



Juvenile Justice Commission  
and  
Delinquency Prevention Commission  
**Joint Meeting**

January 30, 2024  
5:15 - 7:15 pm

Location and Public participation instructions attached

**AGENDA**

*Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting or raise their hand to speak, so that they may be recognized at the appropriate time.*

**I. Preliminary Business**

- a. Call to Order
- b. Translation Services for JJDPC meetings
- c. Roll Call and Establish Quorum
- d. Agenda Review and Approval
- e. Vote on Candidacies for Commissioner
  - Eugene Jackson
  - Jennifer Blanco

**II. Oral Communications - Public Comment**

*This item provides an opportunity for public comment on items not on the agenda (Time limit – three (3) minutes per person. There will be opportunity for public comment on agenda items as they are considered.*

**III. Updates from System Partners**

- a. Court
- b. Private Defender
- c. District Attorney
- d. Probation
- e. BHRS
- f. County Office of Education

Hon. Susan Etezadi  
Presiding Judge  
Juvenile Court  
Superior Court

David Canepa  
Board of Supervisors  
District 5

Judith Holiber  
Deputy County Counsel

**Commissioners**

Johanna Rasmussen  
Chair

Karin Huber-Levy  
Vice Chair  
Administration

Ruchi Mangtani  
Vice Chair  
Membership

Zahara Agarwal

Paul Bocanegra

Whitney Genevro

Steve Grieb

Monroe Labouisse

Wesley Liu

Ameya Nori

Sathvik Nori

Ruth Singh

Susan Swope

Tiffany Uhila-Hautau



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**IV. Annual Inspection Reports**

- a. BSCC

**V. 2023 Annual Report (Labouisse)**

- a. Review and Approve

**VI. 2024 Operating Policies**

- b. Review and Approve

**VII. Commissioner Roles for 2024**

**VIII. Priorities, Projects & Ad-Hoc Committees**

- a. 2023: Status of existing projects and committees
- b. 2024 Priorities
- c. 2024: Potential new projects and committees

**IX. Legislative Update (Liu)**

**X. Announcements**

- a. Commissioner Labouisse
- b. Library Books Juvenile Hall (Swope)
- c. JCC Subcommittee Meeting (Rasmussen)
- d. Redwood City Council Presentation (Rasmussen)

**XI. Adjournment of Joint Meeting**



Juvenile Justice Commission  
and  
Delinquency Prevention Commission  
**Joint Meeting**

**Public Participation Instructions**

**Join In Person**

Meeting Location:

The College of San Mateo

1700 W. Hillsdale Boulevard, San Mateo, CA 94402

College Heights Conference Room Building 10,

4th Floor, Room 468

Free parking is available near the entrance to Building 10.

[Campus Map](#)

**Join Zoom Meeting**

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/93530641290>

Webinar ID: 935 3064 1290

**Spanish Translation services are available via Zoom videoconference**

If you wish to speak to the Commission during public comment, you may raise your hand using Zoom with the Reactions button at the bottom of your screen, or indicate that you would like to speak if you are attending in person. If you have any materials that you wish distributed to the Commission and included in the official record, please send them via email to [sanmateojjdpc@gmail.com](mailto:sanmateojjdpc@gmail.com), prior to the meeting and attach the materials.

**Next Meeting**

**Tuesday, February 27, 2024, 5:15 – 7:15 p.m.**

**Monthly meetings are held in the same location each month.**

Meetings are accessible to people with disabilities. individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Connie Juarez-Diroll [cjuarez-diroll@smcgov.org](mailto:cjuarez-diroll@smcgov.org) at least 72 hours in advance of the meeting to enable the county to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. attendees to this meeting are reminded that other attendees.

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**COUNTY OF SAN MATEO**  
**Juvenile Justice and Delinquency Prevention Commission**

222 Paul Scannell Drive ⓘ San Mateo, CA 94402 ⓘ (650) 312-5254

**APPLICATION FOR COMMISSION**

Special Requirements (if any): **APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:**

- 1.) HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION**
- 2.) IS A RESIDENT OF SAN MATEO COUNTY**

*Information provided on this application is public information and may be made available to other applicants, members of the press or the general public.*

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE **LAST TUESDAY** OF THE MONTH FROM 5:15 P.M. – 7:15 P.M.? YES NO - yes

NAME: Eugene Jackson

PHONE: [REDACTED]

ADDRESS: CITY: [REDACTED]

ZIP CODE: E-MAIL ADDRESS: eugene@liveinpeace.org

PRESENT EMPLOYER: POSITION: Live in Peace (community liaison)

ADDRESS: CITY: 2526 Pulgas st EPA

ZIP CODE: 94303

HOW LONG HAVE YOU RESIDED IN SAN MATEO COUNTY? 57 years

WHICH MEETINGS HAVE YOU ATTENDED? August Zoom, September in person.

HOW DID YOU BECOME AWARE OF THE OPENING? Through a Commissioner

WHY ARE YOU SEEKING THIS APPOINTMENT? I believe I can bring lived and working experience.

EDUCATIONAL BACKGROUND: high school and some college.

PROFESSIONAL EXPERIENCE: Life coach and community liaison for Live In Peace.

Ceasefire for the city of East Palo Alto.

OG Coalition with Robert Hoover.

Street Soldiers / Alive and free.

School mediation lead for EPA police.

Senior Center board member.

MMA coach for East Palo Alto Boxing Gym.

Juvenile Hall Mentorship Program

EMPLOYER AND EMPLOYER'S ADDRESS: Live In Peace, 321 Bell St., E. Palo Alto, Ca 94303

CIVIC ACTIVITIES (Please include any present or past membership on County or City boards, committees, as

well as participation in the activities of community groups or organizations.): Senior center board member- Cease fire-Hillcrest juvenile hall Mentorship

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.) Life Coach, Mediation Lead, heavily involved in the community.

HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.) Yes, as a life coach and gym coach and also organize many community festivals and town halls. Also I have a few youth that we advocate for in court cases and probation. I have four youth that are on probation or are fighting a criminal case at this time, have also worked with counselors at Gateway school to keep youth engaged.

DO YOU HAVE OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE JUSTICE SYSTEM? (Please provide context): I have four youth that are on probation or are fighting a criminal case at this time. I have also worked with counselors at Gateway school to keep youth engaged.

OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?  
Re-envisioning juvenile justice and rehabilitation or punishment.

HOW MUCH TIME DO YOU HAVE TO DEVOTE to COMMISSION WORK? My schedule is flexible and I can adjust my schedule according to what I am doing and interested in doing.

SIGNATURE. Eugene Jackson

DATE 10/13/2023

*This application may remain on file for six months from the date of submission*

PLEASE COMPLETE AND RETURN TO:

Juvenile Justice & Delinquency Prevention Commission  
% Adriana Castaneda, Administrative Secretary III  
San Mateo County Probation Department  
[acastaneda@smcgov.org](mailto:acastaneda@smcgov.org)

**APPLICATION FOR**  
**SAN MATEO COUNTY JUVENILE JUSTICE & DELINQUENCY COMMISSION**

Would you be able to attend Commission meetings, which are scheduled the LAST TUESDAY of the month from 5:15 p.m to 7:15 p.m.? YES

**NAME:** Jennifer M. Blanco **EMAIL:** [jblanco@sbpsd.k12.ca.us](mailto:jblanco@sbpsd.k12.ca.us) **PHONE:** [REDACTED]

**STREET ADDRESS:** [REDACTED] **ZIP CODE:** 94066 **CITY:** San Bruno

**NEIGHBORHOOD:** [REDACTED]

**LENGTH OF RESIDENCE IN SAN MATEO COUNTY:** Since birth

**WHICH MEETINGS HAVE YOU ATTENDED?**

The first meeting I attended was April 25th and since then I've attended quite a few and spoke quite a few. Most recently I've attended the meetings in November and December.

**HOW DID YOU BECOME AWARE OF THE OPENING?**

I've been interested in the commission for quite some time and speaking with Commissioner Rasmussen recently, shared that there's an opening soon. I was very excited to hear this news!

**WHY ARE YOU SEEKING THIS APPOINTMENT?**

On March 17th, I attended a presentation given by Commissioners Bocanegra and Rasmussen about the commission's work. It was during the Social Justice class at Mills High School. I learned of the work taking place and was interested to hear about the resolution on not trying youth as adults.

I was so moved in learning about the San Mateo County Youth Commission approving their own resolution, I initiated a collaboration with Commissioners Liu and Bocanegra. We presented our own resolution and both commission's resolutions before my board in October. My board voted unanimously, 5-0 to support all three! We're the first school district to approve a resolution to not try youth as adults.

Being involved in my daughter's school and having personal connections with her friends who have experienced life in the juvenile justice system is when I first heard and learned about the School-to-Prison Pipeline. I have 25 years serving our community and

entering my 17th year as a Trustee. I have been a very loud and steady voice advocating for our at-risk students, marginalized and underrepresented families.

The public education system works for the upper and middle class, this needs to change. The inequities in our schools toward our most vulnerable youth perpetuate the School to Prison Pipeline. One way to achieve an equitable solution is to empower parents with the knowledge to advocate for their children get what they need when they need it. I will use my cultural competency, experience and knowledge to assist and push the commissions work forward.

### **EDUCATIONAL BACKGROUND:**

I received an Associate of Arts Degree in Liberal Studies from Skyline College and attended San Francisco State University, my major was Child & Adolescent Development with a concentration on Public Policy, Advocacy & Research Systems.

### **PROFESSIONAL EXPERIENCE:**

Bilingual in Spanish, Leadership skills, Event planner, Public Relations and Marketing, Budget management, Problem solver, Sponsorship Manager, Policy driven, Equity warrior

### **EMPLOYER AND EMPLOYER'S ADDRESS:**

I am a single parent raising my teenage daughters.

### **CIVIC ACTIVITIES (PLEASE INCLUDE PAST OR PRESENT MEMBERSHIP ON BOARDS, COMMITTEES, AND PARTICIPATION IN ACTIVITIES OF COMMUNITY GROUPS AND ORGANIZATIONS):**

- Associated Students of Skyline College - Commissioner of Activities and started a club for single parents
- PTA President, Belle Air Elementary School
- San Mateo County 17th District PTA Board - Membership Chair and San Bruno PTA Area Counselor
- San Bruno City Council - appointed to serve on the newly founded Culture & Arts Commission (first Latina)
- Peninsula Chapter Coordinator - San Francisco International Latino Film Festival
- Founding Board Member of the San Bruno Education Foundation
- San Bruno Elementary School District (SBPSD) Board of Trustees (second Latina) 2007

- Chair - Children's Day, Book Day Celebration (SBPSD) since 2009
- San Mateo County School Board Association's Area 3 Representative
- Planning Committee Member - OYE Latinx Youth Conference
- Founding member - Latino Leaders Coalition of the Bay Area

**WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION (include languages)?**

Aside from serving my community, I attended a very culturally diverse elementary school, it truly was a melting pot. My closest friends were and still are today, Tongans. I grew up in their homes, learned their language, culture, traditions and ate their food. Latinos and Tongans share many cultural values, the most important being the strong emphasis on family.

