have long term detrimental effects on the confined individual's health, but do not ordinarily pose an immediate threat when asymptomatic. When presenting in a symptomatic form, these infections will be promptly evaluated and treated. Those diseases are:
1. Hepatitis B;
2. Hepatitis C;
3. Syphilis;
4. Chlamydia; and
5. Gonorrhea.

V. LAST PRIORITY:

A. Last priority is given to common self-limited infections, which do not ordinarily pose a serious health hazard. Examples include common upper respiratory infections and mild cases of gastroenteritis.

PROCEDURE

I. CONTROLLING COMMUNICABLE DISEASES:

A. California Forensic Medical Group (CFMG), in cooperation with the Facility Superintendent, and the local Health Department, shall develop written policies and procedures to address the identification, treatment, control, and follow-up management of communicable diseases. The policies and procedures shall address, but not be limited to:
1. Intake health screening procedures;
2. Identification of relevant symptoms;
3. Referral for medical evaluation;
4. Treatment responsibilities during detention;

5. Coordination with public and private community-based resources for follow-up treatment;
6. Applicable reporting requirements; and
7. Strategies for handling disease outbreaks.

B. The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health department and current recommended public health interventions.

C. Youth shall be immunized, educated, and treated in accordance with current public health guidelines.

D. Health care staff shall notify the Senior Juvenile Correctional Officer or Lead Staff of any known communicable disease and the need to isolate, or for possible placement in the Medical Isolation. The level of isolation and medical instructions are to be per health services staff.

E. During disease outbreaks, prophylaxis shall be provided in the case of diseases for which protective measures for exposed contacts are recommended. CFMG shall work cooperatively to assure that such intervention is efficiently delivered to all eligible staff and confined persons. Such interventions shall occur under the guidance of the County Health Officer. In the event that the Health Officer is unavailable, guidance may be sought from the State Division of Communicable Disease Control.

F. The Hepatitis B vaccine is available to all medical and custody staff assigned to correctional facilities that are at risk of exposure. The CFMG Administrator shall oversee administration of the vaccine. Although not provided at the work setting, immunization for rubella, rubeola, varicella and tetanus are recommended for susceptible individuals who may be referred to their personal physician or the health department to receive them.

G. A public health referral shall be made upon release of an individual from custody whenever there is need to assure completion of treatment and/or follow-up testing of persons with reportable diseases. In the case of active tuberculosis, notification of the Health Officer and provision of a written copy of the treatment plan must be made prior to release of the individual from custody, or within 24 hours, if prior notification is not possible.

H. Trends in communicable diseases shall be noted and discussed, and emphasis made on any interventions which may be undertaken to reverse adverse trends in communicable disease rates. In order to maintain perspective, any apparent increases in disease incidences within the detention setting shall be compared with that in the open community.

REREFENCED FORMS

Public Health Referral

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 12)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Access to Treatment
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1411

PURPOSE

To establish and implement policy and procedure regarding unimpeded access to health care for all youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. ACCESS TO HEALTH SERVICES:

A. It is the policy of the Mother Lode Regional Juvenile Detention Facility that it is the responsibility of all staff to ensure proper medical care, general or emergency, for the youth in custody is arranged, administered, and reported.

B. No youth is to be denied medical attention. Any injury or medical problem, regardless of the extent, and any youth's complaint, regardless of its credibility, must be attended to immediately.

C. Information regarding unimpeded access to health care services shall be communicated orally and in writing to youth upon their arrival at the facility as a part of their facility orientation.

D. Provisions shall be made to ensure that all youth understand how to obtain care, including non-English speaking youth and those unable to read.

E. A youth's private health care can be utilized during a custody event for care beyond that provided by the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

I. HEALTH SERVICE REQUESTS:

A. Options and methods to request health services shall be explained to youth during the Intake Orientation Process.

B. Facility medical staff will make sick call on the days designated in the facility MOU.

C. Institution staff shall observe youth for health needs and/or injuries, and make referrals to the medical staff.

D. Parents are to be made aware of health services, and sign the Medical Consent form.

E. Youth requesting to be seen by the nurse must fill out a Sick Call Slip and return it to the locked Sick Call Slip box located on the Living Unit before 0800 to be seen at sick call that day.

F. Medical Staff will collect sick call slips at 0800.

G. Youth will be called to medical by Central Control when the nurse is ready to address their needs. Only one youth at a time is to be in the medical unit. Staff should remain with the youth in the medical office (not in the exam room). Youth may be unaccompanied on a case by case basis.

H. All youth requesting a "sick day" shall submit a request to see the nurse.

I. Any youth on the sick call list shall be required to see the nurse.

J. Once sick call begins and the youth are called to the medical area, Central Control will isolate a camera to the medical room. This camera will remain fixed for the duration of the sick call process.

REFERENCED FORMS

Medical Consent Form

Sick Call Slip

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 13)
	SUBJECT: Responsibility for Health Care Services **TITLE:** First Aid/AED and Emergency Response
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1412

PURPOSE

To establish and implement policy and procedure to assure access to first aid and emergency services.

POLICY

I. FIRST AID/AED

A. First Aid kits shall be available in designated areas of the facility. The Health Care Administrator is responsible for approving contents, number, location, and procedure for regular inspection of the kits.

B. Automated External defibrillators shall be available in the facility. The facility administrator shall ensure the devices are maintained properly per manufacturer standard.

PROCEDURE

I. FIRST AID/AED AND EMERGENCY RESPONSE:

A. First aid kits are available in intake, medical, staff locker room, and the living unit.

B. AED devices are available in intake, and the living unit.

C. All staff shall receive bi-annual training in emergency procedures, including training on first aid and the use of the AED device.

D. All first aid kits and AED devices are checked monthly by the Juvenile Correctional Officer in charge of Fire and Life Safety, in addition to regular checks by Health Care staff with California Forensic Medical Group.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 14)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Individualized Treatment Plans
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1413

PURPOSE

To establish and implement policy and procedure of individualized treatment plans for all youth who have received services for significant health care concerns and require close medical, behavioral/mental health, and/or dental health treatment at the Mother Lode Regional Juvenile Detention Facility; including chronic and convalescent care.

POLICY

I. TREATMENT PLANS:

A. Medical and/or Behavioral Health staff are solely responsible for the development of treatment plans for eligible individuals. Each youth's medical and/or behavioral/mental health care service needs shall be evaluated on a case-by-case basis. As necessary, treatment plans must include accommodations for youth when using bathroom facilities and when dressing or undressing.

B. Coordinated and Integrated health care treatment plans shall be developed for all youth who are receiving services for significant medical, behavioral/mental health, and/or dental health care concerns.

C. Treatment planning by health care providers shall address pre-release and discharge planning for continuing medical, dental, and behavioral/mental health care, including medication, following release or transfer, which may include relevant authorization for transfer of information, insurance, or communication with community providers to ensure continuity of care.

D. Treatment planning by health care providers shall also include referral to relevant programs in the community, youth and family participation (when applicable), cultural responsiveness, physical and psychological safety, and consider traumatic stress and trauma reminders (when applicable).

E. Medical staff shall report youth with suspected developmental disability to the Valley Mountain Regional Center, (209) 473-0951, within 24 hours of admission, excluding weekends

and holidays. Medical staff shall notify the Facility Superintendent within 24 hours of this notification.

F. Health care restrictions shall not limit participation of a youth in school, work assignments, exercise, or other programs beyond that which is necessary to protect the health of the youth.

PROCEDURE

I. INDIVIDUALIZED TREATMENT:

A. Youth requiring an individualized treatment plan shall be determined by Medical/Behavioral Health staff.

B. Relevant health care treatment plan information shall be made available to the Senior Juvenile Correctional Officer (JCO) or Lead Staff on duty that will make necessary modifications/accommodations to the program.

C. Staff is responsible for ensuring that a youth's individualized treatment plan needs are met and plans are carried out.

D. Medical and mental health information shall be shared with JCO staff in accordance with Title 15, Section 1407, for purposes of programming, treatment planning, implementation, and continuity of care.

E. Accommodations will be made for youth who may have special needs when using showers and toilets, and while dressing/undressing.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 15)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Health Education
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1415

PURPOSE

To establish and implement policy and procedure for a Health Education Program at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HEALTH EDUCATION AND DISEASE PREVENTION:

A. Interactive and gender and developmentally appropriate medical, behavioral/mental health and dental health education and disease prevention programs shall be provided to youth.

B. An important part of preparing youth to assume responsible and healthful lifestyles is to equip them with accurate information on health issues. Despite any appearance of experience and sophistication that youth may convey, they are frequently misinformed about many aspects of personal health and risk factors for disease.

C. Recommended subject areas for the health education program include but are not limited to:
1. Chemical dependency, including tobacco use;
2. Sexually transmitted disease;
3. Sexuality, including methods of birth control;
4. Pregnancy and parenting skills;
5. Nutrition;
6. Exercise;
7. Oral hygiene; and
8. Mental Health and suicide prevention.

PROCEDURE

I. UPDATING PROGRAMS:

A. The health education program content shall be updated as necessary to reflect current health and community priorities and meet the needs of the current youth population.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 16)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Reproductive Services and Sexual Health
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1416
Welfare and Institutions Code
§§ 220-222
Health and Safety Code
§ 123450

PURPOSE

To establish and implement policy regarding Reproductive Services and Sexual Health services available at the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FEMALE FAMILY PLANNING SERVICES:

A. Female youth shall be notified that family planning and sexual health services are available to them in accordance with current public health guidelines. Such information shall be given to each female, verbally, by the nurse at the time of the Intake Screening Examination and shall also clearly be written and posted where all female youths have the opportunity to see in accordance with Welfare and Institutions Code Section 222.

B. Any female youth who requests family planning services shall be furnished with those services within the detention facility, or in a clinic operated by the contracting agency in accordance with Welfare and Institution Code Section 221 C.

C. Female youth shall have access to pregnancy testing and prenatal care while detained. A female youth is entitled to seek such services from a physician or surgeon of her choice. She is responsible for the expenses incurred when she receives such care from physician or surgeon whose services are not provided by the facility.

D. Any pregnant youth shall be permitted to seek and obtain an abortion within the guidelines of Health and Safety Code Section 123450 and/or the Reproductive Privacy Act, commencing with Health and Safety Code Section 123460, as applicable. Should the un-emancipated youth receive written consent by one parent and/or a court order authorizing the abortion, arrangements for the procedure shall be made by California Forensic Medical Group (CFMG)

and by the youth's Probation Officer. Information about the right to abortion shall be written in a manner easily understood by youth, and posted in the Medical Unit.

E. Any pregnant youth seeking an abortion, and elects not to have her family notified, has a right to confidentiality. Information regarding the procedure shall not be kept in the Case Management System.

II. MALE FAMILY PLANNING SERVICES:

A. Male youth shall be notified that family planning and sexual health services are available to them in accordance with current public health guidelines. Such information shall be given to each male, verbally, by the medical staff at the time of the initial physical examination and shall also clearly be written and posted where all male youth have the opportunity to see it.

B. Any male youth who requests family planning services shall be furnished with these services with the facility or in a clinic operated by a contracting agency.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 17)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Pregnant/Post-Partum Youth
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1417
Welfare and Institutions Code
§ 222
Penal Code
§§ 6030 (e) (f)

PURPOSE

To establish and implement policy and procedure regarding Pregnant/Post-Partum Youth detained within the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PREGNANT/POST-PARTUM YOUTH:

A. All females who are detained at the Mother Lode Regional Juvenile Detention Facility while pregnant and/or post-partum, or after it is determined that they are pregnant, shall be provided pregnancy and/or post-partum services.

B. Pregnant youth will receive information regarding options for continuation of pregnancy, termination of pregnancy, and adoption. Pregnant and/or post-partum youth shall also receive the following: Pre-natal care (including physical examinations), nutritional guidance, childbirth education, breast feeding education, parenting education, counseling, referral to follow up and post-partum care, access to a clean and sanitized breast pump, and access to qualified medical professionals who develop a plan for care, including transfer of medical records to the obstetrician who will be providing prenatal care and delivery in the community.

PROCEDURE

I. ABORTIONS:

A. Any pregnant youth shall be permitted to seek and obtain an abortion within the guidelines of Health and Safety Code Section 123450 and/or the Reproductive Privacy Act, commencing with Health and Safety Code Section 123460, as applicable. Should the un-emancipated youth

receive written consent by one parent and/or a court order authorizing the abortion, arrangements for the procedure shall be made by California Forensic Medical Group (CFMG) and by the youth's Probation Officer. Information about the right to abortion shall be written in a manner easily understood by youth, and posted in the Medical Unit.

II. USE OF RESTRAINTS ON PREGNANT YOUTH:

A. If at all possible, arrangements will be made for the pregnant female to be temporarily released from custody to give birth. Once medical staff determines that a female youth is in active labor and during the subsequent recovery period, the youth shall not be shackled, handcuffed, or restrained in any way unless deemed necessary for the protection of the pregnant female, staff or the public.

B. If the use of restraints is deemed necessary, approval must be obtained from the Facility Superintendent and an Incident Report must be written by one of the transporting staff or the Facility Supervisor. Pregnant females shall follow policy Penal Code 6030 (f) with regards to limitations of restraints.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 18)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Youth with Developmental Disabilities
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1418

PURPOSE

To establish and implement policy and procedure regarding youth suspected or determined to have a developmental disability.

POLICY

I. YOUTH SUSPECTED OR DETERMINED TO HAVE A DEVELOMENTAL DISABILITY:

A. Youth suspected or determined to have a developmental disability shall be referred to Valley Mountain Regional Center within twenty-four hours of admission, excluding holidays and weekends.

PROCEDURE

I. YOUTH SUSPECTED OR DETERMINED TO HAVE A DEVELOPMENTAL DISABILITY:

A. The assigned Senior Juvenile Correctional Officer shall refer the minor to Valley Mountain Regional Center within twenty-four hours of admission, excluding holidays and weekends. Valley Mountain Regional Center can be reached at (209) 473-0951.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION VIII, No. 19) **SUBJECT:** Responsibility for Health Care Services **TITLE:** Medical Clearance/Intake Health Screening
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1430

PURPOSE

To establish and implement policy and procedure regarding a documented Intake Health Screening and/or Medical Clearance process to be conducted immediately or prior to entry into the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HEALTH SCREENING AND MEDICAL CLEARANCE:

A. The California Forensic Medical Group (CFMG) Health Administrator/Responsible Physician, in cooperation with the Facility Superintendent and Behavioral/Mental Health Director, shall establish policies and procedures for a documented intake health screening procedure to be conducted immediately upon entry into the facility. Policies and procedures shall define when a health evaluation (medical clearance) and/or treatment shall be obtained prior to acceptance for booking.

B. For adjudicated youth who are confined in the facility for successive stays, each of which totals less than 96 hours, the responsible physician shall establish a policy for a medical evaluation and clearance. This evaluation and clearance shall include screening for communicable diseases.

C. All youth shall submit to an Intake Health Screening prior to acceptance. The responsible physician shall determine whether apparent health conditions would preclude acceptance of a youth into the facility without documented medical clearance. This applies to all youth that are classified as 601, 602, and/or temporary holds.

D. Youth that are unconscious, semi-conscious, profusely bleeding, severely disoriented, known to have ingested substances, intoxicated to the extent they are a threat to their own safety or the safety of others, in alcohol or drug withdrawal, or otherwise in need of apparent urgent medical attention, shall be immediately referred to Adventist Health, Sonora, for medical attention and documented medical clearance. Written documentation of the circumstances and reasons for requiring medical clearance is required.

E. Youth who indicate, through admission or staff observation, to the use of alcohol or drugs within the last 24 hours, are injured, state that they are suicidal, or state they have tuberculosis shall be transported by the arresting jurisdiction for a Medical or Behavioral/Mental Health Clearance prior to acceptance.

F. No youth shall be accepted for booking with a conditional clearance requiring the taking of vital signs, neurological assessments, and/or immediate or ongoing medical supervision be performed by child supervision staff.

G. Should staff require clarification of Medical or Mental Health Care instructions, Emergency Room staff is to be contacted.

PROCEDURE

I. INTAKE:

A. Immediately prior to entry into the facility, all youth are to be given the Pre-Booking Health Screening in the sally port prior to acceptance for booking used to assist the facility in providing for the youth's safety, security, and welfare.

B. The Pre-Booking Health Screening may be performed by health care personnel certified JCO staff, or Deputy Probation Officers.

C. Staff will take every precaution that the assessment is to be completed in a sensitive manner, ensuring the youth's privacy to the best of their ability.

D. Staff is to encourage the youth to be frank and forthcoming with important information.

E. Screening procedures shall address medical, dental, and behavioral/mental health concerns that may pose hazard to the youth or others, as well as health conditions that require treatment while the youth is in custody of the facility. Further, the screening shall identify need for accommodations, such as physical or developmental disabilities, gender identity, or medical holds.

F. If at any time during the booking process a youth's physical condition deteriorates, Intake staff will immediately notify the Facility Superintendent to arrange for medical attention. Exigent circumstances may require calling 911 for assistance.

G. Part of the Intake Health Screening shall include a Confidential Questionnaire used to screen for abuse and confidential medical issues.

H. If the youth is unable to read, write, or understand the form, staff of the same sex will assist.

I. Staff should follow the instructions of the Intake Health Screening Form and the Confidential Questionnaire. Staff shall immediately inform the Senior Juvenile Correctional Officer (JCO) or Medical/Behavioral Health staff as appropriate to any "yes" responses on the questionnaire. The Senior JCO or Medical/Behavioral Health staff will then make any follow up decision based on the youth's responses. If Medical/Behavioral Health staff is unavailable, the Senior JCO shall contact the Facility Superintendent for direction.

J. Any youth suspected to have a communicable disease that could pose a significant risk to others in the facility shall be separated from the general population pending the outcome of an evaluation by health care staff.

K. A copy of the Pre-Booking Health Screening shall be placed into the youth's file and a copy is given to California Forensic Medical Group (CFMG)..

L. Any problems or complaints identified during the screening process shall be referred to medical staff as soon as possible.