Growing up in a multicultural environment prepared me to be culturally aware, competent, responsive and sensitive. I understand we don't make things happen working alone and building trusting relationships is crucial to any organization's success. In order to connect with one another we must have courageous, honest and open communications, understand our own strengths and weaknesses when dealing with conflict, treat others as we'd like to be treated, accept and offer support, be positive by being a problem solver.

Being bilingual is my superpower. If we don't communicate with our non-English speaking families in their native tongues, I believe we won't earn families trust.

**HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH (please describe)?**

Advocating for youth began when I joined the PTA when my oldest started school. Our school received Title 1 and 3 funding and our PTA raised the least amount of funds in the district. It was a school with many needs, one being an advocate not only in our school but districtwide. I began attending school board meetings when I was elected the PTA President and have ceased to stop. To my knowledge and unfortunately, I became the only voice for our underrepresented and socioeconomically disadvantaged population of students and families. I continue to amplify their voices.

**DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION TO SOMEONE IN THE JUVENILE JUSTICE SYSTEM (please provide context)?**

Yes, I have. In my work with the PTA, I had the privilege of getting to know our families and connecting with them. My oldest had friends who experienced the juvenile justice system. The mothers trusted me enough to open up and share how they were feeling,



what was happening with their child and their everyday life struggles. The burdens families experience are overwhelming - emotional, financial, and psychological. I've written character reference letters as I've known their children since kindergarten and formed relationships with them. After being released, I assisted in ensuring they knew how to access resources available to them and helped upon their return to school.

### **OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?**

At one of the meetings, I learned our incarcerated youth receive 4-hours less in a classroom and they have a choice to attend or reject school without any repercussions. I found it very surprising that if a student attending traditional school were to reject not going, there are consequences. If a student is truant, parents have to attend meetings such as the School Attendance Review Board.

If the situation isn't resolved, I understand parents can be fined or even incarcerated if their child remains truant. We need to ensure our Incarcerated youth also deserve a quality education, just because this is their current situation it doesn't mean they are to be excluded. All students deserve a quality education, no matter their circumstance.

In researching California's Welfare and Institutions Code 225-236, it was interesting to find out the Probation Department has a funding source to provide programs to youth who are not in the juvenile justice system. I am very intrigued to learn how these dollars are being distributed, which programs are being funded, where these programs live and if they are effective.

Schools play critical roles in how they address behaviors. Rather than criminalizing the behavior, they need to teach how to make better decisions and this is why implementing programs such as Restorative Justice Practice Programs are so important throughout our schools but not every school truly understands how to do this effectively.

### **HOW MUCH TIME DO YOU HAVE TO DEVOTE TO COMMISSION WORK?**

I am very much committed to doing this work and if afforded the opportunity to serve, I will devote the necessary time to fulfill my duty.

*Jennifer Blanco*

January 10, 2024



December 29, 2023

John T. Keene, Chief Probation Officer  
San Mateo Probation Department  
222 Paul Scannell Drive  
San Mateo, CA, 94402

**2023-2024 COMPREHENSIVE INSPECTION, WELFARE & INSTITUTIONS CODE SECTIONS 209 & 885, SAN MATEO COUNTY PROBATION DEPARTMENT DETENTION FACILITIES**

Dear Chief Keene:

The 2023-2024 Comprehensive Inspection of the San Mateo County Probation Department has been completed. A pre-inspection briefing was held on Wednesday, February 8, 2023, and the following facilities were inspected between Monday, July 24, 2023 and Friday, July 28, 2023:

<b>FACILITY NAME</b>	<b>BSCC #</b>	<b>FACILITY TYPE</b>
San Mateo County Youth Services Center	7550	JH
Margaret J. Kemp Girl's Camp	7551	CAMP
San Mateo Secure Youth Treatment Facility	7554	SYTF

These inspections were conducted pursuant to Welfare and Institutions Code Sections 209 and 885 to determine compliance with the Minimum Standards for Juvenile Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations. In addition, Board of State and Community Corrections (BSCC) staff conducted compliance monitoring pursuant to Welfare and Institutions Code Sections 209(f) and the federal Juvenile Justice and Delinquency Prevention Act (JJDP) requirements for separation between juveniles and adults.

In addition to inspection(s), Title 15, Section 1313, and its authorizing statute require annual inspections conducted by a local Health Officer, fire authority having jurisdiction, county building inspection by an agency designated by the County Board of Supervisors, County Superintendent of Schools, Juvenile Court, and Juvenile Justice Commission. The results of those inspections are considered a part of this report.

**INSPECTION RESULTS**

We identified no items of noncompliance with Title 15 Minimum Standards. Refer to the attached Title 15 Procedures Checklist for detailed information.

No items of noncompliance were identified with Title 24 Minimum Standards. Refer to the Physical Plant Evaluation (PHY) and Living Area Space Evaluation (LASE) attachments for information related to Rated Capacity.

**Juvenile Justice and Delinquency Prevention Act Compliance Monitoring**

No violations of the JJDPa have been identified and no areas of noncompliance were noted.

An Exit Briefing with your staff was held on Friday, July 28, 2023; BSCC staff presented an inspection overview and discussed technical assistance and best practice recommendations.

\* \* \*

Please email me at [craigus.thompson@bscc.ca.gov](mailto:craigus.thompson@bscc.ca.gov) or call (916) 597-4610 if you have any questions.

Sincerely,



CRAIGUS THOMPSON SR.  
Field Representative  
Facilities Standards and Operations Division

Enclosures

Cc: Presiding Judge, San Mateo County Juvenile Court\*  
Chair, Juvenile Justice Commission, San Mateo County\*  
Chair, Board of Supervisors, San Mateo County\*  
County Administrator, San Mateo County\*  
Jehan Clark, Assistant Deputy Chief Probation Officer, San Mateo County

\*Copies of the inspection are available upon request or online at [www.bscc.ca.gov](http://www.bscc.ca.gov).

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS**  
**Board of State and Community Corrections**  
**PROCEDURES CHECKLIST<sup>1</sup>**

**BSCC Code: 7550**

<b>FACILITY NAME:</b> Youth Services Center (YSC)	<b>FACILITY TYPE:</b> JH
<b>PERSON(S) INTERVIEWED:</b> Jehan Clark, Assistant Deputy Chief Probation Officer; Ivonne Bustos, Institution Service Manager; Sanam Aram, Superintendent; Elizabeth Andrews, Group Supervisor III; Mariela Jimenez, Group Supervisor III; Ruby Blanco, Registered Nurse County Health; Shin Choi, Registered Nurse County Health; Lauren Sneed, School Counselor San Mateo Office of Education; Aurora Pena, Supervising Behavioral Health Clinician; Jonas Barbour, Assistant Principal	
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson	<b>DATE:</b> July 26, 2023

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<b>1313 COUNTY INSPECTION AND EVALUATION OF BUILDING AND GROUNDS</b>  On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the following: (a) county building inspector or person designated by the Board of Supervisors to approve building safety;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Local Inspections completed for this inspection cycle.  Article 2 Section 1313  YSC - Completed 8/16/2023
(b) fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code Section 13146.1(a) and (b);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YSC - Completed on 9/1/2022
(c) local health officer, inspection in accordance with Health and Safety Code Section 101045;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EH - Completed on 10/19/2022 NUT - Completed on 10/10/2022 MED/MH - Completed on 6/14/2023
(d) county superintendent of schools on the adequacy of educational services and facilities as required in Section 1370;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed on 9/12/2022 by Johanna Rasmussen and Sathvik Nori
(e) juvenile court as required by Section 209 of the Welfare and Institutions Code; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed by Judge Susan I. Etezadi on 12/9/2022
(f) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed on 8/23/2023 and 8/31/2023

<sup>1</sup> This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 5 for the complete list and text of regulations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1320 APPOINTMENT AND QUALIFICATIONS</b></p> <p><i>BSCC Note: Compliance with this section is determined by receipt of the Chief Probation Officer's certification letter confirming that all elements of regulation are met.</i></p> <p>(a) Appointment</p> <p>In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Memo submitted to BSCC by Chief John T. Keene on March 23, 2023.</p>
<p>(b) Employee Qualifications</p> <p>Each facility shall:</p> <p>(1) recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(2) require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(3) adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code; and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(4) conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 of the Government Code.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(c) Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law, and their presence at the facility shall be subject to the approval and control of the facility manager.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1321 STAFFING</b></p> <p>Each juvenile facility shall:</p> <p>(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;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>We reviewed a variety of documents including safety check records, grievances, disciplinary actions, and incident reports. Also reviewed January and February 2023 staffing schedules for the Youth Service Center (YSC). Review of these documents, as well as the policy and procedure manuals, revealed compliance with this regulation.</p> <p>At the time of the inspection, the Youth Service Center staffing consisted of 1 Superintendent; 1 Compliance Officer; 6 Institution Services Managers; 14 Group Supervisors III; 19 Group Supervisors II; 1 Transportation Officer; and 14 Extra-Help Group Supervisors.</p> <p>Although YSC remains in compliance with this regulation, interviews with staff revealed that, at times during this inspection cycle, staff felt understaffed and unable to carry out the overall facility operations. At the time of the inspection, YSC had consolidated the units and only had one unit available for housing youth. The detention youth and SYTF youth are housed within that unit. Only operating one unit has created better staffing coverage but technical assistance was provided with regards to a long-term solution to staffing issues.</p> <p>YSC currently has open recruitments for full-time Group Supervisors I and Extra-Help Group Supervisors positions.</p>
<p>(b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p>
<p>(c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Supervisor is identified on the daily shift schedules.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Supervisor is assigned to each shift. In the Supervisor's absence, a Lead Officer is identified on the roster and assumes the Supervisor's role.
(e) have at least one staff member present on each living unit whenever there are youth in the living unit;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  All YSC meals are provided by San Mateo's Sheriff Department.
(g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(h) 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. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(1) Juvenile Halls  (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  At the time of the initial inspection, YSC was utilizing two housing units to house youth. On the day of the inspection, unit Pine 4 housed 16 male youths and unit Forrest 3 housed 18 youth: 13 males and 5 females.
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(C) 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; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(2) Special Purpose Juvenile Halls  (A) during hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(C) 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; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) Camps  (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth present in the facility;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(E) in addition to the minimum staff to youth ratio required in (h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>1322 YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING</b>  (a) Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including: (1) youth supervision duties;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322  The elements of this regulation are covered in Chief Keene's letter, dated 3/23/2023.
(2) scope of decisions they shall make;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(3) the identity of their supervisor;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(4) the identity of persons who are responsible to them;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(5) persons to contact for decisions that are beyond their responsibility; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(6) ethical responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility-specific orientation, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322  It should be noted all new employees receive forty (40) hours of training prior to assuming any responsibility for the supervision of youth.
(1) individual and group supervision techniques;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(2) regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(3) basic health, sanitation and safety measures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(4) suicide prevention and response to suicide attempts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(5) policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(6) review of policies and procedures referencing trauma and trauma-informed approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(7) procedures to follow in the event of emergencies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(8) routine security measures, including facility perimeter and grounds;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(9) crisis intervention and mental health referrals to mental health services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(10) documentation; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(11) fire/life safety training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(c) Prior to assuming sole supervision of youth, each youth supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core Course pursuant to Penal Code Section 6035.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(d) Prior to exercising the powers of a peace officer youth supervision staff shall successfully complete training pursuant to Section 830 et seq. of the Penal Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1323 FIRE AND LIFE SAFETY</b></p> <p>Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1323</p> <p>Review of documentation indicates that all youth supervisory staff receive site-specific life safety training during orientation. Also, all full-time employees receive fire and safety training in juvenile CORE.</p>
<p><b>1324 POLICY AND PROCEDURES MANUAL</b></p> <p>All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request.</p> <p>The manual shall include:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (1-3)</p> <p>County of San Mateo Youth Service Center Policy, Procedures, and Operations Manual was provided prior to the date of the inspection. The manual was administratively reviewed by Christopher Abalos, Deputy Chief Probation Officer on March 9, 2023. It should be noted the policy and procedure manual is utilized for Detention, Camp Kemp, and SYTF youth.</p>
<p>(a) table of organization, including channels of communications and a description of job classifications;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (b)</p>
<p>(b) responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (f)</p>
<p>(c) responsibilities of all employees;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (d)</p>
<p>(d) initial orientation and training program for employees;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (d)</p>
<p>(e) 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;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (g)</p>
<p>(f) maintenance of record-keeping, statistics and communication system to ensure:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (h)</p>
<p>(1) efficient operation of the juvenile facility;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) legal and proper care of youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324
(3) maintenance of individual youth's records;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (h)
(4) supply of information to the juvenile court and those authorized by the court or by the law; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (i)
(5) release of information regarding youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (j)
(g) ethical responsibilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (k)
(h) trauma-informed approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (l)
(i) culturally responsive approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (m)
(j) gender responsive approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (n)
(k) a non-discrimination provision that provides that 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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (o)
(l) storage and maintenance requirements for any chemical agents related security devices, and weapons and ammunition, where applicable;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
(m) establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (p)
(n) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (q)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1325 FIRE SAFETY PLAN</b></p> <p>The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:</p> <p>(a) a fire prevention plan to be included as part of the manual of policy and procedures;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(b) monthly fire and life safety inspections by facility staff with two-year retention of the inspection record;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1325</p> <p>We reviewed monthly and fire safety inspections for the inspection cycle. Review of documentation reveals compliance with this regulation.</p>
<p>(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b);</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(d) an evacuation plan;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(e) documented fire drills not less than quarterly;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1325</p> <p>We reviewed fire drills for the inspection cycle. Review of documentation reveals compliance with this regulation.</p>
<p>(f) a written plan for the emergency housing of youth in the case of fire; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(g) development of a fire suppression pre-plan in cooperation with the local fire department.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p><b>1326 SECURITY REVIEW</b></p> <p>Each facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1326</p> <p>Security Review for YSC completed by Superintendent Jehan Clark on 03/17/2023.</p>
<p><b>1327 EMERGENCY PROCEDURES</b></p> <p>The facility administrator shall develop facility-specific policies and procedures for emergencies that shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
<p>(a) escape, disturbances, and the taking of hostages;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) civil disturbance, active shooter and terrorist attack;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(c) fire and natural disasters;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(d) periodic testing of emergency equipment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(e) emergency evacuation of the facility; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(f) a program to provide all youth supervision staff with an annual review of emergency procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review of Emergency Response Procedures staff acknowledgment forms confirmed all staff have reviewed the facility policy and procedure emergency procedures.
<p><b>1328 SAFETY CHECKS</b></p> <p>The facility administrator shall develop and implement policy and procedures that provide for direct visual observation of youth at a minimum of every 15 minutes, at random or varied intervals during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Supervision is not replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented with the actual time the check is completed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1328</p> <p>We reviewed each facility's safety checks for the months of January, February, and March 2023. Review of documentation revealed safety checks are being completed per regulation. It should be noted checks were completed at random or varied intervals whenever youth are present in their room.</p> <p>We also reviewed live-time safety checks as we toured the facility. All checks reviewed were in compliance with this regulation.</p>
<p><b>1329 SUICIDE PREVENTION PLAN</b></p> <p>The facility administrator, in collaboration with the healthcare and behavioral/mental health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. The plan shall include the following elements:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1329</p> <p>During the inspection process, we reviewed one (1) youth suicide prevention report from the YSC facility. Review of documentation provided, and policy and procedure manuals revealed compliance with this regulation.</p>
(a) Suicide prevention training as required in Section 1322, Youth Supervision Staff Orientation, and Training and the Juvenile Corrections Officer Core Course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4
(b) Screening, Identification Assessment and Precautionary Protocols (1) All youth shall be screened for risk of suicide at intake and as needed during detention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1a)
(2) All youth supervision staff who perform intake processes shall be trained in screening youth for risk of suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) All youth who have been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff for a suicide risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329  Review of documentation as well as interview with the facility Behavioral Health Supervisor revealed compliance with this regulation.
(4) Precautionary protocols shall be developed to ensure the youth's safety pending the behavioral/mental health assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(c) Referral process to behavioral/mental health staff for assessment and/or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(d) Procedures for monitoring of youth identified at risk for suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.1  Following the review of suicide documentation, technical assistance was provided regarding the MH Observation safety checks. At the time of the inspection, MH Observations were documented every 15 minutes. We strongly recommended MH Observation be completed more frequently as every 15 minutes is a normal safety check.
(e) Safety Interventions				Article 3 Section 1329
(1) Procedures to address intervention protocols for youth identified at risk for suicide which may include, but are not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(A) Housing consideration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(B) Treatment strategies including trauma-informed approaches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(2) Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4
(f) Communication				Article 3 Section 1329 (1a)
(1) The intake process shall include communication with the arresting officer and family guardians regarding the youth's past or present suicidal ideations, behaviors or attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Procedures for clear and current information sharing about youth at risk for suicide with youth supervision, healthcare, and behavioral/mental health staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1b)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) Debriefing of Critical Incidents Related to Suicides or Attempts (1) Process for administrative review of the circumstances and responses proceeding, during and after the critical incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3 Debriefing
(2) Process for a debriefing event with affected staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3
(3) Process for a debriefing event with affected youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3
(h) Documentation (1) Documentation processes shall be developed to ensure compliance with this regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1c)
Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services or activities for youth at risk of suicide shall be documented and approved by the facility manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1c)
<b>1340 REPORTING OF LEGAL ACTIONS</b> Each facility shall submit to the Board a letter of notification on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1340  No legal action reported this inspection cycle.
<b>1341 DEATH AND SERIOUS ILLNESS OR INJURY OF A YOUTH WHILE DETAINED</b> (1) Death of a Youth. (a) The facility administrator, 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 notifications 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341  No death and serious illness or injury of a youth this inspection cycle.
(b) The health administrator, in cooperation with the facility administrator, 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 include the facility administrator and/or facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
(d) Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
(2) Serious Illness or Injury of Youth.  (a) The facility administrator, 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 case of a serious illness or injury of a youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
<b>1342 POPULATION ACCOUNTING</b>  Each juvenile facility shall submit required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1342
<b>1343 JUVENILE FACILITY CAPACITY (EXCERPT)</b>  When the number of youth detained in a living unit of a juvenile facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the facility administrator shall provide a crowding report to the Board in a format provided by the Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1343  JH - 180 Camp - 30 SYTF - 00
<b>1350 ADMITTANCE PROCEDURES</b>  The facility administrator shall develop and implement written policies and procedures for admittance of youth that emphasize respectful and humane engagement with youth, and reflect that the admission process may be traumatic to youth who may have already experienced trauma. Policies shall be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth. In addition to the requirements of Sections 1324 and 1430 of these regulations:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350  We reviewed ten (10) youth admittance packages from each facility. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) the admittance process shall include: (1) Access to two free phone calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(2) Offer of a shower;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5  Youth offering of a shower upon admissions is documented on the YSC-Admission Booking Checklist. Review of documentation revealed compliance with this regulation.
(3) Documented secure storage of personal belongings;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(4) Offer of food upon arrival;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5  Youth offering of food upon admissions is documented on the YSC-Admission Booking Checklist. Review of documentation revealed compliance with this regulation.
(5) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(6) Screening for physical and developmental disabilities in accordance with Sections 1329, 1413, and 1430 of these regulations;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(7) Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability, pursuant to Section 1413; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(8) Procedures consistent with Section 1352.5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(b) juvenile hall administrators shall establish written criteria for detention that considers the least restrictive environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(c) juvenile camps and post-dispositional programs in juvenile halls shall develop policies and procedures that advise the youth of the estimated length of stay, inform them of program guidelines and provide written screening criteria for inclusion and exclusion from the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(d) juvenile halls shall develop policies and procedures that advise any committed youth of the estimated length of his/her stay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1350.5 SCREENING FOR THE RISK OF SEXUAL ABUSE</b></p> <p>The facility administrator shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility staff to assess each youth within 72 hours of admission based on the following information:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1350.5</p> <p>The facility has implemented the West Coast Children’s Clinic “Commercial Sexual Exploitation Identification Tool” (CSE-IT) to screen youth for the risk of sexual abuse.</p> <p>We reviewed ten (10) CSE-IT packages from the YSC facility. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) Prior sexual victimization or abusiveness;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (a)
(b) Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (b)
(c) Current charges and offense history;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (c)
(d) Age;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (d)
(e) Level of emotional and cognitive development;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (e)
(f) Physical size and stature;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (f)
(g) Mental illness or mental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (g)
(h) Intellectual or developmental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (h)
(i) Physical disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (i)
(j) The youth’s perception of vulnerability; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (j)
(k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (k)
Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth’s files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The facility administrator shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5
<b>1351 RELEASE PROCEDURES</b> The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351  We reviewed ten (10) Notice of Release forms from the YSC facility. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.  However, while reviewing the Notice of Release form, it was discovered the signature of the individual the youth was being released to was not on the form. Technical assistance was provided regarding including on the release form the printed name and signature of the individual the youth was being released to. Prior to the conclusion of the inspection, the facility revised and implemented an updated release form which included the printed name and signature of the individual receiving the youth.
(a) verification of identity/release papers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(b) return of personal clothing and valuables;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351  We reviewed ten (10) Property Receipt forms from the YSC facility. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.
(c) notification to the youth's parents or guardian;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(d) notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) notification of school staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(f) notification of facility mental health personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
<p><b>1352 CLASSIFICATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility.</p> <p>Such procedures shall:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352</p> <p>We reviewed ten (10) youth classification packets. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p>
(a) provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings. Housing assignments shall consider the need for single, double or dormitory assignment or location within the dormitory;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2a)
(b) consider facility populations and physical design of the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2b)
(c) provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not be limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2b)
(d) provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352</p> <p>Youth classifications are reviewed weekly in Multi-Disciplinary Team Meetings (MDT).</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) provide that facility staff shall not separate youth from the general population or assign youth to a single occupancy room based solely on 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. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (4)
(f) facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (4)
<p><b>1352.5 TRANSGENDER AND INTERSEX YOUTH.</b></p> <p>The facility administrator shall develop written policies and procedures ensuring respectful and equitable treatment of transgender and intersex youth. The policies shall provide that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352.5</p> <p>We reviewed the Transgender/Intersex Youth Preference form. Review of form provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) Facility staff shall respect every youth's gender identity and shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. Facilities may prohibit the use of gang or slang names or names that otherwise compromise facility operations as determined by the facility manager or designee, and shall document any decision made on this basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(b) Facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and shall provide youth with the institution's clothing and undergarments consistent with their gender identity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(c) Facility staff shall house youth in the unit or room that best meets their individual needs and promotes their safety and well-being. Staff may not automatically house youth according to their external anatomy and shall document the reasons for any decision to house youth in a unit that does not match their gender identity. In making a housing decision, staff shall consider the youth's preferences, as well as any recommendations from the youth's health or behavioral health provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(d) Facility administrators shall ensure that transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Consistent with the facility's reasonable and necessary security considerations and physical plant, facility 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
<p><b>1353 ORIENTATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures to orient a youth prior to placement in a living area. Both written and verbal information shall be provided and supplemented with video orientation if feasible. Provision shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners. Orientation shall include information that addresses:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1353</p> <p>We reviewed ten (10) youth San Mateo County Youth Services Center (YSC) Orientation forms. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p> <p>Each youth is provided a Youth Orientation Handbook during the booking process. The handbook is available in English and Spanish.</p>
(a) facility rules including contraband and searches and disciplinary procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (1)
(b) facility's system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (2)
(c) age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (14)
(d) identification of key staff and their roles;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1353 (21)</p> <p>Documented within the handbook.</p>
(e) the existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (5)