M. Staff shall notify CFMG of all youth entering the facility with a Medical/Mental Health Clearance to book and follow medical staff's directives regarding that youth. Medical staff may recommend isolation of a youth from the general population until seen by medical staff.

N. Youth entering the facility with medication must have that medication cleared for use by CFMG. The on-call health staff shall be notified. The medication is to be stored in the locked pharmaceutical storage area.

O. All youth entering with a Medical Clearance shall be seen by the medical staff at the first opportunity.

P. Intake/Release staff will alert the Living Unit staff and Facility Superintendent to conditions concerning the youth's safety or security.

REFERENCED FORMS

Pre-Booking Health Screening Form

Confidential Booking Questionnaire

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 20)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Intoxicated Youth and Youth With a Substance Use Disorder
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1431
California Welfare and Institutions Code
§§ 625.1 & 625.2
California Penal Code
§4030

PURPOSE

To establish and implement policy and procedure for the identification and management of alcohol and drug intoxicated youth and youth with a substance use disorder in custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. INTOXICATED YOUTH:

A. All Mother Lode Regional Juvenile Detention Facility staff shall take appropriate steps to identify and manage youth who are intoxicated, under the influence of drugs, and/or are experiencing symptoms of withdrawal. These steps shall include, but not be limited to, the performance of a Pre-Booking Health Screening. Youth shall receive counseling and medical attention for treatment of the substance use disorder.

B. A youth determined to be, or suspected of being, under the influence of alcohol or drugs, has admitted to booking staff that they have used drugs or alcohol within the past 24 hours shall be referred to Adventist Health, Sonora, for a Medical Clearance. No youth under the influence shall be booked into the facility without this clearance. This provision also applies to youth suspected or confirmed to be withdrawing from alcohol/drugs.

C. Per California Welfare and Institutions Code Sections 625.1 and 625.2 a peace officer who has reasonable cause may request a youth to submit to voluntary chemical testing of his or her urine for the purpose of determining the presence of alcohol or illegal drugs. Before administering the chemical test pursuant to Section 625.1, the peace officer shall give the following admonition: *"I am asking you to take a voluntary urine test to test for the presence of drugs or alcohol in your body. You have the right to refuse to take this test. If you do take the test, it cannot be used as the basis for filing any additional charges against you. It can be*

used by a court for the purpose of sentencing. You have the right to telephone your parent or guardian before you decide whether or not to take this test."

PROCEDURE

I. INTAKE:

A. Youth known or suspected to be under the influence of alcohol or drugs are to be immediately referred to Adventist Health, Sonora, for medical evaluation, treatment, and medical clearance. This provision also applies to youth suspected or confirmed to be withdrawing from alcohol/drugs.

B. Youth cleared for booking who are determined to be under the influence are to be housed in a protected environment under direct visual supervision by a Juvenile Correctional Officer. Direct visual supervision shall include completion of room confinement logs (including documented 15 minute updates). Intoxication beyond four hours from the time of admission shall require medical evaluation.

C. Medical staff shall determine when the youth is no longer considered intoxicated and document when the monitoring requirements are discontinued.

D. Medical staff shall respond to youth experiencing intoxication or withdrawal reactions.

E. All direction of the medical staff is to be followed. Both contact and instruction are to be documented in Shift Operational Report.

F. Medical staff shall make specific provisions for the management of pregnant youth who use alcohol or other drugs, and will communicate appropriate information to non-medical staff.

G. Substance abuse counseling and treatment will be initiated during the period of confinement and arrangements made for its continuation upon release to the community.

H. Staff will notify Behavioral/Mental Health services in cases of substance abusing youth with known or suspected mental illness.

I. Medical staff shall conduct a medical evaluation for all youth whose intoxicated behavior persists beyond six hours from the time of admission. Should medical staff be unavailable on site, the Senior Juvenile Correctional Officer or Lead Staff is to make contact with the on-call

provider and follow his/her instruction. Both the contact and the instructions followed are to be documented in the Shift Operational Report.

REFERENCED FORMS

Pre-Booking Health Screening Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 21)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Health Assessment
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1432

PURPOSE

To establish and implement policy and procedure regarding the completion of Health Assessments for youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HEALTH ASSESSMENTS:

A. A health assessment shall be completed on all youth within 96 hours of admission to the Juvenile Detention Facility, excluding holidays, by a qualified medical provider.

B. Timely identification of conditions is necessary to safeguard the health of the youth.

C. California Forensic Medical Group (CFMG) will be notified of booking through receipt of the copy of the Pre-booking Health Screening forwarded to medical staff.

PROCEDURE

I. INTAKE AND CONTINUED CARE:

A. Booking staff is to forward the copy of the Pre-Booking Health Screening to CFMG.

B. Health Assessments shall be conducted by a physician or other licensed or certified health professional working within their scope of practice and under the direction of a physician. CFMG is designated as the responsible medical authority at the Mother Lode Regional Juvenile Detention Facility. All appraisals are to be completed at the direction of CFMG.

C. Health Assessments shall be conducted in a location that protects the privacy of the youth limited only by significant security considerations, preferably the Medical Unit Examination Room.

D. The Health Assessment will provide a compilation of identified problems to be considered in classification, treatment, multi-disciplinary management of the youth while in custody, and pre-release planning.

E. At a minimum, the Health Assessment shall include a health history, examination, laboratory and diagnostic testing, and immunizations reviews as outlined below:
   1. Health history (including but not limited to): Review of the Intake Health Screening; history of illnesses, operations, injuries, medication, allergies, immunizations, and systems review; exposure to communicable diseases, family health history, habits (i.e., school, home, peer relations, tobacco use, alcohol/other substance use), developmental history including strengths and supports available to the youth, sexual activity, pregnancy needs, contraceptive methods, and reproductive history; history of recent trauma exposure, including physical and sexual abuse, sexual assault, neglect, history of mental illness, history of violence in the home, traumatic loss, current traumatic stress symptoms, self-injury, and suicidal ideation;
   2. If physical and/or sexual abuse or neglect is reported, a Suspected Child Abuse Report is immediately required;
   3. The physical examination includes, but is not limited to: Temperature, height, weight, pulse, blood pressure, appearance, gait, head and neck, a preliminary dental and visual acuity screening, hearing screening, lymph nodes, chest and cardiovascular, breasts, abdomen, genital (pelvic and rectal examination, with consent, if clinically indicated), musculoskeletal, and neurologic areas;
   4. Laboratory and diagnostic testing (including but not limited to): Tuberculosis screening and testing for sexually transmitted diseases for sexually active youth. Additional testing should be available as clinically indicated, including: pregnancy testing, urinalysis, hemoglobin or hematocrit; and
   5. Review and update of immunization records within two weeks in accordance with current public health guidelines.

F. CFMG is to provide any exchange of information necessary to accomplish a proper classification of the youth.

G. The physical examination and laboratory and diagnostic testing components of the health assessment may be modified by the health care provider, for youth admitted with an adequate examination done within the last 12 months, provided there is reason to believe that no substantial change would be expected since the last full evaluation. When this occurs, health care staff shall review the intake health screening form and conduct a face-to-face interview with the youth. The health history and immunization review shall be done within 96 hours of admission (excluding holidays).

H. Physical examinations shall be updated annually for all youth.

I. For adjudicated youth who are confined in any juvenile facility for successive stays, each of which totals less than 96 hours, the responsible physician shall establish a policy for a medical assessment. If this assessment cannot be completed at the facility during the initial stay, it shall be completed prior to acceptance at the facility. This evaluation and clearance shall include screening for communicable disease.

J. Youth who have transferred to and from juvenile facilities located in other counties or states must have a health assessment completed within 96 hours of admission, excluding holidays, unless one is received from the sending facility at or prior to the time of transfer. Health care staff at the receiving facility shall review the health assessment, and any missing required assessments are to be completed within 96 hours.

K. As with all health care interventions, youth have the right to refuse a health appraisal/medical examination. Any consequences resulting from a refusal shall be based on specific rationale. Disciplinary procedures shall not be instituted as the result of refusal of health screening.

REFERENCED FORMS

Pre-Booking Health Screening

Child Abuse Report Form

Refusal of Care and Release of Responsibility

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION VIII, No. 22) **SUBJECT:** Responsibility for Health Care Services **TITLE:** Requests for Health Care Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1433

PURPOSE

To establish and implement policy and procedure regarding methods for handling health care requests from youth, and for staff requests for health care for youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. HEALTH CARE REQUESTS:

A. All requests for health care, emergency or non-emergency, shall be forwarded to medical staff on a daily basis. Youth shall be provided opportunity to confidentially convey medical, dental, and/or behavioral/mental health needs through written or verbal communications, including provisions for youth who have language or literacy barriers. Every youth requesting health care attention, or observed to be in need of health care, shall be given attention by licensed or certified health care personnel.

B. Staff shall relay requests from youth, initiate requests for services for a youth based on their observations, and advocate for the youth when the need for medical, dental, or behavioral/mental health appears to be urgent. Staff shall inquire and make observations regarding the medical, dental, or behavioral/mental health, including the presence of trauma related behaviors, injury, and illness. There shall be opportunities available at all times for youth and staff to communicate the need for emergency medical and behavioral/mental health care services.

C. Any youth requesting medical, dental, and behavioral/mental health care attention, or observed to be in need of health care, shall be given that attention by licensed or certified health care personnel. All medical, dental, and behavioral/mental health care requests shall be documented and maintained.

D. Scheduling of youth's medical/mental health care shall be done in cooperation with youth JCO staff and California Forensic Medical Group personnel.

E. If a youth requests a sick slip, it is staff responsibility to provide the youth a sick slip for the youth, have the youth fill it out, and place it in the Sick Call Box. Should the youth request assistance filling out the sick slip, it is the staff's responsibility to do so.

PROCEDURE

I. SICK-CALL REQUESTS:

A. Youth requesting to be seen must fill out a Sick Call Slip form and return it to the Sick Call Box.

B. When medical staff desires to see a youth, the request is made to Central Control. Central Control will contact the Living Unit and supervise the youth's movement to the medical unit. Youth requiring an escort are to be escorted. On case by case basis, staff shall wait with the youth in the medical room (outside of the examination room).

C. All health care requests are to be made via the Sick Call Slip. All requests are to be documented and kept on file. All health care requests shall be documented and maintained confidential.

D. Youth may make requests at any time; however, non-emergency requests will be processed as medical staff is available. Emergency requests are to be handled per medical staff direction. Emergencies should be documented in the Case Management System and in an Incident Report prior to the end of the shift.

REFERENCED FORMS

Sick Call Slip

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 23)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Consent and Refusal for Health Care
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1434
Welfare and Institutions Code
§739

PURPOSE

To establish and implement policy and procedure for obtaining Informed Consent for health care and health care refusal for youth in custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MEDICAL CONSENT AND MEDICAL REFUSAL:

A. The Consent to Medical Treatment Form shall be signed by the parent or guardian within 24 hours of booking a youth. If necessary, a FAX or scanned e-mail copy may be used. All efforts shall be made to obtain the consent for medical treatment at the time of booking.

B. All youth shall have a Medical Consent on file.

C. Pursuant to the provision of Welfare and Institutions Code Section 739 (a), "…[the] probation officer may authorize medical or dental treatment or care based on written recommendation of the examining physician and considered necessary for the health of the minor. No treatment or care … may be authorized by a probation officer unless the probation officer has made a reasonable effort to notify and to obtain consent of the parent, guardian, or person standing in loco parentis for the minor, and, if the parent, guardian, or person standing in loco parentis objects, the treatment or care shall be given only upon order of the court in the exercise of its discretion. The probation officer shall document the efforts made to notify and obtain parental consent … and shall enter this information into the case file for the minor."

PROCEDURE

I. OBTAINING CONSENT:

A. Intake staff is to inform the parent or guardian at the time of booking of the necessity to come to the juvenile hall within 24 hours and sign the Medical Consent. Should the parent be unable

to come in, staff should obtain a FAX number or e-mail so that the consent may be sent electronically.

B. The original Medical Consent form is to be placed in the youth's folder. Copies of the consent are to be distributed to the California Forensic Medical Group (CFMG), and Administration.

C. All immunizations, examinations, treatments, and procedures requiring verbal or written Informed Consent in the community shall also require consent for youth in the facility.

D. Youth have the ability to consent to certain types of care without parental involvement. For example:
1. Examinations and treatment for pregnancy;
2. Family planning;
3. Treatment for communicable diseases reportable to the local health officer including sexually transmitted diseases;
4. Mental health treatment (except for psychotropic medications); or
5. Substance abuse treatment.

E. Youth may choose to refuse any non-emergency treatment regardless of parental consent. Only a court order or consent from a parent as set forth in Welfare and Institutions Code §739 may override the youth's desire to refuse treatment. Any refusal of treatment or medication is to be documented on the approved Refusal of Care form. The completed form will be presented to the youth for signature. Should the youth refuse to sign, two witnessing staff will sign instead, indicating the reason the youth refused to sign.

F. Emergency lifesaving treatment can always be rendered without specific consent.

G. In the case of immunizations, consent from the parent or Court is generally required. Youth may consent to receipt of Hepatitis B vaccine if they are determined to be at risk for sexual transmission of that infection.

H. The Juvenile Correctional Officer/Deputy Probation Officer(s) conducting the transport are to obtain a copy of the Medical Consent prior to transporting a youth for medical treatment from an outside provider.

REFERENCED FORMS

Consent to Medical Treatment

Informed Consent Form

Refusal of Care and Release of Responsibility Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 24)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Dental Care
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1435

PURPOSE

To establish and implement policy and procedure regarding the provision of dental treatment available to youth in custody of Mother Lode Regional Juvenile Detention Facility.

POLICY

I. DENTAL TREATMENT:

A. Dental treatment shall be provided to youth housed in the Juvenile Detention Facility as necessary to respond to acute conditions and to avert adverse effects on the youth's health and require preventative services as recommended by a dentist. The treatment shall not be limited to extractions.

B. The Health Administrator must consult with a dentist to determine the needs of the detained youth requiring dental treatment.

C. An annual dental exam must be provided to youth detained in the Juvenile Detention Facility longer than one year continuously.

PROCEDURE

I. DENTAL EXAMINATIONS:

A. Medical staff will provide an initial examination and make recommendations to facility staff for dental treatment.

B. Youth are to see medical staff to attend to dental problems by filling out a Sick Call Slip.

C. Arrangements for the transportation of youth to outside dental providers will be made by the Senior Juvenile Correctional Officer (JCO).

D. All youth housed in the facility will be given the opportunity for dental hygiene at least three times a day. Toothpaste and brush will be provided after each meal. Dental floss is available upon request.

E. Youth with dental appliances are to be given the opportunity to care for them as directed subject to safety and security concerns.

F. In case of a dental emergency, the Senior JCO or Lead Staff is to contact California Forensic Medical Group for direction.

REFERENCED FORMS

Sick Call Slip

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 25)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Prostheses and Orthopedic Devices
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1436

PURPOSE

To establish and implement policy and procedure regarding the provision, retention, and removal of medical and dental prostheses, including eyeglasses and hearing aids for youth in custody of Mother Lode Regional Juvenile Detention Facility.

POLICY

A. MEDICAL/DENTAL PROSTHESES:

A. All medical/dental prostheses will be provided for each youth based on the physician's evaluation and prescription, and whenever possible subject to safety and security concerns.

B. All possible steps are to be taken to adequately accommodate a youth's possession of a prosthetic device.

PROCEDURE

I. PROVIDING AND REMOVING PROSTHESES:

A. Prostheses shall be provided when the health of the youth would otherwise be adversely affected, as determined by a responsible physician.

B. Intake staff is to notify California Forensic Medical Group (CFMG) of any youth entering with an assisting device and follow medical staff direction.

C. Procedures for retention and removal of prostheses shall comply with the requirements of Penal Code Section 2656. This law requires:
   1. There must be probable cause to believe possession of such orthopedic or prosthetic appliance that constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, thus such appliance may be removed.
   2. If such appliance is removed, the youth shall be deprived of such appliance only during such time as the facts which constitute probable cause for its removal continue to exist; if

such facts cease to exist, the Facility Superintendent shall return such appliance to the youth as soon as possible.

3. When such appliance is removed, the youth shall be examined by a physician within 24 hours after such removal.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 26)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Mental Health Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 03-23-2019

AUTHORITY
California Code of Regulations, Title 15
§1437
California Penal Code
§4011.8
Welfare and Institutions Code
§6552

PURPOSE

To establish and implement policy and procedure regarding the provision of behavioral/mental health services available to youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MENTAL HEALTH SERVICES:

A. Mental health services shall focus on crisis intervention and stabilization, assessment of suicidal thoughts/ideations, possible psychiatric hospitalization, supporting youth, and medication management. Absent an emergency, all services are provided on a voluntary basis, although youth are highly encouraged to participate.

B. Any youth who displays significant symptoms of severe depression, suicidal ideation, irrational, violent or self-destructive behaviors, or who is receiving psychotropic medication shall be provided a mental health assessment by a Qualified Mental Health Professional (QMHP).

C. Severe depression signs include, but are not limited to: general agitation, despondency, feelings of helplessness, and sad affect. When an adolescent is ready to commit suicide, they may appear very calm, too calm for the given circumstances that they are charged with. They may have recently given away possessions, especially pets. They may have severe medical problems and or intractable pain. Depression and suicide ideation comes at a time when youth are going through great personal change and frequently co-occurs with other disorders such as anxiety, disruptive behavior, eating disorders, and substance abuse.

PROCEDURE

I. MENTAL HEALTH SCREENING:

A. The Qualified Mental Health Professional (QMHP) will review the Intake Screening Assessment responses of each new youth. Youth will be assigned to one of the following categories:
   1. Priority 1: Given to those youth who need to be seen as soon as possible because they indicate that they are experiencing suicidal ideation or psychotic symptoms, such as auditory hallucinations;
   2. Priority 2: Given to those youth who need to be seen, but are not in crisis or immediate danger of hurting themselves or others. These youth usually indicate that they are feeling depressed, are receiving psychotropic medications, have come from a youth treatment facility or psychiatric hospital, or have experienced recent and significant losses in their lives; and
   3. Priority 3: Given to those youth who do not express any significant mental health concern but are interested in seeing a counselor.