<b>TITLE 15 SECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>P/P REFERENCE – COMMENTS</b>
(f) access to legal services and information on the court process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (9)
(g) access to routine and emergency health and mental health care;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (6)
(h) access to education, religious services, and recreational activities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (10)
(i) housing assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (8)
(j) opportunity for personal hygiene and daily showers including the availability of personal care items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (4)
(k) rules and access to correspondence, visits and telephone use;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (3)
(l) availability of reading materials, programming, and other activities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (11)
(m) facility policies on the use of force, use of restraints, chemical agents and room confinement;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (12)
(n) immigration legal services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (16)
(o) emergencies including evacuation procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (17)
(p) non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (20)
(q) availability of services and programs in a language other than English if appropriate;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (7)
(r) the process for requesting different housing, education, programming and work assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (23)
(s) a process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school and mental health; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (24)
(t) a process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (25)  Access to Title 15 is available to youth upon request to staff.



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1354 SEPARATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures that address:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1354</p> <p>During this inspection cycle, the YSC has had one incident which resulted in one youth being placed on Alternative Program (AP). Documentation provided and review of policy and procedure revealed compliance with this regulation.</p>
(a) separation of youth for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(b) consideration of positive youth development and trauma-informed care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(c) separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(d) when the objective of the separation is discipline, Title 15 Section 1390 shall apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(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 these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(f) policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
<p><b>1354.5 ROOM CONFINEMENT</b></p> <p>(a) The facility administrator shall develop and implement written policies and procedures addressing the confinement of youth in their room that are consistent with Welfare and Institutions Code Section 208.3. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1354.3 Room Confinement</p> <p>Compliance of this regulation is based solely on review of YSC policy and procedure manual as the facility has not used room confinement this inspection cycle. Review of policy and procedure revealed compliance with this regulation.</p>
(1) 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 safety or security of any youth or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (1)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (2)
(3) Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (2)
(b) A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4)  It should be noted YSC policy and procedure manual states youth may be held up to two hours before doing one of the following below. That is two hours less than the regulation requires youth being held up to four hours before doing one of the following below.
(1) Return the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4a)
(2) Consult with mental health or medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4b)
(3) Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4c)
(4) If room confinement must be extended beyond four hours, staff shall do each of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(A) Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when he or she is eventually released from room confinement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5a)
(B) Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5b)
(C) Obtain documented authorization by the facility superintendent or his or her designee every four hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5c)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) This section is not intended to limit the use of single-person rooms or cells for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (6)
(6) This section does not apply to youth or wards in court holding facilities or adult facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (11)
(7) Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(8) 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 that 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(9) This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a 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, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or 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 illness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (9)
<b>1355 INSTITUTIONAL ASSESSMENT AND PLAN</b> The facility administrator shall develop and implement written policies and procedures for assessment and case planning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1355  Reviewed five (5) Youth Institutional Assessment Case plans from the YSC facility. Review of documentation provided revealed compliance with this regulation.
(a) Assessment: The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1355.1 Assessment (a, b, c, d)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Institutional Case Plan: (1) A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan
(2) The institutional plan shall include, but not be limited to, written documentation that provides:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (a) Institutional Case Plan
(A) objectives and time frame for the resolution of problems identified in the assessment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan
(B) a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (b) Institutional Case Plan  During the inspection process, we provided technical assistance with regards to youth goals and objectives being individualized for each youth's criminogenic needs.
(3) periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan (c)  It should be noted periodic reviews of youth case plans are conducted every 60 days.
(4) a transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (d) Institutional Case Plan
(5) in as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (e) Institutional Case Plan
<b>1356 COUNSELING AND CASEWORK SERVICES</b> The facility administrator shall develop and implement written policies and procedures ensuring the availability of appropriate counseling and casework services for all youth. Policies and procedures shall ensure:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356  Reviewed ten (10) youth Counseling and Casework packets from YSC. Review of documentation provided revealed compliance with this regulation.
(a) youth will receive assistance with needs or concerns that may arise;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356
(b) youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356.1 Request and Referrals
(c) youth will be provided access to available resources to meet the youth's needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356.1 Request and Referrals

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1357 USE OF FORCE</b></p> <p>The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline, retaliation or treatment.</p> <p>(a) At a minimum, each facility shall develop policies and procedures which:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1357</p> <p>We reviewed ten (10) hands-on use of force reports from the YSC facility. Review of policy and procedure and documentation revealed compliance with this regulation. It should be noted each report reviewed contained staff efforts to de-escalate the incident and command calls given to the youth prior to going hands-on to protect the safety of the youth and the facility.</p>
(1) restricts the use of force to that which is deemed reasonable and necessary, as defined in Section 1302 to ensure the safety and security of youth, staff, others and the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(2) outline the force options available to staff including both physical and non-physical options and define when those force options are appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.10 Training
(3) describe force options or techniques that are expressly prohibited by the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.10 Training
(4) describe the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(5) define a standardized reporting format that includes time period and procedure for documenting and reporting the use of force, including reporting requirements of management and line staff and procedures for reviewing and tracking use of force incidents by supervisory and or management staff, which include procedures for debriefing a particular incident with staff and/or youth for the purposes of training as well as mitigating the effects of trauma that may have been experienced by staff and /or the youth involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.5 Reporting the Use of Force
(6) Include an administrative review and a system for investigating unreasonable use of force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.9 Use of Force Review

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) define the role, notification, and follow-up procedures required after use of force incidents for medical, mental health staff and parents or legal guardians.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357. 6 Institution Services Manager/Officer of the Day Responsibility (g)  Review of documentation revealed notification to parents following a use of force incident was not being completed consistently. Technical assistance was provided and, prior to the conclusion of the inspection, the facility updated their special incident form to include notification to parents when use of force has been utilized.
(8) describe the limitations of use of force on pregnant youth in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(b) Facilities that authorize chemical agents as a force option shall include policies and procedures that: (1) identify who is approved to carry and/or utilize chemical agents in the facility and the type, size and the approved method of deployment for those chemical agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemical agents are prohibited at the YSC facility.
(2) mandate that chemical agents only be used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) outline the facility's approved methods and timelines for decontamination from chemical agents. This shall include that 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) define the role, notification, and follow-up procedures required after use of force incidents involving chemical agents for medical, mental health staff and parents or legal guardians.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) provide for the documentation of each incident of use of chemical agents, including the reasons for which it was used, efforts to de-escalate prior to use, youth and staff involved, the date, time and location of use, decontamination procedures applied and identification of any injuries sustained as a result of such use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(c) Facilities shall develop policies and procedure which require that agencies provide initial and regular training in use of force and chemical agents when appropriate that address:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) known medical and behavioral health conditions that would contraindicate certain types of force;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) acceptable chemical agents and the methods of application.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) signs or symptoms that should result in immediate referral to medical or behavioral health.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) instruction on the Constitutional Limitations of Use of Force.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) physical training force options that may require the use of perishable skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) timelines the facility uses to define regular training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>1358 USE OF PHYSICAL RESTRAINTS</b></p> <p>The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p> <p>Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>It should be noted handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p>
<p>Physical restraints 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. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p> <p>Handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p> <p>Plastic cuffs will be used only in unusual situations where handcuffs are not available.</p>
<p>In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. The use of restraint devices that attach a youth to a wall, floor or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation within the facility. Movement within the facility shall be governed by Section 1358.5, Use of Restraint Devices for Movement Within the Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358
Youth shall be placed in restraints only with the approval of the facility manager or designee. The facility manager may delegate authority to place a youth in restraints to a physician. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358
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 retention at least every three hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (5)
A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (7)
Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (8)
In addition to the requirements above, policies and procedures shall address:  (a) documentation of the circumstances leading to an application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9a)
(b) known medical conditions that would contraindicate certain restraint devices and/or techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9b)
(c) acceptable restraint devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9c)
(d) signs or symptoms which should result in immediate medical/mental health referral.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9d)
(e) availability of cardiopulmonary resuscitation equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9e)
(f) protective housing of restrained youth. While in restraint devices, all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9f)
(g) provision for hydration and sanitation needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9g)



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(h) exercising of extremities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9h)
<p><b>1358.5 USE OF RESTRAINT DEVICES FOR MOVEMENT AND TRANSPORTATION WITHIN THE FACILITY.</b></p> <p>The Facility Administrator, in cooperation with the responsible physician and behavioral/mental health director, shall develop and implement written policies and procedures for the use of restraint devices when the purpose is for movement or transportation within the facility that shall include the following:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358.5</p> <p>Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) identification of acceptable restraint devices, staff approved to utilize restraint devices and the required training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All permanent and core trained youth supervision staff are approved to use restraints within the facility.
(b) the circumstances leading to the application of restraints must be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(c) an individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, trauma informed approaches, and a process for documentation and supervisor review and approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(d) consideration of safety and security of the facility, with a clearly defined expectation that restraint devices shall not be used for the purposes of discipline or retaliation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(e) the use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5.1 Pregnant Youth
<p><b>1359 SAFETY ROOM PROCEDURES</b></p> <p>(a) The facility administrator, and where applicable, in cooperation with the responsible physician, shall develop and implement written policies and procedures governing the use of safety rooms, as described in Title 24, Part 2, Section 1230.1.13. The room shall be used to hold only 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. A safety room shall not be used for punishment or discipline, or as a substitute for treatment. Policies and procedures shall:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1359</p> <p>Compliance with this regulation is based solely on the review of the facility policy and procedure manual as the safety room has yet to be utilized this inspection cycle. Review of the policy and procedure manual revealed compliance with this regulation.</p>
(1) include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) provide for approval of the facility manager, or designee, before a youth is placed into a safety room;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) provide for continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 15 minutes, with actual time recorded;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(4) provide that the youth shall be evaluated by the facility manager, or designee, every four hours;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(5) provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(6) provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(b) The placement of a youth in the safety room shall be accomplished in accordance with the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(1) safety room shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(2) safety room shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) safety room shall not be used to the extent that it compromises the mental and physical health of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(c) A youth may be held up to four hours in the safety room. After the youth has been held in the safety room for a period of four hours, staff shall do one or more of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(1) return the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(2) consult with mental health or medical staff,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) If confinement in the safety room must be extended beyond four hours, staff shall develop an individualized plan that includes the requirements of Section 1354.5 and the goals and objectives to be met in order to integrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
<p><b>1360 SEARCHES</b></p> <p>The facility administrator shall develop and implement written policies and procedures governing the search of youth, the facility, and visitors. Policies and procedures shall provide that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1360</p> <p>We reviewed five (5) Search Authorization forms in which youth were strip searched. Facts for supporting each strip search were noted on the forms. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>However, technical assistance was provided regarding updating and removing outdated language from the current form. Prior to the conclusion of the inspection, the facility updated and implemented a new Search Authorization form.</p>
(a) Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth, and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.9 Training
(b) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.9 Training
(c) Strip searches and visual or physical body cavity searches shall comply with Penal Code Section 4030.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.2 Strip Searches
(d) Physical body cavity searches shall only be conducted by a medical professional.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.3 Physical Body Cavity Search
(e) Any youth held after a detention hearing shall only be strip searched with prior approval of a supervisor when there is reasonable suspicion based on specific and articulable facts to believe that youth is concealing contraband. The reasonable suspicion shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.2 Strip Search
(f) Searches of transgender and intersex youth shall comply with Section 1352.5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.5 Transgender Searches

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) Cross-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.5 Transgender Searches
<b>1361 GRIEVANCE PROCEDURE</b> The facility administrator shall develop and implement written policies and procedures whereby any youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, food, clothing, bedding, mistreatment, harassment or violations of the nondiscrimination policy. There shall be no time limit on filing grievances. Policies and procedures shall include provisions whereby the facility manager ensures:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361  We reviewed the grievance logs from January, February, and March 2023 at YSC. In all, we reviewed twenty-six (26) youth grievance forms. Review of policy and procedure and review of documentation provided revealed compliance with this regulation.
(a) a grievance form and instructions for registering a grievance, which includes provisions for the youth to have free access to the form;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (1)
(b) the youth shall have the option to confidentially file the grievance or to deliver the form to any youth supervision staff working in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (8)
(c) resolution of the grievance at the lowest appropriate staff level;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (2)
(d) provision for a prompt review and initial response to grievances within three (3) business days, grievances that relate to health and safety issues must be addressed immediately;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (5)
(1) The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(2) Provision for a staff representative approved by the facility administrator to assist the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(e) provision for a written response to the grievance which includes the reasons for the decisions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(f) a system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(g) resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361.3 Timely Resolution of Grievance

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(h) the policy shall provide multiple internal and external methods to report sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed and documented in accordance with written policies and procedures within a specified timeframe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
<b>1362 REPORTING OF INCIDENTS</b> A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the facility manager by the end of the shift, unless additional time is necessary and authorized by the facility manager or designee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362  Review of documentation provided revealed compliance with this regulation.
<b>1363 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</b> (a) Pursuant to Penal Code Section 298.1 authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or 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 request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362  Force will not be used in the collection of samples except as authorized by court order.  The OD Supervisor will review and approve any use of force. The Supervisor shall be present to supervise and document the use of force.  Force has not been utilized to obtain any type of samples this inspection cycle.
(1) For the purpose of this section, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
(b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>(1) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1362</p>
<p><b>1370 EDUCATION PROGRAM</b></p> <p>(a) School Programs</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1370</p> <p>The San Mateo County Office of Education Court and Community School Program provides a student-centered, standards-based curriculum. SMOE engages in a partnership with the College of San Mateo through Project Change which provides students with unique opportunities to develop college and career readiness skills, complete California’s High School requirements for Graduation, and pursue college-level courses for college credit.</p> <p>We interviewed school staff, probation staff, youth, and reviewed school daily schedules which revealed compliance with this regulation.</p> <p>It should be noted the Annual Education review was completed on 9/12/2022 by Johanna Rasmussen and Sathvik Nori.</p>
<p>(b) Required Elements</p> <p>The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and 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. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1370</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(3) Youth shall be informed of post-secondary education and vocational opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(7) 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(c) School Discipline  (1) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370  The education program is integrated into the juvenile facilities' overall positive behavioral management plan and security program. Any violations committed while participating in the education program will be handled under the Youth Discipline Policy.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(3) 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 State 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(d) Provisions for Special Populations (1) 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 Programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(e) Educational Screening and Admission (1) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(A) School progress/school history;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(B) Home Language Survey and the results of the State Test used for English language proficiency;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(C) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(D) Discipline problems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) 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, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(f) Educational Reporting (1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(g) Transition and Re-Entry Planning (1) 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 Title 15, Minimum Standards for Juvenile Facilities, Section 1355.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(h) Post-Secondary Education Opportunities (1) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370  It should be noted that, at the time of the inspection, YSC had seven (7) youth enrolled in the College of San Mateo.
<b>1371 PROGRAMS, RECREATION, AND EXERCISE.</b>  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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of policy and procedures and daily schedule revealed compliance with this regulation. Documentation of youth's programs, recreation, and exercise are documented within the youth program sheets. We reviewed the months of January, February, and March 2023 from the facility which also revealed compliance with this regulation. Each youth receives a minimum of one hour of programming, exercise, and recreation daily.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
<p>A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
<p>Such program, recreation, and exercise schedule shall be posted in the living units.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>It should be noted, during the inspection facility walkthrough, the youth daily schedule was observed posted within the living unit.</p>
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>Programs Annual Review completed by Superintendent Jehan Clark on March 31, 2023.</p>
<p>(a) Programs. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed 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.</p> <p>Programs may include but are not limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>YSC youth all participate in programming which focus on trauma-focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate or prosocial interventions and activities designed to reduce recidivism.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) Cognitive Behavior 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) CPR and First Aid training; (16) Restorative Justice or Civic Engagement; (17) Career and leadership opportunities; and, (18) Other topics suitable to the youth population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
(b) 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 youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
(c) Exercise. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1372 RELIGIOUS PROGRAM</b></p> <p>The facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A youth shall be allowed to participate in an activity outside of their room if he/she elects not to participate in religious programs.</p> <p>Religious programs shall provide for:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1372</p> <p>Review of daily schedule revealed youth can participate in alternative programming during the scheduled religious program time.</p>
(a) opportunity for religious services and practices;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.2
(b) availability of clergy; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.1
(c) availability of religious diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.5
<p><b>1373 WORK PROGRAM</b></p> <p>The facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1373</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
<p><b>1374 VISITING</b></p> <p>The facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, and children of youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interest of the youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p> <p>We reviewed the YSC visiting logs from January, February, and March 2023. Review of logs and review policy and procedures revealed compliance with this regulation.</p>
<p>All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. 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 facility administrator.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374
Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374
The facility may provide access to technology as an alternative, but not as a replacement, to in-person visiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374  Zoom visits are offered to youth but not as a replacement to in-person visits.
<b>1375 CORRESPONDENCE</b>  The facility administrator shall develop and implement written policies and procedures for correspondence which provide that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.
(a) there is no limitation on the volume of mail that youth may send or receive;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(b) youth may send two letters per week postage free;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(c) youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(d) incoming and outgoing mail, other than that described in (c), may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
<b>1376 TELEPHONE ACCESS</b>  The administrator of each juvenile facility shall develop and implement written policies and procedures to provide youth with access to telephone communications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1376  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<b>1377 ACCESS TO LEGAL SERVICES</b> The facility administrator shall develop written procedures to ensure the right of youth to have access to the courts and legal services. Such access shall include:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.
(a) access, upon request by the youth, to licensed attorneys and their authorized representatives;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.2
(b) provision for confidential consultation with attorneys; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.1
(c) unlimited postage free, legal correspondence and cost-free telephone access as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.4
<b>1390 DISCIPLINE</b> The facility administrator shall develop and implement written policies and procedures for the discipline of youth that shall promote acceptable behavior; including the use of positive behavior interventions and supports. Discipline shall be imposed at the least restrictive level which promotes the desired behavior and shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of the following is not permitted:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390  Review of policy and procedures and documentation revealed compliance with this regulation.
(a) bed and bedding;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (a)
(b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (b)
(c) full nutrition;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (c)
(d) contact with parent or attorney;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (d)
(e) exercise;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (e)
(f) medical services and counseling;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (f)
(g) religious services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (g)
(h) clean and sanitary living conditions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (h)
(i) the right to send and receive mail;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (i)
(j) education; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (j)
(k) rehabilitative programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (k)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>The facility administrator shall establish rules of conduct and disciplinary penalties to guide the conduct of youth. Such rules and penalties shall include both major violations and minor violations, be stated simply and affirmatively, and be made available to all youth. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390
<p><b>1391 DISCIPLINE PROCESS</b></p> <p>The facility administrator shall develop and implement written policies and procedures for the administration of discipline which shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 7 Section 1391</p> <p>We reviewed ten (10) Due Process Tickets from YSC. Review of policy and procedures and documentation revealed compliance with this regulation.</p>
(a) designation of personnel authorized to impose discipline for violation of rules;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(b) prohibiting discipline to be delegated to any youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(c) definition of major and minor rule violations and their consequences, and due process requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(d) trauma-informed approaches and positive behavior interventions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(e) minor rule violations may be handled informally by counseling, advising the youth of expected conduct imposing a minor consequence. Discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(f) major rule violations and the discipline process shall be documented and require the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 7 Section 1391</p> <p>We reviewed ten (10) Due Process Tickets from YSC. Review of policy and procedures and documentation revealed compliance with this regulation.</p> <p>It should be noted technical assistance was provided with regards to the due process ticket form. We recommended including a signature line on the form for the youth to sign and acknowledge his/her due process. Prior to the conclusion of the inspection, the facility updated their form to include a signature for the youth to sign.</p>
(1) written notice of violation prior to a hearing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) accommodations provided to youth with disabilities, limited literacy, and English language learners;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(3) hearing by a person who is not a party to the incident;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(4) opportunity for the youth to be heard, present evidence and testimony;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(5) provision for youth to be assisted by staff in the hearing process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(6) provision for administrative review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(g) violations that result in a removal from camp or commitment program, but not a return to court, will follow the due process provisions in subsection (e) above.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 7 Section 1391
<b>1410 MANAGEMENT OF COMMUNICABLE DISEASES.</b>  The health administrator/responsible physician, in cooperation with the facility administrator and the local health officer, 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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410  Review of policy and procedure revealed compliance with this regulation.
(a) Intake health screening procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(b) Identification of relevant symptoms;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(c) Referral for medical evaluation;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(d) Treatment responsibilities during detention;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(e) Coordination with public and private community-based resources for follow-up treatment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(f) Applicable reporting requirements; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(g) Strategies for handling disease outbreaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health officer and currently recommended public health interventions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1433 REQUESTS FOR HEALTH CARE SERVICES (EXCERPT)</b></p> <p>The health administrator, in cooperation with the facility administrator, shall develop policy and procedures to establish a daily routine for youth to convey requests for emergency and non-emergency medical, dental and behavioral/mental health care services.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1433</p> <p>All youth Housing units have a medical lock box in the dayroom. Youth fill out a medical service request form for medical or mental health services.</p>
<p><b>1480 STANDARD FACILITY CLOTHING ISSUE</b></p> <p>The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1480</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p>(a) Clothing is clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(b) The standard issue of climatically suitable clothing for youth shall consist of but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(1) Socks and serviceable footwear;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(2) Outer garments;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(3) New non-disposable underwear which shall remain with the youth throughout their stay, and;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(4) Undergarments, that are freshly laundered and free of stains, including tee shirts and bras.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(c) Clothing is laundered at the temperature required by local ordinances for the commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(d) Suitable clothing is issued to pregnant youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p><b>1482 CLOTHING EXCHANGE</b></p> <p>The facility administrator shall develop and implement written policies and site-specific procedures for the cleaning and scheduled exchange of clothing. Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments, except for footwear, shall be exchanged at least once each week. Tee shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back at exchange.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1482</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation and youth are receiving their own underwear back at clothing exchange.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1484 CONTROL OF VERMIN IN YOUTH'S PERSONAL CLOTHING</b></p> <p>There shall be written policies and site-specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin and ecto-parasites in all youth's personal clothing. Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1484</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
<p><b>1485 ISSUE OF PERSONAL CARE ITEMS</b></p> <p>There shall be written policies and site-specific procedures developed and implemented by the facility administrator for the availability of personal hygiene items. Each female youth shall be provided with sanitary napkins, panty liners and tampons as requested. Each youth to be held over 24 hours shall be provided with the following personal care items;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1485</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
(a) Toothbrush;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(b) Toothpaste;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(c) Soap;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(d) Comb;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(e) Shaving implements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(f) Deodorant;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(g) Lotion;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(h) Shampoo; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(i) Post-shower conditioning hair products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
<p>Youth shall not be required to share any personal care items listed in items (a) through (d). Liquid soap provided through a common dispenser is permitted. Youth shall not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1486 PERSONAL HYGIENE</b></p> <p>There shall be written policies and site specific procedures developed and implemented by the facility administrator for showering/bathing and brushing of teeth. Youth shall be permitted to shower/bathe up on assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1486</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1487 SHAVING</b></p> <p>Youth shall have access to a razor daily, unless their appearance must be maintained for reasons of identification in Court. All youth shall have equal opportunity to shave face and body hair. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1487</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1488 HAIR CARE SERVICES (EXCERPT)</b></p> <p>Hair care services shall be available in all juvenile facilities. Youth shall receive hair care services monthly. Equipment shall be cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1488</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1500 STANDARD BEDDING AND LINEN ISSUE</b></p> <p>Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering a living area who is expected to remain overnight, shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
(a) One mattress or mattress-pillow combination which meets the requirements of Section 1502 of these regulations;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
(b) One pillow and a pillow case unless provided for in (a) above;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
(c) One mattress cover and a sheet or two sheets;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
(d) One towel; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
(e) One blanket or more, up on request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1501 BEDDING LINEN EXCHANGE</b></p> <p>The facility administrator shall develop and implement site specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. Washable items such as sheets, mattress covers, pillow cases and towels shall be exchanged for clean replacement at least once each week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1501</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p>The covering blanket shall be cleaned or laundered once a month.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1501</p>
<p><b>1510 FACILITY SANITATION, SAFETY AND MAINTENANCE</b></p> <p>The facility administrator shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. The plan shall provide for a regular schedule of housekeeping tasks, equipment, 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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1510</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>