B. Requests for Mental Health services are to be forwarded to the QMHP through the Sick Call Procedure.

II. MENTAL HEALTH REFERRALS:

A. A referral for Mental Health services shall be made whenever a member of the staff observes behavior described in this policy. Such observations and the request for referral are to be documented in an Incident Report submitted prior to the end of the shift.

B. A request for crisis evaluation is to be made to a QMHP by the Senior Juvenile Correctional Officer (Senior JCO) or the Lead Staff. The circumstances of the request are to be documented in a Special Incident Report as soon as possible, but no later than the end of the shift. JCO staff, in conjunction with medical services, may utilize Tuolumne County Behavioral Health to fulfill this function. The youth may be evaluated by licensed health personnel to determine if treatment can be initiated at the facility.

C. Mental health emergencies are to be brought to the attention of the Senior JCO or Lead Staff. The Senior JCO or Lead Staff shall contact the on-call QMHP for direction. Both the contact and the direction are to be documented in the Shift Operational Report.

D. In person evaluation of the youth will occur on-site unless otherwise directed by the Facility Superintendent and/or Medical Director.

E. The Senior JCO or Lead Staff shall explain to the evaluating QMHP, in detail, the emergency situation. The youth's name, birth date, and any known psychiatric history shall be related. Information regarding any medication or medical problems, which the youth is known to have shall also be related.

F. The QMHP shall determine the necessary intervention to stabilize youth in crisis. The frequency and duration of counseling sessions shall be directly related to the needs of the youth. As the youth stabilizes, counseling sessions may decrease in frequency and length.

G. The on-site QMHP will review cases weekly to discuss the psychiatric needs of the youth.

H. Mentally ill youth, who appear to be a danger to themselves or others, or to be gravely disabled, shall be evaluated pursuant to applicable statute or by licensed health personnel to determine if treatment can be initiated at the facility.

I. Provisions will be made for the continuation of psychotropic medications prescribed in the community prior to admission. Medical staff is to be informed and whatever consents are required are to be obtained immediately.

J. Mental health services shall include, but not be limited to:
   1. Screening for mental health problems at booking. Screening areas shall include, but not be limited to: history of recent exposure to trauma which may require immediate attention (including physical and sexual abuse, sexual assault, neglect, violence in the home, traumatic loss), current traumatic stress symptoms and pregnancy needs;
   2. Therapeutic services and prevention services where resources permit;
   3. Crisis intervention and the management of acute psychiatric episodes;
   4. Stabilization of persons with mental disorders and the prevention of psychiatric deterioration in the facility setting;
   5. Initial and periodic medication support services;
   6. Assurance that any youth who displays significant symptoms of severe depression, suicidal ideation, irrational, violent, or self-destructive behaviors, shall be provided an assessment by a licensed mental health clinician, psychologist, or psychiatrist; and
   7. Transition planning for youth undergoing behavioral/mental health treatment, including arrangements for continuation of medication and services from behavioral/mental health providers in the community where appropriate.

K. Absent an emergency, youth which meet criteria for involuntary commitment under the LPS Act in Welfare and Institutions Code Section 5000 et seq., all services shall be provided on a voluntary basis. Voluntary mental health admissions may be sought pursuant to Penal Code Section 4011.8 or Welfare and Institutions Code Section 6552.

REFERENCED FORMS

Intake Screening Form

Sick Call Slip

Incident Report

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 27)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Transfer to a Treatment Facility
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 03-23-2019 REVIEWED: REVISED: NEW

AUTHORITY
California Code of Regulations, Title 15
§1437.5
Welfare and Institutions Code
§209,§210, §500,§885

PURPOSE

To establish and implement policy and procedure regarding the transfer of a youth to a mental health treatment facility.

POLICY

I. Youth who appear to be a danger to themselves or others, or to be gravely disabled due to a mental health condition, shall be immediately evaluated by a qualified mental health professional to determine if treatment can be initiated and provided at the facility. If the determination is made that appropriate treatment cannot be provided at the facility, the youth will be transported to a licensed mental health facility designed to stabilize and treat youth with severe mental health conditions.

PROCEDURE

I. **ASSESSMENT**

A. All youth entering the facility will be screened for current and historical mental health conditions prior to admission. Screening tools include but are not limited to the Intake Screening form and the Massachusetts Youth Screening Instrument (MAYSI-2).

B. If the initial screening reveals evidence of a severe mental health condition, and/or risk factors associated with suicidal or homicidal behaviors, the youth will be evaluated by a qualified mental health provider to determine if the youth can be safely maintained at the facility.

C. Onsite medical staff will conduct a comprehensive health screening within 96 hours of a youth's booking to further assess the youth's overall mental health.

D. Ongoing assessment of the youths' mental health needs will be provided by the on-site Qualified Mental Health Professional (QMHP) in conjunction with other facility staff. Staff will meet weekly to review the functional status of each youth.

II. REFERRAL FOR PSYCHIATRIC EVALUATION

A. If at any time during a youth's stay at the facility, they are determined to be a risk to themself or others, and in need of possible psychiatric hospitalization, a request for an in-person evaluation will be made to Tuolumne County Behavioral Health to conduct an assessment pursuant to the Lanterman-Petris-Short (LPS) Act in Welfare and Institutions Code Section 5000 et seq.

B. A QMHP certified to conduct psychiatric evaluations will respond to the facility to conduct their evaluation.

C. If the assessment determines the youth is in need of psychiatric hospitalization, the QMHP shall communicate this need with a Senior Juvenile Correctional Officer (JCO) or his/her designee. The Senior JCO shall then immediately notify the Facility Superintendent who shall coordinate with Behavioral Health for the immediate transfer of the youth to a psychiatric facility.

III. TRANSPORTATION TO PSYCHIATRIC FACILITY

A. If youth is found in need of psychiatric hospitalization, detention facility staff will assist Behavioral Health staff with hospitalization process.

B. Detention facility staff will continue to provide custody and supervision of the youth, until directed otherwise by Facility Superintendent.

C. Detention facility staff may assist in the transportation of a youth to a psychiatric facility if directed by the Facility Superintendent.

IV. FOLLOW UP SERVICES

A. The detention facility's QMHP shall coordinate follow-up care and services of the youth when discharged from the Psychiatric Facility. Such services will be provided in conjunction with the assigned Deputy Probation Officer.

REFERENCED FORMS

Intake Screening form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No 28)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Pharmaceutical Management
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1438

PURPOSE

To establish and implement policy and procedure, and provide space and accessories for the secure storage, controlled administration, and disposal of all legally obtained drugs, including over-the-counter medications at the Mother Lode Regional Juvenile Detention Facility.

Such policies, procedures, space, and accessories shall include, but not be limited to, the following:

1. Securely lockable cabinets, closets, and refrigeration units;
2. A means for the positive identification of the recipient of the prescribed medication;
3. Administration/delivery of medicines to youth as prescribed;
4. Confirmation that the recipient has ingested the medication;
5. Documentation that prescribed medications have or have not been delivered, by whom, and if not, for what reason;
6. Prohibition of the delivery of medication from one youth to another;
7. Limitation to the length of time medication may be administered without further medical evaluation;
8. The length of time allowable for a physician's signature on verbal orders, not to exceed seven days;
9. Training by medical staff for non-licensed personnel which includes, but is not limited to: delivery procedures and documentation, recognizing common symptoms and side-effects that should result in contacting health care staff for evaluation, procedures for consultation for confirming ingestion of medication, and consultation with health care staff for monitoring the youth's response to medication.
10. A pharmacist shall prepare a written report, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the Health Administrator and the Facility Superintendent; and
11. Transition planning, including having a plan in place for uninterrupted continuation of medications.

POLICY

I. STORING AND DELIVERING PRESCRIPTION MEDICATION:

A. All medications shall be stored in locked cabinets. Medications requiring refrigerated storage will be stored in a locked refrigeration unit. Prescription medications shall be stored in the Medical unit. Over-the-counter medications and youth' inhalers, etc., are to be stored in the Juvenile Correctional Officer (JCO) Station.

B. Documents that require a physician's signature shall be signed by a California Forensic Medical Group (CFMG) approved physician. Obtained signatures shall not exceed seven days from time of document creation.

C. Prescription medications are only to be given when ordered by medical staff. Medical staff is to provide a medication record for the youth to be stored in the Medical unit.

D. OTC medications shall be delivered under the guidelines set by CFMG. All must be logged on the Over-the-counter Medication Log developed by CFMG kept in the JCO's Station.

E. Medical staff shall provide transition planning for youth that are released, transferred to another facility, or transferred to placement.

F. Medical staff shall dispose of all discontinued medications as provided by law.

G. Staff medications, including OTC medications, shall be stored in the employee lockers provided. Employee medications, including, but not limited to, inhalers and emergency allergy medications, must have Facility Superintendent approval prior to taking such medications in the secure portion of the facility.

H. Consistent with pharmacy laws and regulations, the Health Administrator shall establish written protocols that limit the following functions to being performed by the identified personnel:
   1. Only a physician, dentist, pharmacist, or other persons authorized by law shall do procurement;
   2. Storage of medications shall ensure that licensed health personnel shall only access stock supplies of legend medications. Both licensed and trained non-licensed personnel may access supplies of legend medications that have been properly dispensed as well as supplies of over the counter medications;
   3. Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law;
   4. Preparation of labels can be done by a licensed physician, dentist, pharmacist, or other personnel, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the youth. Labels shall be prepared in accordance with Section 4076 and 4076.5 of the Business and Professions Code;
   5. Dispensing shall only be done by a physician, dentist, pharmacist, or other person authorized by law;
   6. Administration of medication shall only be done by licensed health personnel who are authorized to administer medication, and acting on order of a prescriber. Exception: Per

CFMG, staff that are not authorized by license to administer medications are allowed to administer Epic-Pen medications in the events of a life threatening allergic reactions;

7. Licensed health care personnel and trained non-licensed personnel may deliver medication acting on the order of a prescriber;
8. Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Disposal procedures of controlled substances shall be disposed of in accordance with Drug Enforcement Administration; and
9. The responsible physician shall establish policies and procedures for managing and providing over-the-counter medications to youth.

PROCEDURE

I. HANDLING AND DELIVERING MEDICATIONS:

A. The Senior JCO or designee is responsible for the delivery of medications to youth.

B. At the beginning of the shift, the Senior JCO is to consult the medication log developed by CFMG for the names and times that medication is to be delivered.

C. At the prescribed time, the Senior JCO or designee assigned to deliver medications is to enter the Medical Unit and obtain the binder. Youth shall then be called down to the Medical Unit individually to receive their prescribed medications. The medication is then delivered to the youth in the manner specified by the medical provider:

1. During the Intake process, youth will be asked if they are allergic to any foods or medications. This information is forwarded to medical staff for verification. Medical staff will attempt to verify the information by contacting a physician and/or the child's parent.
2. If the information is verified, medical staff will prescribe a request for a Special Diet, Medical Diet, or emergency Epic-Pen.
3. The name of the youth and the name on the medication are to be compared.
4. Once the identity of the youth is established, the Senior JCO should provide the youth with water.
5. The medication is delivered into the youth's hand and the youth is directed to place it in his/her mouth. If the medication is a tablet or capsule, the youth should display the medication on the tongue. If the medication is liquid, it may be consumed directly from the cup.
6. After swallowing the medication, the youth is directed to drink water.
7. The youth must then display the interior of the mouth, including under the tongue and inside the cheeks to show that the medication has been swallowed. The youth should also

blow out as a further demonstration that the medication has not been kept in the mouth. The youth's hands should also be displayed to the staff. Youth are not to move from the area where the medications are delivered until told to do so. The staff should watch the youth at all times to ensure that the medication is consumed and not spit out.

8. Youth who refuse to take their prescribed medication shall fill out a Refusal of Medical Care form. Staff shall fill out the form and present it to the youth for signature. The completed form shall be given to medical personnel. The incident shall be documented in the Case Management System. This will be done every time the youth refuses.
9. Under no circumstance should medication be crushed or dissolved in a liquid without direction from medical personnel.

D. At the completion of the medication delivery, all medications given shall be logged on the Medication Administration Record in the Medication Log.

E. OTC medications Maalox and Tylenol 500 mg are only offered during the times of: 0730-0830 and 1930-2030. CFMG is to be contacted prior to medications given outside of these times, unless otherwise prescribed by medical service.

F. OTC medications Ibuprofen 200 mg and Benadryl 25 mg are only to be given at the direction of the On-Call CFMG provider. Log the issuance of these medications only in the Over-the-Counter Medication Log located in Medical.

G. Administration of the Epic-Pen medication is only to be done by staff in the event of a life threatening allergic reaction, and only if the youth has the medication prescribed on a MAR sheet.

1. In the event that an Epic-Pen is used, Emergency Response Services (911) is to be contacted as it will be a life threatening emergency. Contact to medical services is to be made as soon as possible to relay the information to them.
2. The Epic-Pen is to be administered directly into the muscular portion of the thigh of the youth. Ideally, this should be done without a barrier of clothing between the skin and the Epic-Pen, however it may be administered through clothing as thick as jeans.
3. Once injected, the Epic-Pen is to be held for 10 seconds before its removal from the thigh.

H. Staff are to have labels/bottles and other information available when contacting Poison Control. The Poison Control Center's phone number is 1-800-411-8080.

I. Medical services shall ensure proper handling and disposal of "sharps," which includes razors and needles, as well as dressings contaminated with blood or bodily fluids according to OSHA and medical protocol:

1. Contaminated gloves, bandages, gauzes, any type of dressings and all "sharps" will be secured in designated containers provided by Medical staff. Storage containers including bags will be provided by the facility Medical staff and are considered disposable items.
2. All disposable items will be stored in containers labeled Biohazard.
3. Cleaning materials such as towels and mop heads, as well as contaminated clothing, should be properly secured in the red plastic biohazard bags.
4. When available, medical staff will be responsible for securing, transporting, and depositing the storage containers. When medical staff is unavailable, facility staff will facilitate this routine.
5. Items in the Biohazard bins will be picked up for disposal at least every 12 weeks, or when needed, which will be coordinated by medical staff.

REFERENCED FORMS

Request for Medical/Special Diet

Refusal of Care and Release of Responsibility Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 29)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Psychotropic Medications
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1439

PURPOSE

To establish and implement policy and procedure for the voluntary and involuntary use of psychotropic medications by youth in the custody of the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PSYCHOTROPIC MEDICATION:

A. The Health Administrator/responsible physician, in cooperation with the Behavioral/Mental Health Director and the Facility Superintendent, shall develop and implement written policies and procedures governing the use of voluntary and involuntary psychotropic medications. These policies and procedures shall be included in the California Forensic Medical Group Policy and Procedures Manual. These policies and procedures shall include but not be limited to:

1. Protocols for health care providers written and verbal orders for psychotropic medications in dosages appropriate to the youth's need;
2. The length of time voluntary and involuntary medications may be ordered and administered before re-evaluation by a physician;
3. Provision that youth who are on psychotropic medications prescribed in the community are continued on their medications when clinically indicated pending verification and in a timely manner by a health care provider. Re-evaluation and further determination of continuing psychotropic medication, if needed, shall be made by a health care provider.
4. Provision that the necessity for uninterrupted continuation of psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program, including authorization for transfer of prescriptions; and
5. Provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.

B. Youth shall be informed of the expected benefits, potential side effects, and alternatives to psychotropic medications. Such information is to be provided by licensed medical staff. Absent an emergency, youth may refuse treatment.

C. Administration of psychotropic medications shall not be administered to a youth absent an emergency unless informed consent has been given by the legally authorized person or entity. Youth found by a health care provider to be an imminent danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of serious bodily harm, and when there is insufficient time to obtain consent from the parent/guardian or the Court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment. All involuntary administrations of psychotropic medications shall be documented and reviewed by the Facility Administrator and Health Administrator.

D. Assessment and diagnosis must support the administration of psychotropic medications. Administration of psychotropic medication is not allowed for disciplinary reasons, coercion, convenience, or retaliation.

PROCEDURE

I. INFORMED CONSENT/REFUSAL OF CARE:

A. All psychotropic medications must be reviewed by a Psychiatrist or his/her designee. Youth who arrive at the facility with psychotropic medication shall be cleared by the physician or his/her designee, who may consult if necessary with the prescribing physician to verify dosage and any need for reevaluation on refills.

B. The psychiatrist is to provide a copy of the Informed Consent for medications for the youth to sign.

C. The Senior JCO or Lead Staff shall contact the parent at the earliest possible time to come and sign the Informed Consent so medications may begin.

D. Once the Informed Consent is signed, medical will add the youth to the Medication Binder so that medication can be delivered as ordered.

E. Medical staff will not add medication orders until the completed and signed Informed Consent is received.

F. Staff observing any possible side effects in these youth are to report immediately to the Senior JCO or Lead Staff. The Senior JCO or Lead Staff will then contact medical staff.

G. In cases where a youth refuses to see the psychiatrist or refuses to take their medications, staff is to fill out a Refusal of Care form. The youth is to sign the form; File the form with medical personnel, and document it in the Facility Log. The name of the medication is to be noted in the log. Absent an emergency, youth may refuse psychotropic medication without disciplinary consequences.

II. MEDICATION REEVALUATIONS AND RECORDS:

A. Medical staff shall keep a record of all youth receiving psychotropic medications, including the type, dosage, and duration of the treatment. This record shall be included in the quarterly statistics provided to the Facility Superintendent.

B. The mental health professional or his/her designee shall be responsible for the reevaluation of psychotropic medications at regular intervals. Medication refills shall be ordered by the mental health professional or the youth's primary Medical Doctor/Primary Doctor as needed.

C. A parent/guardian must be contacted to bring in additional medication as needed. If unable to obtain additional medication, the mental health professional should be notified.

REFERENCED FORMS

Informed Consent

Refusal of Care and Release of Responsibility Form

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII.30)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Collection of Forensic Evidence
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1452

PURPOSE

To establish and implement policy regarding the collection of forensic evidence from youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. COLLECTION OF FORENSIC EVIDENCE

A. The Health Administrator, in cooperation with the Facility Superintendent, shall ensure youth requiring forensic medical services, including the drawing of blood samples, body cavity searches, and other functions for the purposes of prosecution are collected by appropriately trained medical personnel who are not responsible for providing ongoing health care to the youth. Such services shall be obtained at Adventist Health, Sonora.

REFERENCED FORMS

Informed Consent

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 31)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Prison Rape Elimination Act (PREA) Zero Tolerance for Sexual Abuse/Misconduct/Harassment and Investigations
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Penal Code
§2635-2643
§11166
§11160-11161
California Code of Regulations, Title 15
§1453
Prison Rape Elimination Act (PREA) of 2003 Standards
Public Law 108-79
Code of Federal Regulations, Title 28
§115 National Standards to Prevent, Detect, and Respond to Prison Rape Under PREA

PURPOSE

The Mother Lode Regional Juvenile Detention Facility (MLRJDF) has a zero tolerance policy towards all forms of sexual abuse, including sexual harassment. MLRJDF is committed to creating a safe environment and protecting youth against sexual victimization. This includes prohibiting any sexual activity, sexual conduct, sexual abuse, sexual contact, sexual harassment, or sexual assault between MLRJDF employees, volunteers, interns, mentors, contract personnel, etc., and youth; as well as, between youth. The Department screens youth to identify potential victims and perpetrators, ensures services are provided for the victims of such abuse, educates employees, volunteers, and youth, and assesses potential environmental factors. This policy provides uniform guidelines and procedures to reduce the risk of sexual abuse in compliance with the Prison Rape Elimination Act (PREA) of 2003.

The purpose of this policy is to ensure compliance with Public Law 108-79, The Prison Rape Elimination Act of 2003 (PREA), California Code of Regulations, Title 15; as well as the Sexual Abuse in Detention Elimination Act of 2005, which is also covered in California Assembly Bill 550 and under provisions contained within the California Penal Code. This policy shall provide guidelines for the prevention, detection, training, response, reporting, treatment, discipline, investigation, and statistical tracking of sexual assaults and sexual misconduct between youth and/or staff and youth.

POLICY

I. COMPLIANCE WITH PRISON RAPE ELIMINATION ACT (PREA) of 2003:

A. This section has been developed in cooperation with the Prison Rape Elimination act of 2003 (PREA). In adherence to PREA, all staff working at the Mother Lode Regional Juvenile

Detention Facility shall receive training upon hire and at least once annually to ensure they understand the significance of sexual abuse, the facilities zero tolerance stance on sexual assault/harassment/misconduct, and the necessity of eradicating sexual misconduct within correctional facilities. Sexual conduct between staff and youth is strictly and affirmatively prohibited. In cases where sexual misconduct has been alleged, a thorough investigation will be initiated and completed in a timely manner.

PROCEDURE

I. YOUTH'S RIGHTS:

A. As required by federal and state law, MLRJDF employees shall ensure that basic youth rights are protected and fully provided in a format appropriate to their stage of development, age, language, literacy level, and a youths disability in accordance with California Code of Regulations, Title 15 and MLRJDF Polices, youth are also afforded these additional rights:

1. Youth have the right to an environment of zero tolerance towards all forms of sexual abuse and sexual harassment; [28 C.F.R. §115.311]
2. Youth have the right to limited cross-gender viewing and searches, except in exigent circumstances; [28 C.F.R. §115.315]
3. Youth have the right to any special needs accommodations; [28 C.F.R. §115.316]
4. Youth have the right to access forensic medical examinations at no cost; [28 C.F.R. §115.321]
5. Youth have the right to report all allegations of sexual abuse and sexual harassment; [28 C.F.R. §115.351]
6. Youth have the right to be reasonably protected from the accused offender; [28 C.F.R. §115.366]
7. Youth have the right to be free from retaliation for reporting sexual abuse and sexual harassment; [28 C.F.R. §115.367]
8. Youth have the right to have results of investigations explained to them and to their parents or legal guardian, consistent with confidentiality and state law; [28 C.F.R. §115.373]
9. Youth have the right to emergency medical and mental health services; [28 C.F.R. §115.382]
10. Youth have the right to ongoing medical and mental health care for sexual abuse victims. [28 C.F.R. §115.383]

II. GENERAL STANDARDS REGARDING MLRJDF ZERO TOLERANCE OF SEXUAL ABUSE AND SEXUAL HARASSMENT: [28 C.F.R. §115.311]

A. MLRJDF is committed to a Zero Tolerance standard toward all forms of sexual abuse and sexual harassment within its facility and contracted programs. This policy provides uniform guidelines and procedures to reduce the risk of sexual abuse and sexual harassment in MJRJDF in compliance with the PREA 2003.
[28 C.F.R. §115.311 (a)]

B. Youth have the right to an environment of zero tolerance toward all forms of sexual abuse and sexual harassment. Therefore, MLRJDF has:
   1. Designated a Prison Rape Elimination Act (PREA) Coordinator to increase the effectiveness of efforts to prevent and respond appropriately to sexual abuse and sexual harassment; and [28 C.F.R. §115.311 (b)]
   2. MLRJDF employees shall be trained upon hire and at least once annually to recognize the signs of sexual abuse and to understand their responsibility in the detection, prevention, and reporting of alleged sexual abuse. Trained employees shall help prevent sexual abuse by acting in the following manner during the performance of their duties:
      a. Knowing and enforcing rules regarding sexual behavior;
      b. Maintaining professionalism at all times, including maintaining a sexual-harassment-free professional workplace; and
      c. Treating any allegation of sexual abuse or sexual harassment seriously by following appropriate reporting procedures.

C. Supervision of youth is necessary to protect them from sexual abuse. Sound correctional practice includes conducting frequent, random area checks, providing direct employee supervision, and having an open line of communication with youth.

D. Sexual behavior is prohibited in MLRJDF. Youth who commit any type of behavior violation may be subject to sanctions according to this policy. Behavior violations involving sexual behavior will be assessed by the PREA Coordinator as potential sexual abuse or sexual harassment cases.

E. MLRJDF employees shall be aware of warning signs that might indicate that a youth has been sexually abused or is in fear of being sexually abused. Warning signs, include, but are not limited to:
   1. Isolating self from others;
   2. Depression;
   3. Major changes in behavior, mood, and daily activities;
   4. Lashing out at others;
   5. Refusing to shower;
   6. Suicidal thoughts or actions;
   7. Seeking protective custody; and

8. Refusing to leave separation.

F. In the event that a youth is alleged to have sexually assaulted another youth or an employee, volunteer, mentor, or contractor, the immediate response and preservation of evidence steps described in this policy must also be followed.

G. Any sexual behavior or act between employees, volunteers, mentors, or contracted persons and youth, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions.

III. SUPERVISION AND MONITORING OF YOUTH: [28 C.F.R. §115.313]

A. MLRJDF shall implement a staffing plan that provides for adequate levels of staffing and monitoring to protect youth against sexual abuse (refer to MLRJDF policy on *Staffing)*. [28 C.F.R. §115.313 (a)]

B. Senior Juvenile Correctional Officer(s) or designee(s) shall:
1. Ensure appropriate employee to youth ratios are followed. [28 C.F.R. §115.313 (b)]
2. MLRJDF shall maintain JCO staff ratios of a minimum of 1:8 during youth waking hours and 1:16 during youth sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented. [28 C.F.R. § 115.313 (c)]
3. The Facility Superintendent no less frequently than once a year shall assess, determine, and document whether adjustments to the staffing plan, staffing patterns, video monitoring systems and other monitoring technologies are needed in accordance with PREA [28 C.F.R. §115.313(d)].
4. Determining the need for video monitoring, MLRJDF shall take into consideration:
   a. Generally accepted youth detention and correctional/secure residential practices;
   b. Any judicial finding of inadequacy;
   c. Any finding of inadequacy from Federal investigative agencies;
   d. Any findings of inadequacy from internal or external oversight bodies;
   e. All components of the facility's physical plant (including "blind spots" or areas where staff or youth may be isolated);
   f. The composition of the youth population;
   g. The number and placement of supervisory staff;
   h. Institution programs occurring on a particular shift;
   i. Any applicable State or local laws, regulations, or standards;
   j. The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
   k. Any other relevant factors.

C. Shift leaders, and/or administrator(s) shall conduct and document unannounced rounds once daily on each shift to identify and deter employee sexual abuse and sexual harassment using *PREA - Unannounced Supervisory Rounds Form*. [28 C.F.R. §115.313 (e)]

D. EMPLOYEES shall not alert other employees of any of these rounds unless such announcement is related to the legitimate operational functions of the facility.

IV. MLRJDF LIMITS STAFF TO YOUTH CROSS-GENDER VIEWING AND SEARCHES:

[28 C.F.R. §115.315]

A. Youth have the right to limited cross-gender viewing and searches, except in exigent circumstances. Cross -Gender Video Review and preservation may take place to identify and preserve digital evidence of physical and sexual abuse.

B. MLRJDF:
1. Shall not conduct cross-gender strip searches or cross-gender visual body cavity searches except in exigent circumstances or when performed by a Qualified Health Care Professional (QHCP); [28 C.F.R. §115.315 (a)]
2. Shall not conduct cross-gender pat-down searches except in exigent circumstances and with the appropriate supervisory approvals (*refer to MLRJDF Searches Policy*); and [28 C.F.R. §115.315 (b)]
3. Shall document and substantiate the need for any cross-gender strip searches, cross-gender visual body cavity searches, and cross-gender pat-down searches using *Cross-Gender Search Documentation Form*. [28 C.F.R. §115.315 (c)]

C. MLRJDF employees of the opposite gender shall announce their presence when entering the Living Unit where youth are likely to be showering, performing bodily functions, or changing clothing. [28 C.F.R. §115.315 (d)]

D. MLRJDF employees shall not search or physically examine a transgender or intersex youth for the sole purpose of determining the youth's genital status. [28 C.F.R. §115.315 (e)]
1. If a youths genital/gender status is unknown, the Qualified Health Care Professional (QHCP) may determine the status by reviewing medical records, during conversations with the youth or, if necessary by a private medical examination.

E. MLRJDF shall train employees to conduct cross-gender pat-down searches and searches of transgender and intersex youth, in a professional and respectful manner, in the least intrusive manner possible, and consistent with security needs. STC CORE Training for Juvenile Corrections Officers shall meet this requirement. [28 C.F.R. §115.315 (f)]

V. YOUTH WITH DISABILITIES AND YOUTH WHO ARE LIMITED ENGLISH PROFICIENT: [28 C.F.R. §115.316]

A. Youth have the right to any special needs accommodations. MLRJDF shall make accommodations to ensure youth who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities have equal access and opportunity to participate in or benefit from all aspects of MLRJDF's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. [28 C.F.R. §115.316 (a)] Such accommodations shall include:

1. Providing access to interpreters and having interpreting services available in accordance with MLRJDF policies for youth who are limited English proficient; [28 C.F.R. §115.316 (b)]
2. Ensuring that written information is/can be provided in formats or through methods that ensure effective communication with youth with disabilities, including youth who have intellectual disabilities, limited reading skills, deaf or hard of hearing, or who are vision impaired or have low vision; and
3. Providing access to all PREA related efforts to prevent sexual abuse.

B. MLRJDF shall not rely on youth interpreters, youth readers, or other types of youth assistance except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the youth's safety, the performance of first-response duties, or the investigation of the youth's allegations. [28 C.F.R. §115.316 (c)]

VI. EMPLOYEE HIRING AND PROMOTION DECISIONS: [28 C.F.R. §115.317]

A. MLRJDF shall ensure, in accordance with Tuolumne County Probation Department Background Investigations/Clearances and MLRJDF Appointment and Qualification Policies, that employee hiring and promotion decisions are made in accordance with the requirements of PREA Juvenile Facility Standards. [28 C.F.R. §115.317]

B. MLRJDF shall not hire or promote anyone who may have contact with youth, and shall not enlist the services of any contractor and/or volunteer who may have contact with youth who:

1. Have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
2. Have been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
3. Have been civilly or administratively adjudicated to have engaged in the activity described above. [28 C.F.R. § 115.317(a)]

C. MLRJDF shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor and/or volunteer, who may have contact with youth. [28 C.F.R. §115.317(b)]

D. Before hiring new employees who may have contact with youth, MLRJDF shall at minimum:
1. Perform a criminal background records check;
2. Consult any child abuse registry maintained by the State in which the employee would work; and
3. Consistent with Federal, State, and local law, make its best effort to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. [28 C.F.R. §115.117(c)]

E. Material omissions regarding misconduct, or the provision of materially false information, shall be grounds for termination. [28 C.F.R. §115.117(g)]

F. Unless prohibited by law, MLRJDF shall provide information on substantiated allegations of sexual abuse and/or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work. [28 C.F.R. §115.317(h)]

VII. MLRJDF UPGRADES AND TECHNOLOGIES: [28 C.F.R. §115.318]

A. MLRJDF:
1. In planning any substantial expansion or modification of the existing facility, will consider the effect of the design, acquisition, expansion, or modification upon MLRJDF's ability to protect youth from sexual abuse; and [28 C.F.R. §115.318 (a)]
2. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, consider how such technology may enhance MLRJDF's ability to protect youth from sexual abuse. [28 C.F.R. §115.318 (b)]

VIII. YOUTH ACCESS TO FORENSIC MEDICAL EXAMINATIONS:

A. Youth have the right to access forensic medical examinations at no cost: [28 C.F.R. §115.321]
1. Tuolumne County Sherriff's Office shall investigate allegations of criminal sexual abuse to maximize the potential for obtaining usable physical evidence for both administrative proceedings and criminal prosecutions. [28 C.F.R. §115.321 (a) (b)]
2. MLRJDF shall offer all youth who experience sexual abuse access to forensic medical examinations at an appropriate outside facility, without financial cost, where evidentiary or medically appropriate: [28 C.F.R. §115.321 (c)]

   a. For any youth alleging sexual abuse, investigative personnel shall make arrangements for a forensic medical examination to be performed by a Sexual Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE) where possible.
3. For youth who report a history of sexual abuse:
   a. The QHCP shall consider that best practice suggests that youth who report a history of sexual abuse occurring any time in the past where there is the possibility that evidence may be found, should be seen for a forensic medical exam.
4. For youth who report genital/rectal pain, or bleeding:
   a. The QHCP shall ensure these symptoms are addressed as soon as possible so that the site of the bleeding or cause of the pain can be identified. This will help to differentiate accidental from non-accidental injuries and sexually transmitted infections from non-sexually transmitted ones.
5. Investigative personnel shall investigate the case in accordance with this policy.
6. If there is a question by the PREA Coordinator as to whether the sexual contact was consensual or non-consensual, and/or if the victim is under 15 years old, investigative personnel from TCSO in collaboration with a QHCP shall consider the youth for a forensic medical exam.
7. In all cases of sexual misconduct involving youth to youth, MLRJDF employees shall refer the involved youth for disciplinary follow-up with an administrative review.
8. MLRJDF shall make available victim advocate services through Tuolumne County Victim Witness: [28 C.F.R. §115.321 (d)]
   a. When requested by the victim, contact a qualified advocate; and
   b. The advocate shall: [28 C.F.R. §115.321 (e)]
      i. Accompany and support the victim through the forensic medical examination and investigative process; and
      ii. Provide emotional support, crisis intervention, information, and referrals.

IX. MLRJDF POLICIES THAT ENSURE REFERRALS OF ALLEGATIONS FOR INVESTIGATIONS:

A. MLRJDF shall ensure, in accordance with *its policies*, that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment. [28 C.F.R. §115.322(a)]

B. MLRJDF shall publish its policies regarding referrals of allegations and the responsibilities for conducting administrative or criminal investigations of both the agency and the investigating entity on its website. [28 C.F.R. §115.322(b) and (c)]

X. <u>EMPLOYEE TRAINING:</u> [28 C.F.R. §115.331]

A. In ensuring staff development and training MLRJDF shall ensure:
   1. All employees are trained annually and that each employee receives instruction related to the prevention, detection, reporting, and investigation of youth sexual abuse and define appropriate employee/youth relationships in accordance with *MLRJDF policies.*
      a. The training must include the following topics: [28 C.F.R. §115.331 (a)]
         i. MLRJDF's Zero-Tolerance for sexual abuse and sexual harassment; [28 C.F.R. §115.331 (a) (1)]
         ii. How an employee must prevent, detect, report, and respond to offender sexual abuse and sexual harassment; [28 C.F.R. §115.331 (a) (2)]
         iii. A youth's right to be free from sexual abuse and sexual harassment; [28 C.F.R. §115.331 (a) (3)]
         iv. An employee's and youth's right to be free from retaliation for reporting sexual abuse and sexual harassment incidents; [28 C.F.R. §115.331 (a) (4)]
         v. The dynamics of sexual abuse and sexual harassment in juvenile facilities; [28 C.F.R. §115.331 (a) (5)]
         vi. The common reactions of youth victims of sexual abuse and sexual harassment; [28 C.F.R. §115.331 (a) (6)]
         vii. How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between youth; [28 C.F.R. §115.331 (a) (7)]
         viii. How to avoid inappropriate relationships with youth; [28 C.F.R. §115.331 (a) (8)]
         ix. How to communicate effectively and professionally with youth, including LGBTIQ, or gender nonconforming youth; [28 C.F.R. §115.331 (a) (9)]
         x. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities; and [28 C.F.R. §115.331 (a) (10)]
         xi. Relevant laws regarding the applicable age of sexual consent. [28 C.F.R. (a) (11)]

B. Staff development and training shall:
   1. Ensure employees who have direct contact with youth receive in-service training tailored to the unique needs and attributes to the gender of youth with whom the employee has contact; [28 C.F.R. §115.331 (b)] and
   2. Provide each employee with refresher training once every year to ensure that all employees know the agency's current sexual abuse and sexual harassment policies and procedures. [28 C.F.R. §115.331 (c)]

C. Staff development and training shall ensure training is documented through employee signature or electronic verification as an indication the employees understand the training they have received. New employees sign a *PREA – New Staff Acknowledgement* and ongoing staff sign a *PREA – Annual Staff Acknowledgement*. [28 C.F.R. §115.331 (d)]

XI. VOLUNTEER, CONTRACTOR, AND MENTOR TRAINING: [28 C.F.R. §115.332]

A. MLRJDF shall ensure that all volunteers, mentors, and contractors who have unsupervised contact with youth have been trained on their responsibilities under MLRJDF's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. [28 C.F.R. §115.332 (a)]

B. The assigned Officer shall provide volunteers, interns, and contractors entering MLRJDF with the following documents to ensure they have read the information provided and fully understand their responsibilities while at the secure care facility, as well how to report incidents: [28 C.F.R. §115.332(b)]
1. Signing verification of their understanding of PREA and MLRJDF Polices using *PREA – Vendor-Visitor-Contractor-Etc. Acknowledgement Form*; and
2. Receiving a *PREA Informational Brochure*.