**REVIEW OF NON REGULATORY REQUIREMENTS**

GRANT FUNDING OR CODE REFERENCE	YES	NO	N/A	P/P REFERENCE - COMMENTS
<b>JUVENILE PROBATION AND CAMPS FUNDING (JPCF) (Camps Only)</b>				
The programs/services identified on the JPCF Camp Eligibility Form are being provided at the facility. (Refer to the JPCF Camp Eligibility Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>208.5 WIC CONTACT BETWEEN PERSONS UNDER THE JUVENILE COURT AGES 19- 20 AND MINORS IN THE FACILITY</b>				
The facility houses Juvenile Court Wards 19 years of age and older.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has been approved to hold persons under the juvenile court who are ages 19 through 21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility continues to comply with the requirements of 208.5 WIC (programming, capacity and security of the facility) as outlined in the county's application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>JUVENILE JUSTICE DELINQUENCY PREVENTION ACT MONITORING (JJDP)</b>				
<b>WIC 206 SEPARATE FACILITIES FOR WIC 300 MINORS</b>  Dependent or neglected minors who are defined under Section 300 of the Welfare and Institutions Code (WIC) are held only in non-secure, separate and segregated facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/> <small>Violation</small>	<input type="checkbox"/>	
<b>DETENTION OF STATUS OFFENDERS (WIC 601) AND FEDERAL MINORS</b>  Status Offenders (WIC 601) are held in the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Status Offenders (WIC 601) are kept separate from Juvenile Delinquents (WIC 602)? (WIC 207[d]).	<input checked="" type="checkbox"/>	<input type="checkbox"/> <small>Violation</small>	<input type="checkbox"/>	
Federal Minors (ICE Holds or ORR Contract) are held in the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If yes to the above, the <i>Monthly Report on the Detention of Status Offenders/Federal Minors</i> is submitted to the BSCC.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>WIC 208 SEPARATION OF MINORS AND ADULT INMATES (JJDP 42 USC 5633, Sec 223, State Plans (a)[12])</b>  Are adult inmates held in the facility? (When a person in detention is proceeding through the adult court, AND that person is 18 years of age or older that person is an <b>adult inmate</b> .)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If adult inmates are held, they are appropriately separated from minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Violation	<input type="checkbox"/>	
Adult inmates from an adult facility (e.g. inmate workers or "Scared Straight" programs) are not allowed in the facility in a manner that allows contact with minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Violation	<input type="checkbox"/>	

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND  
CAMPS PHYSICAL PLANT EVALUATION  
Board of State and Community Corrections**

**APPLICABLE TITLE 24 REGULATIONS: 4/98; 2001; 2003**

**BSCC Code: 7550**

<b>FACILITY NAME:</b> San Mateo Youth Services Center (YSC)			<b>FACILITY TYPE:</b> JH	
<b>APPLICABLE REGULATIONS (Check All That Apply):</b>	<b>4/98:</b>	<b>2001:</b> X	<b>2003:</b>	<b>OTHER:</b>
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson Sr.			<b>DATE:</b> 07/28/2023	

<b>TITLE 24 SECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>Reception/Intake Admission (JH; 1.1)</b>				At intake sally port and the drop-off lobby
Contains a weapons locker as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains a secure room for the confinement of minors pending admission to JH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides access to a shower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a secure vault or storage space for minor's valuables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides telephone access to minors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides staff access to hot and cold running water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Locked Holding Room (1.2)</b>				
Contains a minimum of 15 square feet of floor area per minor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides no less than 45 square feet of floor area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains seating to accommodate all minors as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98: Provides access to a toilet, wash basin and drinking fountain as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03: Be equipped with a toilet, wash basin and drinking fountain unless a procedure is in effect to provide access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximizes staff visual supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03: Outward swinging or lateral sliding door required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Natural Light (1.3)</b>				
Visual access to natural light is provided in locked sleeping rooms, single and double occupancy sleeping rooms, dormitories and dayrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Corridors (1.4)</b>				
Corridors in living areas are at least eight feet wide. When doors are staggered or if rooms are located only on one side, corridors may be at least six feet wide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<b>Living Unit (JH; 1.5)</b>  JH living units do not exceed 30 minors and contain sleeping areas and plumbing fixtures, commensurate with the number of minors housed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Locked Sleeping Rooms (1.6)</b>  98: Have a toilet, wash basin and drinking fountain unless a procedure is in +effect to provide other access to these fixtures 03: Toilet, wash basin and drinking fountain required in locked sleeping rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Single Occupancy Sleeping Rooms (1.7)</b>  98: Minimum of 63 square feet of floor area and a clear ceiling height of eight feet 03: Minimum of 70 square feet of floor area and a clear ceiling height of eight feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches. 01: View panel size changed to a <u>minimum</u> of 144 inches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03: Outward swinging or lateral sliding door required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Double Occupancy Sleeping Rooms (1.8)</b>  Minimum of 100 square feet floor area, a clear ceiling height of eight feet, and a minimum width of seven feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches. 01: View panel size changed to a <u>minimum</u> of 144 inches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03: Outward swinging or lateral sliding door required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Dormitories (1.9)</b> In JHs and camps, there is a minimum of 50 square feet of floor area per minor, with a minimum dormitory size of 200 square feet and a minimum clear ceiling height of eight feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no dormitories in the juvenile hall.
In JHs and camps, dormitories are designed for no fewer than four minors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: JH dormitories for detained minors are designed for no more than 15 minors (NA camps). 03: This subsection deleted, eliminating the 15 minor limitation. (See below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