C. MLRJDF shall maintain documentation confirming that volunteers, interns, mentors, and contractors understand the training they have received by ensuring *Form's (above) were provided, understood, and signed.* [28 C.F.R. §115.332 (c)]

XII. YOUTH EDUCATION: [28 C.F.R. §115.333]

A. Upon a youth's commitment to MLRJDF, Intake shall provide the youth with the MLRJDF *leaflet "What You Should Know About, Sexual Abuse and Sexual Harassment*," and *the MLRJDF Youth Handbook* to help the youth identify abuse, provide guidelines on how to stay safe, how to report abuse, and what to do if abused. MLRJDF staff shall document that the above information was provided to the youth. [28 C.F.R. §115.333 (a)]

B. Within 10 days of intake MLRJDF personnel shall provide to all youth: [28 C.F.R. §115.333 (b)]
1. A comprehensive age-appropriate presentation regarding the youth's right to be free from sexual abuse and harassment, retaliation for reporting incidents, and how MLRJDF shall respond to such incidents in accordance with its policies and procedures.
   a. Notify youth that any report of sexual abuse will be reported to Law Enforcement or the Department's investigative personnel.

2. Provide this information in formats accessible to all youth, including those who are limited English proficient, hearing impaired, visually impaired, or otherwise disabled, as well as to youth who have limited reading skills (special needs shall be identified during intake screening for appropriate modifications to training materials);
   [28 C.F.R. §115.333 (d)]
3. Provide youth with *MLRJDF PREA Youth Acknowledgement Statement*, to document youth's received such instruction and understand MLRJDF's Zero Tolerance policy for Sexual Abuse and Sexual Harassment and place completed form in the youth's file; as well as, forwarding a copy of completed form to MLRJDF PREA Coordinator; and [28 C.F.R. §115.333 (e)]
4. In addition to providing such education, make PREA related information available or visible to youth through posters, youth handbooks, such as: MLRJDF leaflet *"What you should know about Sexual Abuse,"* and *MLRJDF's Youth Handbook*.
   [28 C.F.R. §115.333 (f)]

C. During youth orientation, trained personnel shall:
   1. Present youth with PREA materials describing ways in which they can avoid being a victim, report having been a victim, and seek help for victim related issues; and
   2. Inform youth of their rights surrounding sexual victimization and sexual abuse.

XIII. SPECIALIZED TRAINING FOR INVESTIGATIVE EMPLOYEES: [28 C.F.R. §115.334]

A. In addition to the general training provided to all employees, MLRJDF shall ensure its investigation staff (i.e. PREA Coordinator) has received training in conducting sexual abuse investigations and conducting such investigations in confinement settings.
   [28 C.F.R. §115.334 (a) (b)]

B. MLRJDF shall maintain documentation of MLRJDF investigators who have completed the required specialized training in conducting sexual abuse investigations.
   [28 C.F.R. §115.334 (c)]

XIV. SPECIALIZED TRAINING FOR MEDICAL AND MENTAL HEALTH CARE EMPLOYEES: [28 C.F.R. §115.335]

A. In addition to the general training provided to all employees, MLRJDF shall ensure Medical and Behavioral Health employees have completed specialized training on the following topics: [28 C.F.R. §115.335 (a) (d)]
   1. How to detect and assess signs of sexual abuse; [28 C.F.R. §115.335 (a) (1)]
   2. How to preserve physical evidence of sexual abuse; [28 C.F.R. §115.335 (a) (2)]

3. How to respond effectively and professionally to youth victims of sexual abuse and sexual harassment; and [28 C.F.R. §115.335 (a) (3)]
4. How and to whom to report allegations or suspicions of sexual abuse and sexual harassment. [28 C.F.R. §115.335 (a) (4)]

B. MLRJDF shall maintain documentation that Medical and Behavioral Health employees have completed the required specialized training provided from http://www.ncchc.org/video-presentations or elsewhere. [28 C.F.R. §115.335 (c)]

XV. YOUTH SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS:

[28 C.F.R. §115.341]

A. Within 72 hours of a youth's admission to Intake and Classification, and at least every 90 days throughout a youth's stay in confinement, MLRJDF shall:
   1. Obtain and use information about each youth's personal history and behavior to reduce the risk of sexual abuse by or upon a youth; [28 C.F.R. §115.341 (a)]
   2. A qualified health care professional (QHCP) or a qualified mental health professional (QMHP) shall:
      a. Assess each youth by using the screening instrument *MLRJDF Sexual Violence Screening Tool* to attempt to ascertain information, at a minimum, about: [28 C.F.R. §115.341 (b) (c)]
         i. Prior sexual victimization or abusiveness;
         ii. Any gender nonconforming appearance or manner or identification as lesbian, gay, bisexual, transgender, or intersex, and whether the youth may therefore be vulnerable to sexual abuse;
         iii. Current charges and offense history;
         iv. Age;
         v. Level of emotional and cognitive development;
         vi. Physical size and stature;
         vii. Mental illness or mental disabilities;
         viii. Intellectual or developmental disabilities;
         ix. Physical disabilities;
         x. The youth's own perception of vulnerability; and
         xi. Any other specific information about individual youths that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.
      b. Send a hard copy of the completed form to the PREA Coordinator;

3. QHCPs/QMHPs shall ascertain this information through conversations with the youth during the intake process and medical and mental health screenings as well during classification assessments by: [28 C.F.R. §115.341 (d)]
   a. Reviewing court records, case files, behavioral records; and
   b. Other documentation from the youth's file.
4. MLRJDF shall implement and apply confidentiality controls on the dissemination of information to ensure sensitive information is not exploited to the youth's detriment by employees or other youth; [28 C.F.R. §115.341 (e)]

XVI. PLACEMENT OF JUVENILES IN HOUSING, BED, PROGRAM, EDUCATION, AND WORK ASSIGNMENTS: [28 C.F.R. §115.342]

A. If the information obtained from the *MLRJDF Sexual Violence Screening Tool* indicates the youth is at risk of becoming a potential victim, aggressor and/or has any gender nonconforming appearance or manner or identification as Lesbian, Gay, Bisexual, Transgender, or intersex (LGBTI), or Questioning, the youth may be capable of sexual abuse perpetration or vulnerable to sexual abuse victimization and may be considered for single housing placement. [28 C.F.R. §115.342 (a)]

B. The QMHP or QHCP shall send completed assessment forms to a Senior JCO with recommendations for keeping the youth safe and free from sexual abuse in accordance with MLRJDF polices.

C. MLRJDF may isolate youth from others only as a last resort when less restrictive measures are inadequate to keep them and other youth safe, and then only until an alternative means of keeping all youth safe can be arranged. All such isolation shall be documented. [28 C.F.R. §115.342 (b)]

D. During any period of isolation, MLRJDF in accordance with *its polices and California Code of Regulation, Title 15*: [28 C.F.R. §115.342 (b)]
   1. Shall not deny youth daily large-muscle exercise and any legally required educational programming or special education services;
   2. Shall provide daily visits from a Medical or Behavioral Health care clinician; and
   3. Shall provide access to other programs and work opportunities to the extent possible.

E. MLRJDF shall not: [28 C.F.R. §115.342 (c)]
   1. Make housing classifications or other assignments based solely on the basis of a youth's status of being lesbian, gay, bisexual, transgender, or intersex; nor
   2. Consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of likelihood of being sexually abusive.

F. In deciding whether to assign a transgender or intersex youth to a bed and/or programming assignments, MLRJDF shall consider on a case-by-case basis whether a placement would ensure the youth's health and safety, and whether the placement would present management or security problems. [28 C.F.R. §115.342 (d)]

G. MLRJDF shall afford all youth described in this section a review to determine whether there is a continuing need for separation from the general population at a minimum of every 30 days. [28 C.F.R. §115.342 (i)]

H. An Administrative Review shall:
   1. Continuously assess the youth's sexual abuse vulnerability and aggressiveness during scheduled monthly meetings and provide justifications regarding the youth's placement/activity schedule, etc., and document such justifications. [28 C.F.R. §115.342 (b) (c) (d)]

XVII. YOUTH REPORTING:

A. Youth have the right to report all allegations of sexual abuse and sexual harassment: [28 C.F.R. §115.351]
   1. MLRJDF shall have several ways to privately report sexual abuse or harassment, retaliation by other youth or employees, and employee neglect or violation of responsibilities that may have contributed to such incidents; [28 C.F.R. §115.351 (a)]
   2. Youth detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security. [28 C.F.R. §115.351(b)]
   3. To report allegations of sexual abuse and sexual harassment, youth:
      a. May access the **Center for a Non-Violent Community (CNVC)** by calling **(209) 588-9305** or by a mailing option to report abuse at no cost. Employees shall not open CNVC mail and shall treat all CNVC mail as legal mail:
         i. If a youth requests to use the CNVC mailing option, employees shall advise the youth to use the following address, noting that such mail shall be treated as legal mail at no cost to the youth:

Center for a Non-Violent Community
19043 Standard Road
Sonora, CA 95370

4. MLRJDF staff shall accept all reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports and forward said reports to the attention of the PREA Coordinator and/or Facility Superintendent.
5. MLRJDF shall provide a method for staff to privately report sexual abuse and sexual harassment of youth.
6. Youth shall have confidential access to their attorney or other legal representation; and
7. Youth may tell employees or someone they trust such as the Juvenile Correction Officer (JCO) or Facility Superintendent.

B. MLRJDF employees shall: [28 C.F.R. §115.351 (c)]
1. Accept reports made verbally, in writing, anonymously, and from third parties (request completion and use of *MLRJDF PREA - Third Party Reporting Form*);
2. Provide youth with access to tools necessary to make a written report; and
3. Complete an Incident Report to report sexual abuse and sexual harassment and mark it "Confidential" attention to the facility PREA Coordinator and/or Superintendent by the end of shift. [28 C.F.R. §115.351 (e)]

XVIII. SEXUAL ASSUALT AND/OR SEXUAL HARASSMENT YOUTH GRIEVANCES: [28 C.F.R. §115.352]

A. In accordance with *MLRJDF Policy*, MLRJDF**:**
1. Shall not impose a time limit on when a youth may submit a grievance regarding an allegation of sexual abuse; and [28 C.F.R. §115.352 (b)]
2. Shall ensure that a youth who alleges sexual abuse:
   a. May submit the grievance without submitting it to the employee who is the subject of the complaint; [28 C.F.R. §115.352 (c) (1)]
   b. That the grievance is not referred to an employee who is the subject of the complaint; and [28 C.F.R. §115.352 (c) (2)]
   c. Only the Superintendent and/or appointment designee during his/her absences will be permitted initial access to a filed grievance, as youth grievances are filed into a locked box on the Living Unit made only accessible to the Superintendent and/or designee.

B. MLRJDF shall issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance:
[28 C.F.R. §115.352 (d) (1)]
1. Computation of the 90-day time period shall not include time consumed by the youth in preparing any appeals. [28 C.F.R. §115.352 (c) (2)]

C. Third parties, including youths, employees, family members, attorneys, and outside advocates shall: [28 C.F.R. §115.352 (e) (1)]
   1. Be permitted to assist youth in filing requests for administrative remedies relating to allegations of sexual abuse; and
   2. Be permitted to file such requests on behalf of youths.
      a. If a third party, other than a parent or legal guardian, files such a request on behalf of a youth, MLRJDF may require as a condition of processing the request that the alleged victim agrees to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process; [28 C.F.R. §115.352 (e) (2)]
      b. If the youth declines to have the request processed on his or her behalf, MLRJDF shall document the youth's decision in the grievance and proceed with an investigation in accordance with *its policies on investigating and reporting child abuse*; [28 C.F.R. §115.352 (e) (3)]
      c. MLRJDF shall allow a parent or legal guardian of a youth to file a grievance regarding allegations of sexual abuse, including appeals, on behalf of a youth. Such grievance shall not be conditioned upon the youth agreeing to have the request filed on his or her behalf: [28 C.F.R. §115.352 (e) (4)]
         i. MLRJDF shall provide parents or legal guardians with a *Parent Handbook* with information regarding Zero Tolerance, the CNVC hotline, and how to file a grievance is clearly outlined. This information is also available on MLRJDF website.

D. Emergency grievances: When a grievance concerns an emergency matter where life, health, or safety may be threatened (e.g., imminent danger, abuse, injury, sexual vulnerability), the employee receiving the information shall immediately notify the Senior JCO on-duty and/or the Facility Superintendent of the matter:[28 C.F.R. §115.352 (f) (1)]
   1. The Senior JCO and/or Facility Superintendent shall take appropriate action to assure the welfare of the youth: [28 C.F.R. §115.352 (e) (2)]
      a. The Emergency Grievance shall be reviewed and responded to as soon as possible but no longer than 24 hours from receipt.
   2. The employee may also inform the youth of the option to report to the Law Enforcement agency and/or CNVC regarding the emergency matter and that it's for reporting purposes only, not counseling, advocacy, etc.; and
   3. If the matter involves sexual abuse/harassment or child abuse, the employee shall follow the preventing, responding to, monitoring, and mandatory child abuse reporting in accordance with this policy.

E. MLRJDF may not sanction a youth for a sexual assault or sexual abuse report made in good faith. [28 C.F.R. §115.352 (g)]

XIX. YOUTH OUTSIDE SUPPORT SERVICES AND LEGAL REPRESENTATION: [28 C.F.R. §115.353]

A. MLRJDF shall provide youth with access to outside victim advocates through Center for a Non-Violent Community (CNVC) and Tuolumne County Victim Witness for emotional support services related to sexual abuse. This shall be posted and readily accessible to youth. [28 C.F.R. §115.353(a)]

B. MLRJDF shall inform youth, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws. [28 C.F.R. §115.353(b)]

C. MLRJDF shall enter into a memorandum of understanding with CNVC to provide youth with confidential emotional support services related to sexual abuse. Copies of these agreements shall be maintained or documentation showing the attempts to enter into such an agreement. [28 C.F.R. §115.353(c)]

D. MLRJDF shall also provide youth with reasonable and confidential access to their attorneys or other legal representation and reasonable access to parents or legal guardians. [28 C.F.R. §115.353(d)]

XX. THIRD-PARTY SEXUAL ABUSE REPORTING: [28 C.F.R. §115.354]

A. MLRJDF may receive youth-related sexual abuse reports from youth's families or the public in accordance with information regarding these reporting processes which are available on MLRJDF's Public website in addition to the Parent Handbook:
   1. A confidential email contact PREAREPORT@co.tuolumne.ca.us
   2. *Form #0000 Third Party Reporting Form* that can be completed online and/or printed and mailed securely to:

MLRJDF
Attn: PREA Coordinator
12784 Justice Center Drive
Sonora, CA 95370

XXI. EMPLOYEE AND MLRJDF REPORTING DUTIES FOLLOWING A YOUTH REPORT: [28 C.F.R. §115.361]

A. MLRJDF employees shall report immediately to the PREA Coordinator and/or Facility Superintendent: [28 CFR part §115.361 (a) (b) (c) and (d)]
   1. Any knowledge, suspicion, or information they receive regarding an incident of sexual abuse and sexual harassment;
   2. Retaliation against youth or employee who reported such incident; or
   3. Any employee neglect or violation of responsibilities that may have contributed to an incident or retaliation.
   4. All MLRJDF staff shall comply with any applicable mandatory child abuse reporting laws; and
   5. Reporting requirements cannot be delegated to another staff person.

B. Medical and Mental Health Practitioners shall:
   1. Report sexual abuse to their supervisors as well as to the designated State or local services agency where required by mandatory reporting laws; as well as, the Facility Superintendent and/or PREA Coordinator; [28 C.F.R. §115.361 (d) (1)] and
   2. Inform youth at the initiation of services of their duty to report and the limitation of confidentiality. [28 C.F.R. §115.361 (d) (2)]

C. The PREA Coordinator shall promptly notify the allegation to the alleged victim's parents or legal guardians, unless there is official documentation showing the parents or legal guardians should not be notified or the disclosure would impair the investigation:
   [28 C.F.R. §115.361 (e) (1)]
   1. If the alleged victim is under the guardianship of the child welfare system, notify the alleged victim's caseworker instead of the parents or legal guardian.
      [28 C.F.R. §115.361 (e) (2)]
   2. If a juvenile court retains jurisdiction over the alleged victim, the Facility Superintendent and/or designee shall also report the allegation to the youth's attorney or other legal representative of record within 14 days of receiving an allegation.
      [28 C.F.R. §115.361(e) (3)]
   3. MLRJDF shall report all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, to the PREA Coordinator. [28 C.F.R. §115.361(f)]

XXII. MLRJDF YOUTH PROTECTION DUTIES: [28 C.F.R. §115.362]

A. When an employee learns that a youth is subject to a substantial risk of imminent sexual abuse, the employee shall take immediate action to protect the youth by following the guidelines indicated in section 23 of this policy.

XXIII. REPORTING TO OTHER CONFINEMENT FACILITIES: [28 C.F.R. §115.363]

A. In the event a youth reports physical or sexual abuse that occurred while in the custody of another place of confinement (i.e. detention center, jail, police):
   1. The employee shall complete an Incident Report; and
   2. The PREA Coordinator and/or the Facility Superintendent shall:
      a. Notify the head of the facility or appropriate office of the agency where the alleged abuse occurred and the appropriate investigative agency, as soon as possible, but no later than 72 hours after receiving the allegation; and
      b. Document that it has provided such notification.

XXIV. JCO FIRST RESPONDER DUTIES: [28 C.F.R. §115.364]

A. Upon learning of an allegation that a youth was sexually abused, First Responders shall use *Form #0000 First Responder Checklist* for guidance through the appropriate response and accomplish the following steps: [28 C.F.R. §115.364 (a)]
   1. Separate the alleged victim and abuser; [28 C.F.R. §115.364 (1)]
   2. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence; and [28 C.F.R. §115.364 (2)]
   3. If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim and abuser not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating. [28 C.F.R. §115.364 (3) and (4)]
   4. If the first staff responder is not a JCO employee, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify security staff.

B. First Responders shall notify the Senior JCO on duty and/or Superintendent. [28 C.F.R. §115.364 (b)]

C. The employee First Responder shall take preliminary steps to protect the victim and immediately notify the appropriate medical and mental health practitioners on-duty or on-call.

D. Youth and third party disclosures:
   1. If a youth discloses and/or was a witness to a sexual offense involving another MLRJDF youth while in detention, MLRJDF employees shall:
      a. Ensure the conversation is not conducted with other potential witnesses present; and
      b. Obtain the information with the following non-leading questions listed below:

i. Who did it?
ii. When did this happen?
iii. Where did this happen? and
iv. Are you in pain/bleeding? [victim only]

c. Document or remember the youth's exact words during the disclosure since these quotes will be included in the report to be authored by the recipient of the disclosure; and
d. Notify the Senior JCO on-duty and/or the Superintendent.

2. If the youth appears to be a risk to his/her own safety or to the safety of others, or if she/he has been or is currently being neglected or abused physically, sexually, or emotionally, MLRJDF employees shall:
   a. Inform the youth of their duty to report;
   b. Seek the assistance of a QMHP as soon as possible to aid in:
      i. Determining if the youth is in imminent danger; and
      ii. How best to deal with the youth's current mental status.
   c. Report the abuse by completing an Incident Report in accordance with MLRJDF policies;
   d. If the victimization just occurred do not leave the victim alone and request him/her to not wash, brush his/her teeth, shower, or change clothing;
   e. If the victimization just occurred do not leave the abuser alone and ensure he/she does not wash, brush his/her teeth, shower, or change clothing.
   f. Do not confront or interrogate/question the suspect; and
   g. Follow the direction of the Senior JCO before proceeding further.

E. All MLRJDF employees are Mandated Reporters, and as such MLRJDF employees shall report the abuse in accordance with MLRJDF Policy #11, Suspected Child Abuse/Neglect Reporting Requirements.

F. The PREA Coordinator shall investigate all sexual offense allegations in accordance with MLRJDF Polices.

XXV. RESPONSE TO AN INCIDENT:

A. MLRJDF's shall coordinate actions taken in response to an incident of sexual abuse among employee's, first responders, medical and mental health practitioners, investigators, Law Enforcement personnel, and facility leadership all pursuant to the PREA standard:
[28 C.F.R. §115.365]

XXVI. PRESERVATION OF ABILITY TO PROTECT YOUTH FROM CONTACT WITH ABUSERS: [28 C.F.R. §115.366]

A. Neither MLRJDF nor any other governmental entity responsible for collective bargaining on the agency's behalf shall enter into or renew any collective bargaining agreement or other agreement that limits the agency's ability to remove alleged staff abusers from contact with youth pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.

B. Nothing in this standard shall restrict the entering into or renewal of agreements that govern:
   1. The conduct of the disciplinary process, as long as such agreements are not inconsistent with the provisions of [28 C.F.R. §§ 115.372 and 115.376]; or
   2. Whether a no-contact assignment that is imposed pending the outcome of an investigation shall be expunged from or retained in the employee's personnel file following a determination that the allegation of sexual abuse is not substantiated.

XXVII. MLRJDF'S PROTECTION AGAINST RETALIATION:

A. Youth have the right to be free from retaliation for reporting sexual abuse or harassment: [28 C.F.R. §115.367]
   1. MLRJDF shall not retaliate or permit retaliation against a youth who makes a report of sexual abuse or sexual harassment or who cooperated in an investigation;
   2. Any MLRJDF employee who is found to have retaliated against another employee or youth involved in an investigation of sexual abuse or sexual harassment shall be subject to appropriate disciplinary action, up to and including dismissal from employment;
   3. MLRJDF shall ensure all youth and employees who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations are protected from retaliation by other youth and employees; and
   4. MLRJDF employs protection measures, such as removal of alleged employee(s) or youth abusers from contact with victims, and emotional support services for youth and/or employees who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations: [28 C.F.R. §115.367 (b)]
      a. For at least 90 days following a report of sexual abuse, the PREA Coordinator shall: [28 C.F.R. §115.367 (c)]
         i. Monitor the conduct or treatment of youth and/or staff who reported the sexual abuse and of youth who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by youth or staff, and shall act promptly to remedy any such retaliation. MLRJDF will monitor any youth disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of staff. MLRJDF shall continue such

monitoring beyond 90 days if the initial monitoring indicates a continuing need. Monitoring can be accomplished by utilizing *Form #0000 Retaliation Status Checklist*.

ii. In the case of youth, such monitoring shall also include periodic documented status checks.

iii. If any other individual who cooperates with an investigation expresses a fear of retaliation, MLRJDF shall take appropriate measures to protect that individual against retaliation.

iv. MLRJDF obligation to monitor shall terminate if an investigation determines that the allegation is unfounded.

XXVIII. YOUTH IN MLRJDF CUSTODY:

A. MLRJDF shall provide separate housing to protect a youth who is alleged to have suffered sexual abuse subject to the requirements of section 16 of this policy. [28 C.F.R. §115.368]

XXIX. MLRJDF CRIMINAL AND ADMINISTRATIVE INVESTIGATIONS: [28 C.F.R. §115.371]

A. When MLRJDF conducts its own investigations into allegations of sexual abuse and sexual harassment, it shall do so promptly, thoroughly, and objectively for all allegations, including third-party and anonymous reports. [28 C.F.R. §115.371(a)]

B. When sexual abuse is alleged, MLRJDF shall use investigators from TCSO who have received special training in sexual abuse investigations involving juvenile victims pursuant to 28 C.F.R. §115.334. [28 C.F.R. §115.371(b)]

C. TCSO investigators shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator. [28 C.F.R. §115.371(c)]

D. MLRJDF shall not terminate an investigation solely because the source of the allegation recants the allegation. [28 C.F.R. §115.371(d)]

E. When the quality of evidence appears to support criminal prosecution, the agency shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution. [28 C.F.R. §115.371(e)]

F. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as youth or staff. No agency shall require a youth who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation. [28 C.F.R. §115.371(f)]

G. Administrative investigations: [28 C.F.R. §115.371(g)]
   1. Shall include an effort to determine whether staff actions or failures to act contributed to the abuse; and
   2. Shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.

H. Criminal investigations shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence which attaches copies of all documentary evidence where feasible. [28 C.F.R. §115.371(h)]

I. Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution. [28 C.F.R. §115.371(i)]

J. MLRJDF shall retain all written reports referenced in paragraphs (G) and (H) of this section for as long as the alleged abuser is incarcerated or employed by the agency, plus five years, unless the abuse was committed by a youth and applicable law requires a shorter period of time. [28 C.F.R. §115.371(j)]

K. MLRJDF shall follow the general document retention schedules for the county in accordance with State law, and the approved schedules for MLRJDF in accordance with its policies while ensuring PREA standards are met.

L. The departure of an alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation. [28 C.F.R. §115.371(k)]

M. When outside agencies investigate sexual abuse, MLRJDF shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation. [28 C.F.R. §115.371(m)]

XXX. EVIDENTIARY STANDARD FOR ADMINISTRATIVE INVESTIGATIONS: [28 C.F.R. §115.372]

A. MLRJDF shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

XXXI. REPORTING TO YOUTH: [28 C.F.R. §115.373]

A. Following an investigation into a youth's allegation of sexual abuse suffered within the facility, the PREA Coordinator shall inform the youth as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. [28 C.F.R. §115.373(a)]

B. If the agency did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the youth. [28 C.F.R. §115.373(b)]

C. Following a youths allegation that an employee has committed sexual abuse against the youth, the agency shall subsequently inform the youth (unless the agency has determined that the allegation is unfounded) whenever: [28 C.F.R. §115.373(c)]
   1. The employee is no longer posted within the youth's unit.
   2. The employee is no longer employed at the facility.
   3. The agency learns that the employee has been indicted on a charge related to sexual abuse with the facility; or
   4. The agency learns that the employee has been convicted on a charge related to sexual abuse within the facility.

D. Following a youth's allegation that he or she has been sexually abused by another youth, the agency shall subsequently inform the alleged victim whenever: [28 C.F.R. §115.373(d)]
   1. The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
   2. The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

E. All such notifications or attempted notifications shall be documented. [28 C.F.R. §115.373(e)]

F. An agency's obligation to report under this standard shall terminate if the youth is released from the agency's custody. [28 C.F.R. §115.373(f)]

XXXII. DISCIPLINARY SANCTIONS FOR EMPLOYEES: [28 C.F.R. §115.376]

A. Employees shall be subject to disciplinary sanctions up to and including termination for violating MLRJDF, sexual abuse, or sexual harassment policies. [28 C.F.R. §115.376(a)]

B. Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual abuse. [28 C.F.R. §115.376(b)]

C. Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the employee's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories. [28 C.F.R. §115.376(c)]

D. All terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement, unless the activity was clearly not criminal, and to any relevant licensing bodies. [28 C.F.R. §115.376(d)]

XXXIII. CORRECTIVE ACTION FOR CONTRACTORS AND VOLUNTEERS: [28 C.F.R. §115.377]

A. MLRJDF shall:
   1. Prohibit any contractor, mentor, intern, or volunteer who engages in sexual abuse from contact with youth;
   2. Report to Law Enforcement and relevant licensing bodies, unless the activity was clearly not criminal; and
   3. Consider whether to prohibit further contact with youth in the case of any other violation of MLRJDF's sexual abuse or sexual harassment policies.

XXXIV. INTERVENTIONS AND DISCIPLINARY SANCTIONS FOR YOUTH: [28 C.F.R. §115.378]

A. Youth have the right to be reasonably protected from the accused youth:
   1. A youth may be subject to disciplinary sanctions only pursuant to an administrative finding of guilt for youth-on-youth sexual abuse: [28 C.F.R. §115.378 (a)]
      a. MLRJDF shall ensure any disciplinary sanctions are matched with: [28 C.F.R. §115.378 (b)]
         i. The nature and circumstances of the abuse committed;
         ii. The youth's disciplinary history; and

iii. The sanctions imposed for comparable offenses by other youth with similar histories.

b. MLRJDF shall not deny any youth found responsible for youth-on-youth sexual abuse access to daily exercise, or access to any legally required educational programming or special education services, or other requirements per California Code of Regulations, Title 15;

c. A Medical or Behavioral Health Care Clinician shall visit youth in segregation daily; and

d. MLRJDF shall ensure youth have access to other programs and work opportunities to the extent possible.

2. When imposing a disciplinary process, MLRJDF shall consider whether a youth's mental disabilities or mental illness contributed to his or her behavior when determining any type of sanction. [28 C.F.R. §115.378 (c)]

3. MLRJDF: [28 C.F.R. §115.378 (d)]

a. Shall offer therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse;

b. May require participation in such interventions as a condition of access to any rewards-based behavior management/motivational system or other behavior-based incentives, but not as a condition to access to general programming or education;

c. Shall make available Victims' Rights Advocates to assist any youth victim of sexual assault or sexual abuse;

d. May discipline a youth for sexual contact with staff only upon a finding that the employee did not consent to such contact. [28 C.F.R. §115.378(e)]

e. Shall not discipline a youth for reporting sexual abuse in good faith. [28 C.F.R. §115.378 (f)]

4. Sexual contact between youth is strictly prohibited, and any such activity shall result in discipline for involved youth. [28 C.F.R. §115.378(g)]

XXXV. YOUTH MEDICAL AND MENTAL HEALTH SCREENING: HISTORY OF SEXUAL ABUSE: [28 C.F.R. §115.381]

A. If the screening completed in section 15 of this policy, standard §115.341, indicates that a youth has experienced prior sexual victimization, MLRJDF employees shall ensure the youth is offered a follow-up meeting with a medical or mental health professional within 14 days of the intake screening. [28 C.F.R. §115.381 (a)]

B. If the screening completed in section 15 of this policy, standard §115.341, indicates that a youth has previously perpetrated sexual abuse, MLRJDF employees shall ensure the youth is offered a follow-up meeting with a mental health professional within 14 days of the intake screening. [28 C.F.R. §115.381 (b)]

C. MLRJDF shall keep any information related to sexual victimization or abusiveness strictly limited to medical and mental health professionals and essential employees as necessary. [28 C.F.R. §115.381 (c)]

1. The QMHP shall conduct additional assessments on each youth by using *Screening for Assaultive and Sexually Aggressive Behavior and Risk for Sexual Victimization*:
   a. If the assessment indicates that the juvenile has been sexually assaulted the QMHP shall:
      i. Report the abuse in accordance with *MLRJDF Policies;*
      ii. Ensure the youth receives medical treatment, if warranted;
      iii. Provide the youth with or refer the youth for psychological services for the abuse;
      iv. Make a recommendation for any special housing needs; and
      v. Along with an administrative review include in a course of action to be taken to address the effects of the abuse.
   b. If the assessment indicates that the youth is a potential victim the QMHP shall:
      i. Make a recommendation for any supervision, treatment, or management needs; and
      ii. Participate in an administrative review of a course of action to be taken to address the youth's potential for victimization and document it accordingly.
   c. If the assessment indicates the youth is a potential victimizer the QMHP shall:
      i. Make a recommendation for any special housing needs;
      ii. Include a course of action to be taken to address the youth's potential for victimizing; and
      iii. Ensure the youth is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening.

D. Medical and mental health practitioners shall obtain informed consent from youth before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the youth is under the age of 18. [28 C.F.R. §115.381(d)]

XXXVI. YOUTH'S ACCESS TO EMERGENCY MEDICAL AND MENTAL HEALTH SERVICES:

[28 C.F.R. §115.382]

A. Youth have the right to emergency medical and mental health services:

1. Mental Health Services:
   a. MLRJDF shall provide youth victims of sexual abuse with timely and unimpeded access to emergency medical treatment in accordance with its polices and crisis intervention services, as determined by medical and QMHP's according to their professional judgment; [28 C.F.R. §115.382 (a)]
   b. Following an allegation of sexual assault and/or abuse, the QMHP shall facilitate healing in the youth who has been victimized:

i. In this role, the QMHP:
   a) Shall delay primary trauma intervention until after a forensic interview, to be conducted by a forensically trained interviewer; and
   b) Shall provide trauma intervention immediately if the youth is in acute crisis.
ii. Following the forensic interview of an alleged youth victim, a QMHP shall assess the need for crisis intervention, counseling, and long-term follow-up:
   a) If the youth's needs are immediate and serious in nature, a QMHP shall complete an initial risk assessment of the youth.
   b) In light of the findings from the initial risk assessment of the youth, if necessary, proceed in accordance with MLRJDF Suicide Prevention Procedure.
iii. For long-term ongoing supportive therapy, QMHPs who lack expertise, training and/or credentials in the area of treatment of child abuse, sexual assault, or abuse victims, shall seek referrals to mental health professionals, including personnel, who specialize in working with child abuse and/or sexual abuse victims;
iv. During treatment, if a youth discloses further information regarding the abuse, both the MLRJDF QMHP or any non-MLRJDF personnel, shall document direct quotes and promptly report this information to the PREA Coordinator; and
v. The administrative review shall incorporate any supportive follow-up treatment needs into the youth's care plan.

2. Medical responsibilities:
   1. A youth believed to be a victim of a sexual assault/abuse shall be brought to a medical professional:
      a. The QHCP shall:
         i. Assess the youth;
         ii. Provide any emergency treatments, as needed; and
         iii. Limit exams to immediate serious injuries.
      b. Unless there is concern about significant bleeding, QHCPs shall <u>not</u> conduct a genital, oral, and/or anal examination.
   2. The QHCP shall <u>not</u> make any attempt to gather either physical evidence or statements from any youth alleging sexual assault:
      a. This does not preclude the QHCP from preserving trace evidence at risk to be lost (i.e., hair on victim's clothing):
         i. The QHCP shall collect this evidence in consultation with Investigation staff and/or Law Enforcement.
      b. The QHCP shall document any spontaneous statements made by the victim; and

c. JCO personnel are to remain with the youth while in the Medical facility during all initial evaluations for alleged sexual assault and delivery of emergency care.