TITLE 24 SECTION	YES	NO	N/A	COMMENTS
98: JH dormitories for court commitments are designed for no more than 30 minors (NA Camps). 03: No JH dormitory can be designed for more than 30 minors ( <i>regardless of whether it is for court commitments or other detained minors</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Dayrooms (1.10)</b>  JH dayrooms contain 35 square feet of floor area per minor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dayrooms in camps and SPJHs contain 30 square feet of floor area per minor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All dayrooms provide access to toilets, wash basins, drinking fountains and showers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Physical Activity and Recreation Spaces (NA SPJH; 1.11)</b>  98: Facilities with a capacity of less than 41 minors have a minimum of 9,000 square feet dedicated indoor- outdoor space. 01: Facilities with a capacity of 40 minors or less have a minimum of 9,000 square feet dedicated indoor- outdoor space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: Facilities with a capacity of 41 to 100 minors have a minimum of 9,000 square feet dedicated indoor- outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet. 01: Facilities with a capacity of 41-274 minors have a minimum of 225 square feet of dedicated indoor- outdoor space per minor, up to 61,650 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: Facilities with a capacity over 100 minors have a minimum of 18,000 square feet dedicated indoor- outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet. 01: Facilities with a capacity of 275 or more minors have 61,650 square feet dedicated indoor-outdoor space, plus 145 square feet for each minor beyond 274 (up to a maximum of 87,120 square feet).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98: At least one half of the dedicated indoor-outdoor space is a paved or "like" surface. 01: Changed from one-half to one-quarter of the space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A portion of the dedicated physical activity and recreation space is out-of-doors, and is equipped and of a sufficient size to comply with Title 15, § 1371.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01: The required recreation area has no single dimension less than 40 feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Outdoor recreation area lighting allows for evening activities and provides security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Academic Classrooms (NA SPJH; 1.12)</b>				
Classrooms are designed for a maximum of 20 minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a minimum of one classroom in each facility 2001: Dedicated classroom space is available for every juvenile in the facility. The primary purpose for the academic classroom is for education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each classroom contains a minimum of 160 square feet of floor space for the teacher's desk and work area, and a minimum of 28 square feet floor space per minor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a communication system in each classroom that allows for immediate response to emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safety Room (1.13)</b>				
Provides a minimum of 63 square feet of floor space and a minimum clear ceiling height of eight feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Limited to one minor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Padded as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are one or more vertical view panels constructed of security glazing. Panels provide a view of the entire room and are no more than four inches wide and at least 24 inches long.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Audio monitoring system as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access to a toilet, wash basin and drinking fountain is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03: Be equipped with a variable intensity security-type lighting fixture, with controls outside the room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03: Any wall- or ceiling-mounted devices are designed to prohibit the occupant's access.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Medical Examination Room (NA SPJH; 1.14)</b>				
There is a minimum of one suitably equipped medical examination room in every juvenile facility. The examination room provides the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Space for routine and emergency examinations that is used for no other purpose;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Privacy for minors;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockable storage for medical supplies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not less than 144 square feet floor space with no single dimension less than seven feet;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot and cold running water; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
01: Smooth, non-porous, washable surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pharmaceutical Storage (1.15)</b>  There is lockable storage space for medical supplies and pharmaceutical preparations as specified by Title 15 § 1438.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Dining Areas (NA SPJH; 1.16)</b>  There is a minimum of 15 square feet floor space and sufficient tables and seating for each person being fed (including minors, staff and visitors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dining areas do not contain toilets or showers in the same room, unless there is an appropriate visual barrier.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Visiting Space (1.17)</b>  Visiting space is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Institutional Storage (1.18)</b>  There is a minimum of 80 cubic feet of storage space per minor for institutional clothing, bedding, supplies and activity equipment, in one or more storage rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Storage (1.19)</b>  Each minor has a minimum of nine cubic feet of secure storage space for personal clothing and belongings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safety Equipment Storage (1.20)</b>  There is a secure area for storing safety equipment, such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Janitor Closet (1.21)</b>  There is at least one securely lockable janitorial closet containing a mop sink and sufficient area for storing cleaning implements within the security area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Audio Monitoring System (1.22)</b>  There is an audio monitoring system capable of actuation by the minor to alert staff in: safety rooms; locked holding rooms, locked sleeping rooms; single and double occupancy sleeping rooms and dormitories of JHs and in locked sleeping rooms and single occupancy rooms of secure camps.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<b>Emergency Power (1.23)</b>  There is an emergency power source capable of providing minimal lighting in all living units, activity areas, corridors, stairs, and central control points, to maintain fire and life safety, security, communications and alarm systems. The power source conforms to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code (CCR).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Confidential Interview Room (1.24)</b>  Contain a minimum of 60 square feet of floor area and provide for confidential consultation with minors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a minimum of one suitably furnished interview room for each 30 minors in JHs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a minimum of one suitably furnished interview room in each camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Court Holding Room for Minors (1.26)</b>  Contains a minimum of 10 square feet of floor area per minor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Limited to no more than 16 minors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides 40 square feet of floor area and a minimum clear ceiling height of eight feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains seating to accommodate all minors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains a toilet, wash basin and drinking fountain as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximizes staffs' visual supervision of minors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Toilets/Urinals (2.1)</b>  Toilets are available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked holding rooms. One toilet and one urinal may be substituted for every 15 boys. Toilet areas provide modesty for the minors without mitigating staff's ability to supervise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Wash basins (2.2)</b>  Wash basins must provide hot and cold or tempered water and be available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked sleeping rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Drinking Fountains (2.3)</b>  Drinking fountains are accessible to minors and staff in living areas and indoor-outdoor recreation areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
01: The drinking fountain bubbler is activated by mechanical means and is at an angle that prevents waste water from flowing over the bubbler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Showers (2.4)</b> Showers provide tempered water and are available on living units at a ratio of at least one shower or bathtub to every six minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shower areas provide for inmate privacy without mitigating staff's ability to supervise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Beds (2.5)</b> Beds are at least 30 inches wide and 76 long and are of a pan-bottom type or constructed of concrete.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Beds are at least 12 inches of the floor and spaced no less than 36 inches apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lighting (2.6)</b> There is at least 20 foot-candles (216 1x) of illumination at desk level in locked sleeping rooms, single and double occupancy rooms, dormitories, dayrooms and activity areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Night lighting in the above areas provides good visibility and is conducive to sleep.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Padding (2.7)</b> Padding in safety rooms covers the floor, door and walls to a clear height of eight feet. Benches or platforms are not placed on the floor of safety rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Padded rooms are equipped with a tamper-resistant fire sprinkler as approved by the State Fire Marshal (SFM).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The padding is approved by the SFM and is: non-porous; at least one-half inch thick; of a unitary or laminated construction; firmly bonded to all padded surfaces; and, is without exposed seams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Seating (2.8)</b> Seating is designed for the level of security. When bench seating is used, 18 inches of bench seating is allowed for each person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Weapons Locker (2.9)</b> Weapons lockers are located outside the security perimeter of the facility. (Personnel do not bring any weapon into the security area.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockers are equipped with individual compartments, each with their own locking device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assess for New Construction/Remodel or Repair:</b>				

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p><b>Security Glazing (2.10) (Added in 2003)</b>  <i>(Note to inspector: This will typically be assessed from specifications provided at plan review.)</i></p> <p>Security glazing complies with the minimum requirements of one of the following test standards: American Society for Testing and Materials, ASTM F 1233-98, Class III glass; California Department of Corrections, CDC 860-94d, Class C glass; or, H. P. White Laboratory, Inc., HPW- TP-0500.02, Forced Entry Level III.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Design Requirements (201(c)6)</b></p> <p>Design requirements as specified in Title 24, Part 1, 201(c)6 are met.  <i>(Note to inspector: See regulation for specific requirements. Note areas of non-compliance that are <u>applicable to the facility type and construction date in the "comments" section.</u>)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS, AND CAMPS  
LIVING AREA SPACE EVALUATION  
Board of State and Community Corrections**

**BSCC Code: JH 7550 SYTF 7554**

<b>FACILITY:</b> San Mateo Youth Services Center (YSC)	<b>TYPE:</b> JH SYTF	<b>RC:</b> 155 30
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson Sr.		<b>DATE:</b> 07/28/2023

ROOMS							EACH ROOM					
Unit Designation	Room Type	Applicable Standards	# Rooms	EACH ROOM		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
<b>Intake</b>												
Pre-receiving	Interview	2001	1		0	0	9.4x8x9 75 square feet					
Note: This room is not rated. This room is for arresting officers to complete forms and/or reports. Seating is provided by the 7.8 foot bench located in the sally port entrance.												
261 Holding 1	Holding	2001	1		5	5	13.2x9.7x9 115 square feet	1		1	1	
Note: 7.5 foot bench limits capacity. Includes less 13 square feet for the irregular shape.												
268 Holding 2	Holding	2001	1		4	4	8.4x9.3x9 70 square feet	1		1	1	
Note: 6.5 foot bench limits capacity. Includes less 8.5 square feet for the irregular shape.												
236,237 Holding 3,4	Holding	2001	2		4	4	7.5x9.8x9 68 square feet	1		1	1	
Note: 6.5 foot bench limits capacity. Includes less 5.6 square feet for the irregular shape.												
239 Transport Staging	Holding	2001			21	21	24.8x13x9 322 square feet					
Note: 32 foot bench. Fixtures are accessible in the intake area.												
	Safety	2001	1		1	1	7.8x8.6x8.5 67 square feet	1				
Note: Floor toilet.												
<b>Forest</b>												
Unit 1	Single	2001	5	1	1	5	10.4x7.3x9	1		1	1	

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

ROOMS							EACH ROOM					
Unit Designation	Room Type	Applicable Standards	# Rooms	EACH ROOM		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
	Double	2001	2	2	2	4	12.4x9.3x9	1		1	1	
	Dayroom	2001	1				1750 sq. ft.				2	2
	Dorm	2001	1	6	6	6	19x17x9					
	Safety	2001	1		1	1	10.2x6.8x9	1				

Note: Tables and seating for 16 in the Dayroom. Safety room used for storage. Unit 1 closed at the time of the inspection. Rated capacity 10 youth.

Unit 2	Single	2001	20	1	1	20	10.4x7.3x9	1		1	1	
	Dayroom	2001	1				3806 sq. ft.	1		1	1	4
	Class	2001	1				25x15.9					
	Rec Yard	2001	1				1620 sq. ft.					

Note: Unit 2 closed at the time of the inspection. Rated capacity 20 youth.

Unit 3	Single	2001	29	1	1	29	10.4x7.3x9	1		1	1	
	Single	2001	1	1	1	1	13.5x7.3x9	1		1	1	1
	Dayroom	2001	1				3775 sq. ft.	1		1	2	6
	Class	2001	1				16.6x16.2					
	Rec Yard	2001	1				2288 sq. ft.					

Note: One single room is handicap accessible with shower. Tables and seating for 30 in the Dayroom. At the time of the inspection, Unit 3 was utilized as the Intake unit. Rated capacity 30 youth.

### Pine

Unit 4	Single	2001	9	1	1	9	10.4x7.3x9	1		1	1	
	Single	2001	1	1	1	1	16x7.3x9	1		1	1	1
	Double	2001	10	2	2	20	12.4x9.3x9	1		1	1	
	Safety	2001	1		1	1	10.2x6.8x9	1				
	Dayroom	2001	1				5175 sq. ft.	1		1	2	6
	Class	2001	1				35.5x22.7					
	Rec Yard	2001	1				2200 sq. ft.					

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.



ROOMS							EACH ROOM					
Unit Designation	Room Type	Applicable Standards	# Rooms	EACH ROOM		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
Note: One single room is handicap accessible with shower. Tables and seating for 32 in the Dayroom. At the time of the inspection, Unit 4 housed the general population youth and SYTF youth. Rated capacity 30 youth.												
Unit 5	Single	2001	1	1	1	1	10.4x7.3x9	1		1	1	
	Single	2001	1	1	1	1	16x7.3x9	1		1	1	1
	Double	2001	14	2	2	28	12.4x10.3x9	1		1	1	
	Dayroom	2001	1				5175 sq. ft.	1		1	2	6
	Class	2001	1				32.7x16					
	Rec Yard	2001	1				2200 sq. ft.					
Note: One single room is handicap accessible with shower. Tables and seating for 32 in the Dayroom. Unit 5 closed at the time of the inspection. Rated capacity 30 youth.												
<b>Elm</b>												
Unit 6	Single	2001	9	1	1	9	10.4x7.3x9	1		1	1	
	Single	2001	1	1	1	1	10.4x9.5	1		1	1	
	Double	2001	10	2	2	20	12.4x9.3x9	1		1	1	
	Dayroom	2001	1				4500 sq. ft.	1		1	2	6
	Class	2001	1				33x16					
	Rec Yard	2001					1760 sq. ft.					
Note: One single room is handicap accessible with shower. Tables and seating for 32 in the Dayroom. Unit 6 closed at the time of the inspection. Rated capacity 30 youth.												
Unit 7	Single	2001	9	1	1	9	10.4x7.3x9	1		1	1	
	Single	2001	1	1	1	1	10.4x9.5	1		1	1	1
	Double	2001	10	2	2	20	12.4x9.3x9	1		1	1	
	Dayroom	2001	1				4500 sq. ft.	1		1	2	6
	Class	2001	1				33x16					
	Rec Yard	2001	1				1760 sq. ft.					
Note: One single room is handicap accessible with shower. Tables and seating for 32 in the Dayroom. Unit 7 closed at the time of the inspection. Rated capacity 30 youth.												