3. In the absence of a QHCP, JCO personnel shall contact on-call medical for further instructions/information; [28 C.F.R. §115.382 (b)]
4. Investigation personnel shall make arrangements for a forensic medical examination by a Sexual Assault Nurse Examiner (SANE) for any youth alleging abuse within the past 120 hours;
5. MLRJDF personnel in collaboration with Investigation Staff shall:
   a. Supervise the youth and instruct him/her not to shower or, if applicable, rinse out his/her mouth prior to the offsite examination.
   b. If the youth changed clothing prior to an examination, give any clothing removed to an Investigator and/or JCO employee to:
      i. Seal in paper bags;
      ii. Mark as evidence items;
      iii. Maintain chain of custody; and
      iv. Give to Law Enforcement.
   c. Ensure the specialized medical examination is performed at an authorized location.
6. If a youth makes a disclosure of sexual assault/abuse during a routine unrelated evaluation by a QHCP, the QHCP shall:
   a. Follow the guidelines outlined previously in this policy; and
   b. Report the abuse in accordance *with MLRJDF Policy on Suspected Child Abuse/Neglect Reporting Requirements*.
7. If possible evidence of a sexual assault/abuse is observed during a routine unrelated exam, the QHCP shall question the youth using the following procedure:
   a. <u>Ask only these exact questions</u> as needed to complete the information:
      i. Who did it?
      ii. When did this happen?
      iii. Where did this happen? and
      iv. Are you in pain/bleeding?
   b. If the youth does disclose abuse which would include sexual assault/abuse, the QHCP shall report this incident in accordance with *the MLRJDF Policy on Suspected Child Abuse/Neglect Reporting Requirements*.
8. MLRJDF shall:
   a. Offer timely information about and timely access to emergency contraception and prophylaxis for sexually transmitted infections, to youth victims of sexual abuse while incarcerated in accordance with professionally accepted standards of care, where medically appropriate; and [28 C.F.R. §115.382 (c)]

b. Provide treatment services to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. [28 C.F.R. §115.382 (d)]

XXXVII. ONGOING MEDICAL AND MENTAL HEALTH CARE FOR SEXUAL ABUSE VICTIMS AND ABUSERS:

A. Youth have the right to ongoing medical and mental health care for sexual abuse victims and abusers. [28 C.F.R. §115.383]

B. MLRJDF shall: [28 C.F.R. §115.383 (a)]
   1. Offer medical and mental health evaluation and, as appropriate, treatment to all youth including those who have been victimized by sexual abuse in detention:
      a. The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in other facilities, or their release from MLRJDF custody. [28 C.F.R. §115.383 (b)]
   2. Provide such victims with medical and mental health services consistent with the community level of care; [28 C.F.R. §115.383 (c)]
   3. Offer pregnancy tests and timely pregnancy results to youth victims of sexually abusive vaginal penetration while incarcerated; [28 C.F.R. §115.383 (d)]
   4. If pregnancy results from sexual assault while incarcerated, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services. [28 C.F.R. §115.383(e)]
   5. Offer tests for sexually transmitted infections as medically appropriate; and [28 C.F.R. §115.383 (f)]
   6. Provide treatment services to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. [28 C.F.R. §115.383 (g)]

C. Behavioral Health Services shall attempt to conduct a mental health evaluation of all known youth-on-youth abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by a QMHP. [28 C.F.R. §115.383 (h)]

XXXVIII. SEXUAL ABUSE INCIDENT REVIEWS: [28 C.F.R. §115.386]

A. The Sexual Abuse Incident Review Committee consisting of the PREA Coordinator, Chief of Probation, and a Medical Professional shall:

1. Conduct a sexual abuse incident review within 30 days at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated unless the allegation has been determined to be unfounded; [28 C.F.R. §115.386 (a) and (b)]
2. Prepare a report using *Sexual Abuse Incident Review Report* of its findings and distribute and maintain such reports on file.

XXXIX. DATA COLLECTION: [28 C.F.R. §115.387]

A. MLRJDF shall collect accurate, uniform data for every allegation of sexual abuse at the facility using a standardized instrument and set of definitions; and [28 C.F.R. §115.387 (a)]

B. The PREA Coordinator shall:
1. Combine the incident-based sexual abuse data at least annually into a report to include, at a minimum, the data necessary to answer all questions from the most recent version of the *Survey of Sexual Violence* conducted by the Department of Justice; and [28 C.F.R. §115.387 (b) (c)]
2. Maintain, review, and collect data, as needed, from all available Incident Reports, youth grievances, and reports made by outside entities regarding allegations of sexual assault or abuse. [28 C.F.R. part §115.387 (d)]
3. Upon request, MLRJDF shall provide all such data from the previous calendar year to the Department of Justice no later than June 30. [28 C.F.R. §115.387(f)]

XL. DATA REVIEW FOR CORRECTIVE ACTION: [28 C.F.R. §115.388]

A. THE PREA Coordinator, shall:
1. Review data collected in order to assess and improve the effectiveness of the Department's sexual abuse prevention, detection, and response practices and training; [28 C.F.R. §115.388 (a)]
2. Prepare an annual report with a comparison of the current year's data, identification of problem areas, and corrective actions with those prior years and provide an assessment of the agency's progress in addressing sexual abuse; and [28 C.F.R. §115.388 (a) (1)(2) and (3) and (b)]
3. Submit such report to the Chief of Probation and/or designee for review and approval prior to posting on MLRJDF website. [28 C.F.R. §115.388 (a) (3)]

B. MLRJDF shall redact such reports when publication presents a clear and specific threat to the safety and security of MLRJDF, but indicate the nature of the material redacted. [28 C.F.R. §115.388 (d)]

XLI. DATA STORAGE, PUBLICATION, AND DESTRUCTION: [28 C.F.R. §115.389]

A. MLRJDF shall ensure:
   1. Data collected are kept secure; [28 C.F.R. §115.389 (a)]
   2. Sexual abuse data made available to the public annually is redacted appropriately, and is readily available to the public through the MLRJDF website; and [28 C.F.R. §115.389 (b) and (c)]
   3. Sexual abuse data is retained for at least 10 years after the date of its collections and for the minimum periods stated in the Records Retention Schedule as per Tuolumne County, State Law, and MLRJDF record retention polices. Sexual abuse investigation reports, etc., and applicable data will be kept and monitored by the facilities designated PREA Coordinator. [28 C.F.R. §115.389 (d)]

REFERENCED FORMS

Youth Orientation Handbook

Cross-Gender Search Documentation Form

PREA – New Staff Acknowledgement

PREA – Annual Staff Acknowledgement

PREA Youth Acknowledgement Statement

PREA Vendor-Visitor-Contractor-etc. Acknowledgement Statement

PREA - Sexual Violence Screening Tool

PREA - Third Party Reporting Form

Youth Grievance Form

PREA - First Responder Checklist

PREA - Retaliation Status Checklist

PREA - Sexual Incident Review Report

PREA - Annual Vulnerability Assessment

Parent-Community Member Grievance Report

PREA – Transgender Preference Form

PREA – LGBTIQ – Sexual Abuse – Victimization Risk Assessment – Placement Needs

PREA – Sexual Incident Forms:

- *PREA - Staff-on-Youth Voyeurism, Indecent Exposure & Sexual Harassment*
- *PREA - Staff-on-Youth Sexually Abusive Penetration/Contact*
- *PREA - Youth-on-Youth Sexual Harassment*
- *PREA - Youth-on-Youth Sexually Abusive Penetration*
- *PREA - Youth-on-Youth Sexually Abusive Contacts*
- *PREA - Youth Sexualized Behavior*

PREA – LE Notification Form – Request for Investigation

Suspected Child Abuse Report (SS8572 CA Form)

PREA – Administrative Investigation Plan

PREA – Investigative Findings Notification Form

PREA – Unannounced Supervisory Round Form

PREA – Quarterly Sexual contact Survey

PREA – Quarterly Sexual Violence Accommodation Review

Language Preference Form

ADDITIONAL INFORMATION

PREA – Youth Brochure

PREA - Youth Orientation Video

PREA Posters

PREA – Staff-Volunteer-Contractor-Etc. PowerPoint

PREA – Staff-Volunteer-Contractor-Etc. Brochure

MLRJDF - PREA Annual Report (Posted to MLRJDF Website)

Bureau of Justice Statistics (BJS) Incident Report (Refer to BJS Website)

BJS Annual Survey of Sexual Victimization (Refer to BJS Website)

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION VIII, No. 32)
	SUBJECT: Responsibility for Health Care Services **TITLE:** Participation in Research
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1454

PURPOSE

To establish and implement policy and procedure regarding facility-specific biomedical and behavioral research involving youth in custody of Mother Lode Regional Juvenile Detention Facility.

POLICY

I. BIOMEDICAL AND BEHAVIORAL RESEARCH:

A. Biomedical and behavioral research with human subjects shall only occur when ethical, medical, and legal standards for research are met as verified by Institutional Review Board (IRB) approvals, and with prior authorization of the Chief Probation Officer.

B. Such research shall require safety assurances of the youth and completion of the Informed Consent Form.

C. Participation shall not be a condition for obtaining privileges or other rewards in the facility.

D. The Court, Health Administrator, and the Facility Superintendent shall be informed of all such proposed actions.

PROCEDURE

I. RESEARCH INVOLVING YOUTH:

A. The Health Administrator, in cooperation with the Facility Superintendent, shall develop site-specific procedures for biomedical and behavioral research involving youth.

REFERENCED FORMS

Informed Consent

IX.

FOOD

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IX, No. 1)
	SUBJECT: Food **TITLE:** Frequency of Serving
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1460, 1461

PURPOSE

To establish, implement, and enforce policy and procedure for the frequency of meal service to youth in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MEAL FREQUENCY:

A. The Juvenile Detention Facility shall provide meals at least three times in each 24-hour period. At least one of these meals shall include hot food.

B. A substitute meal and beverage are to be provided to youth who miss regularly scheduled meals.

C. A nutritious meal shall be offered to all youth at initial intake, and shall be served to youth if more than 14 hours pass between meals.

D. Supplemental food shall be provided to youth on medical diets as prescribed by the attending physician.

E. A snack shall be provided to all youth between 2 to 4 hours after the dinner meal is served.

PROCEDURE

I. MEAL SERVICE:

A. Meals are to be served within the facility on a designated schedule with meals occurring in the mornings, afternoons, and early evening. Facility meals are based on nutritional standards which may include the Federal Child Nutrition Meal Program.

B. Youth shall be allowed a minimum of 20 minutes for the consumption of each meal.

C. Medical staff may order more time for youth with special medical needs.

D. Nutritious snacks shall be provided to all youth in amounts to meet caloric requirements, Section 1461.

E. Pregnant youth shall be provided with supplemental snacks if medically indicated.

F. Staff are to be informed of bookings and releases as soon as possible. This is an ancillary assignment completed by a Senior Juvenile Correctional Officer.

II. EMERGENCY FEEDING PLAN:

A. In the case of a facility lock-down or natural disaster, food service schedules will be maintained as much as possible. Meals may be served on trays to youth in their sleeping rooms if confined and documentation shall outline the reasons for such food service. In the event of an electrical disruption, the generator will be available to continue providing electricity to the facility, including the continued ability to keep food warm.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IX, No. 2)
	SUBJECT: Food **TITLE:** Minimum Diet
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1461

PURPOSE

To establish and implement policy and procedure regarding minimum standards for the preparation of meals served to youth in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MINIMUM DIET:

A. The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2010 Dietary Guidelines for Americans. Vegetarian or vegan diets may be requested and granted or denied at the discretion of the Facility Superintendent. All vegetarian, vegan, or religious diets must conform to nutritional standards.

B. The average daily caloric allowances shall be 1800-2000 calories for females 11 to 18 years of age; 2000-2800 calories for males 11 to 18 years of age.

C. Snacks may be included as part of the minimum diet. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal groups shall be provided in amounts to meet caloric requirements.

D. Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code Section 6030(e) and a supplemental snack as directed by medical staff.

E. In keeping with chronic disease prevention goals, total dietary fat should not exceed 30 percent of total calories on a weekly basis.

PROCEDURE

I. DIETARY MANUAL:

A. Trinity Food Services Group provides a Dietary Manual and a Policy and Procedure Manual to ensure compliance with this section.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IX, No. 3)
	SUBJECT: Food **TITLE:** Special/Medical Diets
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

California Code of Regulations, Title 15
§1462

PURPOSE

To establish and implement policy and procedure regarding the provision of medical diets to youth in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. PLANNING AND SERVING SPECIAL/MEDICAL DIETS:

A. The medical diets utilized by the facility shall be planned, prepared, and served with the consultation of a registered dietitian. Only the attending physician shall prescribe a medical diet.

B. The Facility Superintendent and Trinity Services Group shall comply with any medical diet prescribed for a youth.

C. Trinity Services Group shall prepare and maintain an approved Medical Diet Manual. Kitchen staff shall make copies of the diet manual available to medical staff upon request. A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.

D. The Facility Superintendent and responsible physician shall ensure that the Medical Diet Manual with sample menus for medical diets shall be available in both the Medical Unit and the Food Service Office for reference and information.

PROCEDURE

I. REQUESTS FOR SPECIAL/MEDICAL DIETS:

A. Food service provider shall plan, prepare, and serve meals to accommodate medical and special diets.

B. As part of the intake process, youth are asked if they are allergic to any foods or medications. This information is forwarded to California Forensic Medical Group for verification.

C. California Forensic Medical Group will attempt to verify the information by contacting a physician and/or the child's parent/guardian. If the information is verified, the medical staff will prescribe a request for Special Diets or Medical Diets. One copy is to be forwarded to Living Unit staff.

D. If a Youth requests a special diet to conform to their religious practices MLRJDF will request the special diet from Trinity Food Services.

E. Diet orders shall be maintained on file for at least one year.

REFERENCED FORMS

Request for Special/Medical Diets

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IX, No. 4)
	SUBJECT: Food **TITLE:** Menus
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1463

PURPOSE

To establish and implement policy and procedure to ensure that menus are planned and submitted in a timely manner in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. MENU PLANNING AND SUBMITION:

A. Menus are to be planned by Trinity Services Group at least one month in advance of their use, and approved by a registered dietitian before being used.

B. Monthly menu plans shall be submitted to the Facility Superintendent for approval.

C. Menus are to be available for audit by the Facility Superintendent and the oversight authority at any time.

D. Menus shall be retained for one year and evaluated by a registered dietitian annually.

PROCEDURE

I. MENU PREPARATION AND CHANGES:

A. Menus are to be posted in the kitchen and the Living Unit.

B. Cooks may make changes to the menus with Trinity Services Group approval.

C. Any changes in the menus are to be noted in writing on the menu.

D. Menus are to include a variety of foods considering the cultural and ethnic makeup of the facility. An effort should be made to avoid having repetitive meals.

E. Menus are to be prepared in accordance with the Minimum Diet requirements.

F. Menus, as planned and including changes are to be retained for one year on file in the kitchen and Administration.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION IX, No. 5)
	SUBJECT: Food **TITLE:** Food Service Plan
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1464-1467

PURPOSE

To establish and implement policy and procedure regarding food handling, serving, transportation, supervision, and storage of youth meals in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FOOD SERVICE PLAN:

A. In facilities of less than an average daily population of 50, that do not employ or have a food services manager available, the facility manager shall complete a written food service plan. The plan shall include, but not be limited to the following policies and procedures:

1. Menu planning;
2. Purchasing;
3. Storage and inventory control;
4. Food preparation;
5. Food serving;
6. Transporting food;
7. Orientation and on-going training;
8. Personnel supervision;
9. Budgets and food costs accounting;
10. Documentation and record keeping;
11. Emergency feeding plan;
12. Waste management;
13. Maintenance and repair;
14. Hazard analysis critical control point plan; and
15. Provision for maintaining three days of meals for testing in the event of food-borne illness.

II. FOOD HANDLERS EDUCATION AND MONITORING:

A. The facility manager, in cooperation with the food services manager, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers

receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with Section 113947 of the Health and Safety Code, California Retail Food Code (CalCode).

B. The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

III. KITCHEN FACILITIES, SANITATION, AND FOOD STORAGE:

A. Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (CalCode).

IV. FOOD SERVING AND SUPERVISION:

A. Policies and site specific procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised.

B. Food shall only be prepared and served by Juvenile Correctional Officer (JCO) staff.

C. Youth shall not serve food to other youth.

PROCEDURE

I. MEAL PICK-UP AND TRANSPORTATION:

A. Trinity Food Services group will provide three meals and one snack per day for all youth housed at the Mother Lode Regional Juvenile Detention Facility (MLRJDF).

B. MLRJDF is responsible for making arrangements to pick up the meals.

C. Meals will be picked up twice daily before lunch and dinner.
   1. Breakfast for the following day will be picked up with dinner.

II. SERVING:

A. Meals will be served in a sanitary manner by JCO staff.

B. Food temperatures shall be maintained through the use of a thermal warming station.

C. JCO staff will prepare the serving station in the Living Unit for each meal.
   1. All necessary food trays, utensils, cups, etc. shall be readied for service.
   2. Hot food will be brought and placed in the serving station immediately following pick-up from the jail.
   3. Cold meals and breakfast will be brought to the Living Unit from the kitchen refrigerator and placed in the serving station.

D. All utensils, food containers, cups, plates, etc. shall be counted by JCO staff before and after each meal service.
   1. If any utensils, food containers, etc. are missing at the end of meal service, each youth may be subject to search in an appropriate place and manner.

E. JCO staff will instruct youth to line up at the serving station in preparation for food service.

F. JCO staff will serve controlled and equal portions of food to each you.
   1. Youth may deny food that is offered.

G. Youth will place dirtied food trays, dishes, and utensils on the food cart.

III. SAFE FOOD HANDLING:

A. No employee shall commit any act that may cause the contamination or adulteration of food, food-contact surfaces, or utensils.

B. Any staff experiencing persistent sneezing, coughing, or runny nose which cannot be controlled with medication shall not handle or serve food.

C. Prior to serving meals, staff shall wash their hands and exposed portions of their arms with cleanser and warm water.

D. Staff shall wash their hands in the following instances:
   1. After touching bare human body parts other than clean hands and clean exposed portions of their arms;
   2. After using the restroom;
   3. After coughing, sneezing, blowing their nose, eating, or drinking;
   4. After handling soiled equipment or utensils; or
   5. After engaging in other activities that contaminate the hands.

E. Staff serving food shall wear a clean apron, single-use gloves, and hair restraints (i.e. hats, ponytail holders, hair nets, etc.). Hair restraints shall effectively keep their hair from contacted unpackaged food, clean equipment, or utensils.

IV. FOOD STORAGE:

A. Breakfast for the following day will be picked up with dinner and stored in the MLRJDF refrigerator.

B. Unopened, pre-packaged, non-perishable foods and fruits that must be peeled to eat (i.e. bananas, oranges, etc.) that are not consumed may be stored.
   1. These food items are not to be used as rewards, but for those youth that may require extra snacks between meals as directed by medical staff.
   2. All fruits, breads, and perishables will be inspected prior to being served to ensure they are fresh and edible.

C. No food items are to be stored in the living unit or in youth's rooms at any time.

V. WASTE MANAGEMENT:

A. Youth shall dispose of food waste in the proper trash can with JCO supervision.

B. JCOs shall take out the garbage only after all utensils, food containers, cups, etc. have been counted and accounted for.

VI. MAINTENANCE AND REPAIR:

A. If maintenance or repairs are needed, a Senior JCO shall make a maintenance request.

X.

CLOTHING AND PERSONAL HYGIENE

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION X, No. 1)
	SUBJECT: Clothing and Personal Hygiene **TITLE:** Clothing and Linen Issue, Supply, and Exchange
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1480-1483

PURPOSE

To establish and implement policy and procedure for the issue, laundering, replacement, and supply of institutional clothing and footwear for all youth detained in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. CLOTHING AND LINEN:

A. The Mother Lode Regional Juvenile Detention Facility shall maintain an adequate supply of clothing, bedding and linens to permit appropriate issue and exchange to all youth. The facility shall have a written procedure for acquisition, storage, and processing of clothing, bedding, and linen in a clean and sanitary manner.

B. All clothing and footwear is to be clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears.

C. The standard issue of climatically suitable clothing for youth shall consist of, but not be limited to:
1. Socks and serviceable footwear;
2. Outer garments consisting of pants and shirts;
3. Sweatshirt and sweat pants;
4. New, non-disposable undergarments shall be provided to the youth which shall remain with them throughout their stay in the MLRJDF;
5. Undergarments, that are freshly laundered and free of stains, including tee shirts and bras.
6. Youth may be issued shorts to be worn for outdoor recreation during the summer months; May through September.
7. Staff shall make the determination that replacement of clothing is necessary; and
8. Staff shall make sure that all youth's clothing and footwear is serviceable and in good repair.
9. Suitable clothing shall be provided to pregnant youth, and consideration shall be given to a mattress type for pregnant youth or youth with other medical related needs.

PROCEDURE

I. CLOTHING AND LINEN: ISSUE AND EXCHANGE:

A. A complete set of outer clothing, shoes, and under garments are to be issued to the youth at initial intake. The item sizes are to be recorded on the Facility Property Issue sheet.

B. Towels, tee shirts, bras, under garments, and socks are to be exchanged for a freshly laundered set daily.

C. Outer garments are to be laundered twice weekly. Youth are not permitted to enter the laundry room. Only qualified personnel (i.e. youth supervision staff) shall enter the laundry room and operate laundry machinery. Youth may participate in the folding of clothing in designated areas outside of the laundry room.

D. Clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer, reducing the potential for infectious disease transmission.

E. Clean clothing may be issued on an as needed basis if soiled between regular launderings.

F. When re-issue of clothing is necessary, staff is to obtain clothing of the appropriate size.

G. Outer garments are to be issued by Living Unit as follows:
   1. Males – Grey uniforms
   2. Females – Beige uniforms

H. Additional clothing may be issued for work details where the issue of regular clothing would be unsanitary or inappropriate. Youth shall be issued outer clothing as appropriate when working in inclement weather.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION X, No. 2)
	SUBJECT: Clothing and Personal Hygiene **TITLE:** Control of Vermin in Youth's Personal Clothing
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1484

PURPOSE

To establish and implement policy and procedure for the prevention of the spread of vermin and ectoparasites in youth's personal clothing and bedding.

POLICY

I. VERMIN INFESTATION:

A. Health care staff shall notify custody staff of the need for treatment.

B. Youth's infested clothing and/or bedding shall be treated as specified by the health care provider.

C. Treatment of items should be done in conjunction with any treatment of the individual youth to prevent recurrence and/or spread of vermin.

PROCEDURE

I. TREATMENT:

A. Youth suspected of possible vermin infestation should be referred immediately to the health care provider for diagnosis and treatment.

B. The instructions of the health care provider should be followed with regard to treatment of the individual and the laundering or treatment of clothing and bedding.

C. Bedding stored in a closed container should be labeled as to reason and date stored and the date the storage is to be completed. Such items are to be stored in a specific storage area designated for that purpose.

D. Bedding, clothing and linens are to be decontaminated by washing separately in the hottest water possible.

E. Upon decontamination bedding may be placed back into service.

F. Mattresses are to be bagged and sealed. Until such time they are deemed free of vermin and fit to be used by Youth.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION X, No. 3)
	SUBJECT: Clothing and Personal Hygiene **TITLE:** Personal Hygiene, Shaving, and Hair Care Services
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1485-1488

PURPOSE

To establish and implement facility-specific policy and procedure regarding issuing personal hygiene items, as well as establish and implement guidelines for the brushing of teeth, shaving, hair care services, and showering by the youth.

POLICY

I. PERSONAL HYGIENE:

A. Each detained youth shall be issued at minimum a comb, toothbrush, toothpaste, soap, deodorant, lotion, post-shower conditioning products, and shaving implements. These items are to be stored in the hygiene cabinet in the youth's corresponding room number bin located near the youth shower area. Female youth shall be provided with sanitary napkins, panty liners, and tampons as requested.

B. Youth are to be provided with the opportunity to brush their teeth at least three times daily, and more frequently as needed. Breaks are scheduled to allow brushing after each meal.

C. Youth shall be provided the opportunity to shower daily at scheduled times and are to be provided with shampoo/body wash.

D. Each youth shall be provided a bar of soap and a clean washcloth. These items are to be kept in the youth's room. Misuse of soap will result in the removal of soap and/or washcloth from the room.

E. Each youth shall be issued an individual disposable razor. Razors are to be individually labeled and stored in the secured hygiene cabinet located near the youth's shower area**.** Youth are not to share shaving implements.

F. Youth shall be allowed to shave. The Facility Superintendent and/or Senior Juvenile Correctional Officer (JCO) may suspend this requirement in relation to youth who are considered to be a danger to themselves or others.

G. Youth are not to share hygiene items.

H. Hair care services are to be provided by licensed personnel to all youth housed at the Mother Lode Regional Juvenile Detention Facility.

PROCEDURE

A. INTAKE:

A. During booking, staff will issue a toothbrush, toothpaste, deodorant, comb, shaving razor, and lotion. These items are to be stored in the hygiene cabinet with the youth's corresponding room number bin located near the youths shower area. Additional hygiene items and refills will be provided as necessary.

B. During booking, staff will issue a washcloth and a bar of soap to be kept in the youth's room.

II. ROOM(S):

A. Bars of soap kept in the youth's room will be exchanged weekly. Staff will recover (if applicable) used bars of soap and dispose of them accordingly.

III. SHOWERS:

A. Youth will have the opportunity to shower once a day during a designated shower time.

B. Staff will issue shampoo/body-wash by dispersing a designated amount into the youth's personal washcloth before entering the shower area.

C. Staff will permit access to the youths individual hygiene bins after a youth has completed the shower process.

D. Youth will return their used washcloth to staff and be given a new washcloth and under clothing after completion of the shower process.

E. If a youth refuses to shower, the refusal is to be documented in the Case Management System and a clean compliment of underclothing issued. Repeated refusal to shower may require a referral to medical or Behavioral Health personnel; as well as, completion of an Incident Report.

IV. SHAVING:

A. Youth are to be issued their own individual shaving implements:
   1. Staff will directly supervise youth while they are shaving.
   2. Staff is to request names for development of a shave list prior to showers.
   3. Access to shaving implements is to be permitted at the completion of shower time.
   4. Youth are to be issued a razor and a designated amount of shave gel prior to each shave.
   5. Shaving implements are to be checked before and after each use for damage to the blade. If a razor cannot be accounted for refer to MLRJDF policy regarding facility and contraband searches, and complete an Incident Report.
   6. All youth will be allowed to shave one at a time under direct supervision of an employee.
   7. All youth are permitted to have access to, and shave daily.
   8. Youth identified as High Security Risk (HSR) are to shave one at a time under constant supervision by an employee, and this may be suspended by the Facility Superintendent if safety concerns are present. Any suspension of shaving privileges should be documented in the youths file.

V. HAIR CARE:

A. Hair care services are to be offered once per month:
   1. Youth shall have the opportunity to request hair services through staff once per month.
   2. Equipment shall be cleaned and disinfected after each haircut by a method approved by the State Board of Barbering and Cosmetology.
   3. Staff are prohibited from cutting or styling youth' hair unless specifically authorized by the Facility Superintendent.
   4. Those performing the haircutting tasks are to be instructed that haircuts/hairstyles are to be modest and conservative. Males are offered a No. 1 – No. 4 hair guard option. Females are offered a 1 inch, 2 inch, etc. length cut option. Staff shall closely supervise haircutting to ensure that proper security procedures are followed.
   5. Gang affiliated hair styles are often difficult to distinguish, but when identified, shall not be allowed.

REFERENCED FORMS

Incident Report Form

Hair Cut List Sign-up Sheet

XI.

STANDARD BEDDING AND LINEN ISSUE

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION XI, No. 1)
	SUBJECT: Standard Bedding and Linen Issue **TITLE:** Bedding, Linen, and Mattress Issue and Exchange
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§§ 1500-1502

PURPOSE

To establish and implement policy and procedure for the issuing of suitable bedding and clean linens in good repair, as well as scheduling an exchange of freshly laundered bedding and linen to youth in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. BEDDING AND LINEN:

A. Youth within the facility shall be issued a clean, serviceable mattress that meets all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses.

B. Youth shall be issued a complement of clean, serviceable bedding and linens consisting of:
1. One mattress and pillow;
2. Two sheets;
3. At least one freshly laundered blanket and one more upon request; and
4. A towel.

C. Linen is to be exchanged for a freshly laundered set at least weekly.

D. Mattresses issued to youth must be at least 30 inches wide and 76 inches long and be enclosed in a waterproof cover. Mattresses must maintain compliance with test standards at the time of purchase.

PROCEDURE

I. LINEN ISSUE AND EXCHANGE:

A. A complete set of bedding shall be issued to each youth at booking.

B. Youth will be issued one blanket at Booking; however the number of blankets issued may vary with the season.

C. Youth are to be issued a clean towel and washcloth daily at showers.

D. Sheets will be exchanged for a freshly laundered set weekly.

E. Blankets are to be laundered any time a youth is released, the blanket is soiled, and on a monthly occurrence**.**

F. Since communicable diseases can be transmitted via bedding and blankets, the facility has an obligation to disinfect and clean these items according to manufacturer's directions for the protection of both youth and staff.

G. Mattresses are to be considered unserviceable when they are badly torn or the plastic cover is severely cracked from age.

H. Inspections will occur monthly, and after each youth is released.

XII.

FACILITY SANITATION AND SAFETY

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION XII, No. 1)
	SUBJECT: Facility Sanitation and Safety **TITLE:** Facility Sanitation, Safety, and Maintenance
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1510
California Code of Regulations, Title 24
§13-201(c)6

PURPOSE

To establish, implement, and enforce policy and procedure for the maintenance of an acceptable level of cleanliness, repair, and safety throughout the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. FACILITY SANITATION AND MAINTENANCE:

A. The Mother Lode Regional Juvenile Detention Facility will maintain an acceptable level of cleanliness, repair, and safety standards.

B. The facility shall provide for a regular schedule of housekeeping tasks and equipment cleaning; including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

C. Health and safety shall supersede all other aspects of facility concern. All employees shall strictly adhere to all safety and health rules and regulations. Prevention of accidents is every employee's responsibility.

D. Facility sanitation and safety will be the responsibility of all employees.

E. At least once weekly, a Senior Juvenile Correctional Officer (JCO) is to conduct a walk-through inspection of all areas of the facility to note any health and safety concerns. Results of the inspection are to be documented in the Shift Operational Report and reviewed by the Facility Superintendent.

F. Medical care housing as described in Title 24, Section 13-201(c) shall be cleaned and sanitized according to policies and procedures as established by the Health Administrator.

G. Any requests for repair are to be noted on the Work-Maintenance Request form and forwarded to the Senior JCO and/or Facility Superintendent.

PROCEDURE

A. MAINTENANCE INSPECTION AND REQUESTS:

A. The Senior JCO is responsible for inspection and reporting of all safety and sanitation concerns.

B. All living areas shall be visually inspected daily during room inspections to report any damage, breach of security, or contraband.

C. Staff supervising work details is responsible for reporting deficiencies in sanitation and/or safety to the Senior JCO.

D. Maintenance requests are to be made through the Work-Maintenance Request Form, which is to be given to the Facility Superintendent for final review.

E. Staff will supervise youth who are using chemicals, materials and equipment at all times.

F. Any and all accidents are to be reported immediately to the Senior JCO and/or Facility Superintendent accompanied by an Incident Report.

G. If needed, first aid should be administered and the accident reported to the medical provider for direction.

H. Employees involved in an accident on the premises are directed to refer to the Tuolumne County Website - Home > Government > Administration > Human Resources > Risk Management > Worker's Compensation and the policy section of occupational injuries in this manual.

REFERENCED FORMS

Incident Report

Work-Maintenance Request

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION XII, No. 2)
	SUBJECT: Facility Sanitation and Safety **TITLE:** Garbage and Recycling Collection
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure regarding the collection of garbage and recycled items at Mother Lode Regional Juvenile Detention Facility.

POLICY

I. GARABAGE AND RECYCLING:

A. All facility staff shall ensure proper collection and disposal of garbage and recycled items to ensure the facility is kept clean and sanitary.

B. Mother Lode Regional Juvenile Detention Facility is committed to recycling as efficiently as possible.

PROCEDURE

A. GARBAGE COLLECTION:

A. Approximately 30 minutes after the conclusion of each meal, Juvenile Correctional Officer (JCO) staff will collect garbage from the Living Unit.

B. Staff is to pour out any liquids from containers before placing containers in the unit garbage can.

1. Food items, such as soup or cream of wheat are to be returned to the kitchen for disposal.

C. All garbage will be emptied into the large garbage containers.

D. JCO staff will replace garbage can liners and place garbage cans back into the Living Unit.

E. JCO staff will remove, clean, and return garbage cans as needed.

II. RECYCLING COLLECTION:

A. Each area of the facility shall have small blue recycling containers to collect items that may be recycled.

B. JCO staff will collect all small blue recycling containers and empty them into the large blue recycling container daily.

C. All cardboard boxes should be broken down before being placed in the recycle bin.

COUNTY OF TUOLUMNE	POLICY MANUAL (SECTION XII, No. 3)
	SUBJECT: Facility Sanitation and Safety **TITLE:** Labeling and Storage of Goods and Materials
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY

Administrative Directive

PURPOSE

To establish and implement policy and procedure for identifying and storing potentially dangerous materials in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. GOODS AND MATERIALS:

A. All substances within the Mother Lode Regional Juvenile Detention Facility shall be properly labeled, handled, and stored to ensure safety and eliminate risk of potentially dangerous misuse.

PROCEDURE

I. STORAGE AND LABELING:

A. All Facility Staff shall use only goods and materials as directed.

B. Juvenile Correctional Officer (JCO) Staff shall ensure all containers are properly labeled.

C. Substances which are purchased in bulk (i.e. disinfectant which will need to be diluted) must be in proper containers.

D. All containers shall be labeled/tagged containing the following:
1. The name of the substance in the container;
2. Substances shall not be combined or mixed together, (i.e. bleach and ammonia, drain cleaners, or baking soda and vinegar);
3. If the substance has been diluted or otherwise altered, the final character of the substance is to be known; and
4. If the substance is known to be harmful or poisonous if taken internally, that fact must be indicated on the label.

E. Substances known to be harmful or poisonous shall:
1. Be stored in locked storage rooms or cabinets;
2. Issued only in the amount necessary for the specific job;

3. The use of such substances by the youth must be closely supervised by staff at all times in order to prevent youth from harming themselves or others; and
4. The container will be put away and locked immediately after each use.

F. JCO Staff shall ensure all containers are returned to the proper storage area for refill when empty.

G. Empty containers are not to be filled with another substance.

COUNTY OF TUOLUMNE	**POLICY MANUAL** (SECTION XII, No. 4)
	SUBJECT: Facility Sanitation and Safety **TITLE:** Smoke Free Environment
PROBATION DEPARTMENT **Mother Lode Regional Juvenile Detention Facility**	APPROVAL DATE: 04-17-2017 REVIEWED: REVISED: 01-01-2019

AUTHORITY
California Code of Regulations, Title 15
§1511
Welfare and Institutions Code
§§ 210 & 885
Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995
Assembly Bill 1397, Chapter 12, Statutes of 1996, Government Code
§ 7596
Tuolumne County Ordinance Chapter 8.36, Clean Indoor Air and Health Protection Ordinance

PURPOSE

To establish, implement, and enforce policy limitations on the use of any tobacco products by employees and others while on-duty or while in the Mother Lode Regional Juvenile Detention Facility.

POLICY

I. TOBACCO USAGE:

A. The Mother Lode Regional Juvenile Detention Facility recognizes that tobacco use is a health risk and can be offensive to other employees and to the public. It is the policy of the Mother Lode Regional Juvenile Detention Facility to prohibit the use of tobacco by employees while on-duty or at any time the employee is acting in an official capacity for the Department.

II. EMPLOYEE USE:

A. Tobacco use by employees is prohibited anytime employees are in public view representing the Department.

B. Smoking and the use of other tobacco products is not permitted inside any County facility, office or vehicle (California Labor Code § 6404.5).

C. It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes or uses any tobacco product inside the County facilities and vehicles.

III. ADDITIONAL PROHIBITIONS:

A. No person shall use tobacco products within 20 feet of a main entrance, exit, or operable window of any public building (including any department facility (Government Code § 7596 et seq.).

B. Employees are encouraged to review the County of Tuolumne Clean Indoor Air and Health Protection Ordinance (Tuolumne County Ordinance Chapter 8.36) which regulates the prohibition of smoking in all public places and work places.

C. Probation, Juvenile Detention Facility Staff, and visitors shall not smoke inside any building on or around the Juvenile Detention Facility.

D. Smoking by employees is permitted only in outdoor areas at least 20 feet from all structures, entrances and windows.

E. Employees are responsible for disposing of their smoking materials in an appropriate manner. Matches and cigarette butts are not to be thrown on the ground.

F. Mother Lode Regional Juvenile Detention Facility Staff must avoid smoking in the presence of visitors and youth.

G. Youth shall not be allowed to smoke in or around the Juvenile Detention Facility.

IV. PENALTIES:

A. Failure to comply with Tuolumne County Code Ordinance Chapter 8.36 may result in fines from $500 - $1,000 for County Code violations/infractions and/or additional disciplinary measures for staff and/or youth found to be in violation of the policy.