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

ROOMS							EACH ROOM					
Unit Designation	Room Type	Applicable Standards	# Rooms	EACH ROOM		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
<b>Court Holding</b>												
236,237	Holding	2001	2		3	6	10.5x8x9 84 sq. ft.	1		1	1	
Note: 5 ft. bench limits capacity. Juvenile holding room.												
235	Holding	2001	1		3	3	10.5x8x9 84 sq. ft.	1		1	1	
Note: 5 ft. bench limits capacity. Adult holding cell or juvenile holding room.												
Note: Youth not considered a security risk can sit in the large open area in the center of the court holding area Interview rooms and a youth restroom is available. Theater seating is used.												
<b>Building 4</b>												
	Gym	2001	1				90x62					
	Class	2001	6				38.75x18.1					
	Class	2001	1				20.5x38.75					
	Class	2001	1				31x15.9					
	Class	2001	1				25.5x38.75					
	Class	2001	1				32.2x35.5					
	Yard	2001	1				Over 61,650 sq. ft.					
	Dining	2001	1				3312.5 sq. ft.					
Note: Assistant Deputy Chief Probation Officer Jehan Clark reports no changes to the facility during the 2023-2024 inspection cycle thus far.												

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS**  
**Board of State and Community Corrections**  
**PROCEDURES CHECKLIST<sup>1</sup>**

**BSCC Code: 7551**

<b>FACILITY NAME:</b> Margaret J. Kemp Girl's Camp – Camp Kemp (CK)	<b>FACILITY TYPE:</b> Camp
<b>PERSON(S) INTERVIEWED:</b> Jehan Clark, Assistant Deputy Chief Probation Officer; Ivonne Bustos, Institution Service Manager; Sanam Aram, Superintendent; Elizabeth Andrews, Group Supervisor III; Mariela Jimenez, Group Supervisor III; Ruby Blanco, Registered Nurse County Health; Shin Choi, Registered Nurse County Health; Lauren Sneed, School Counselor San Mateo Office of Education; Aurora Pena, Supervising Behavioral Health Clinician; Jonas Barbour, Assistant Principal	
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson	<b>DATE:</b> July 26, 2023

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<b>1313 COUNTY INSPECTION AND EVALUATION OF BUILDING AND GROUNDS</b>  On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the following: (a) county building inspector or person designated by the Board of Supervisors to approve building safety;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Local Inspections completed for this inspection cycle.  Article 2 Section 1313  Camp - Completed 9/7/2023
(b) fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code Section 13146.1(a) and (b);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth Services Center (YSC) - Completed on 9/1/2022
(c) local health officer, inspection in accordance with Health and Safety Code Section 101045;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EH - Completed on 10/19/2022 NUT - Completed on 10/10/2022 MED/MH - Completed on 6/14/2023
(d) county superintendent of schools on the adequacy of educational services and facilities as required in Section 1370;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed on 9/12/2022 by Johanna Rasmussen and Sathvik Nori.
(e) juvenile court as required by Section 209 of the Welfare and Institutions Code; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed by Judge Susan I. Etezadi on 12/9/2022.
(f) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed on 8/23/2023 and 8/31/2023.

<sup>1</sup> This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 5 for the complete list and text of regulations.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1320 APPOINTMENT AND QUALIFICATIONS</b></p> <p><i>BSCC Note: Compliance with this section is determined by receipt of the Chief Probation Officer's certification letter confirming that all elements of regulation are met.</i></p> <p>(a) Appointment</p> <p>In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Memo submitted to BSCC by Chief John T. Keene on March 23, 2023.</p>
<p>(b) Employee Qualifications</p> <p>Each facility shall:</p> <p>(1) recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(2) require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(3) adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code; and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(4) conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 of the Government Code.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(c) Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law, and their presence at the facility shall be subject to the approval and control of the facility manager.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1321 STAFFING</b></p> <p>Each juvenile facility shall:</p> <p>(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;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>We reviewed a variety of documents including safety check records, grievances, disciplinary actions, and incident reports. Also reviewed January and February 2023 staffing schedules for Camp Kemp (CK). Review of these documents, as well as the policy and procedure manuals, revealed compliance with this regulation.</p> <p>At the time of the inspection, the Youth Service Center staffing consisted of 1 Superintendent; 1 Compliance Officer; 2 Institution Services Managers; 4 Group Supervisors III; 4 Group Supervisors II; 2 Group Supervisors; 1 Transportation Officer; and 14 Extra-Help Group Supervisors.</p> <p>Although CK remains in compliance with this regulation, interviews with staff revealed that, at times during this inspection cycle, staff felt understaffed and unable to carry out the overall facility operations. At the time of the inspection, YSC had consolidated the units and only had one unit available for housing youth. The detention youth and SYTF youth are housed within that unit. Only operating one unit has created better staffing coverage but technical assistance was provided with regards to a long-term solution to staffing issues.</p> <p>Since consolidating the YSC units to one unit, CK staff that were interviewed stated they are not being pulled from the Camp to YSC which allows for them to complete the overall Camp operations.</p> <p>YSC currently has open recruitments for full-time Group Supervisors I and Extra-Help Group Supervisors positions.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Supervisor is identified on the daily shift schedules.
(d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Supervisor is assigned to each shift. In the Supervisor's absence, a Lead Officer is identified on the roster and assumes the Supervisor's role.
(e) have at least one staff member present on each living unit whenever there are youth in the living unit;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  All CK meals are provided by San Mateo's Sheriff Department.
(g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(h) 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. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(1) Juvenile Halls  (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(C) 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; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) Special Purpose Juvenile Halls  (A) during hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(C) 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; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) Camps  (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Camp Kemp's population at the time of the inspection was 4 female youths. Review of documentation revealed staffing ratios are met at all times.
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth present in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(E) in addition to the minimum staff to youth ratio required in (h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
<b>1322 YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING</b>  (a) Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including: (1) youth supervision duties;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322  The elements of this regulation are covered in Chief Keene letter, dated 3/23/2023.
(2) scope of decisions they shall make;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(3) the identity of their supervisor;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(4) the identity of persons who are responsible to them;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(5) persons to contact for decisions that are beyond their responsibility; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(6) ethical responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility-specific orientation, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322  It should be noted all new employees receive forty (40) hours of training prior to assuming any responsibility for the supervision of youth. It should further be noted all CK staff work with Detention and SYTF youth as well.
(1) individual and group supervision techniques;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(2) regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(3) basic health, sanitation and safety measures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(4) suicide prevention and response to suicide attempts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(5) policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(6) review of policies and procedures referencing trauma and trauma-informed approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(7) procedures to follow in the event of emergencies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(8) routine security measures, including facility perimeter and grounds;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(9) crisis intervention and mental health referrals to mental health services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(10) documentation; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(11) fire/life safety training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(c) Prior to assuming sole supervision of youth, each youth supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core Course pursuant to Penal Code Section 6035.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) Prior to exercising the powers of a peace officer youth supervision staff shall successfully complete training pursuant to Section 830 et seq. of the Penal Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
<b>1323 FIRE AND LIFE SAFETY</b> Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1323  Review of documentation indicates that all youth supervisory staff receive site-specific life safety training during orientation. Also, all full-time employees receive fire and safety training in juvenile CORE.
<b>1324 POLICY AND PROCEDURES MANUAL</b> All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request.  The manual shall include:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (1-3)  County of San Mateo Youth Services Center Policy, Procedures, and Operations Manual was provided prior to the date of the inspection. The manual was administratively reviewed by Christopher Abalos, Deputy Chief Probation Officer on March 9, 2023. It should be noted the policy and procedure manual is utilize for Detention, Camp Kemp, and SYTF youth.
(a) table of organization, including channels of communications and a description of job classifications;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (b)
(b) responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (f)
(c) responsibilities of all employees;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (d)
(d) initial orientation and training program for employees;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (d)
(e) 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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (g)
(f) maintenance of record-keeping, statistics and communication system to ensure:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (h)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) efficient operation of the juvenile facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324
(2) legal and proper care of youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324
(3) maintenance of individual youth's records;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (h)
(4) supply of information to the juvenile court and those authorized by the court or by the law; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (i)
(5) release of information regarding youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (j)
(g) ethical responsibilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (k)
(h) trauma-informed approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (l)
(i) culturally responsive approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (m)
(j) gender responsive approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (n)
(k) a non-discrimination provision that provides that 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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (o)
(l) storage and maintenance requirements for any chemical agents related security devices, and weapons and ammunition, where applicable;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
(m) establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (p)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(n) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (q)
<b>1325 FIRE SAFETY PLAN</b> The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:  (a) a fire prevention plan to be included as part of the manual of policy and procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
(b) monthly fire and life safety inspections by facility staff with two-year retention of the inspection record;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325  We reviewed monthly and fire safety inspections for the inspection cycle. Review of documentation reveals compliance with this regulation.
(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
(d) an evacuation plan;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
(e) documented fire drills not less than quarterly;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325  We reviewed fire drills for the inspection cycle. Review of documentation reveals compliance with this regulation.
(f) a written plan for the emergency housing of youth in the case of fire; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
(g) development of a fire suppression pre-plan in cooperation with the local fire department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<b>1326 SECURITY REVIEW</b> Each facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1326  Security Review for CK completed by Superintendent Jehan Clark on 03/17/2023.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<b>1327 EMERGENCY PROCEDURES</b> The facility administrator shall develop facility-specific policies and procedures for emergencies that shall include, but not be limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(a) escape, disturbances, and the taking of hostages;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(b) civil disturbance, active shooter and terrorist attack;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(c) fire and natural disasters;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(d) periodic testing of emergency equipment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(e) emergency evacuation of the facility; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(f) a program to provide all youth supervision staff with an annual review of emergency procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review of Emergency Response Procedures staff acknowledgment forms confirmed all staff have reviewed the facility policy and procedure emergency procedures.
<b>1328 SAFETY CHECKS</b> The facility administrator shall develop and implement policy and procedures that provide for direct visual observation of youth at a minimum of every 15 minutes, at random or varied intervals during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Supervision is not replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented with the actual time the check is completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1328  We reviewed the facility's safety checks for the months of January, February, and March 2023. Review of documentation revealed safety checks are being completed per regulation. It should be noted checks were completed at random or varied intervals whenever youth were present in their room.  We also reviewed live-time safety checks as we toured the facility. All checks reviewed were in compliance with this regulation.
<b>1329 SUICIDE PREVENTION PLAN</b> The facility administrator, in collaboration with the healthcare and behavioral/mental health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. The plan shall include the following elements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329  Compliance with this regulation is solely based upon review of policy and procedure as Camp Kemp did not have a suicide attempt nor was a youth placed on suicide watch this inspection cycle.  Review of policy and procedure manual revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(a) Suicide prevention training as required in Section 1322, Youth Supervision Staff Orientation, and Training and the Juvenile Corrections Officer Core Course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4
(b) Screening, Identification Assessment and Precautionary Protocols (1) All youth shall be screened for risk of suicide at intake and as needed during detention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1a)
(2) All youth supervision staff who perform intake processes shall be trained in screening youth for risk of suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4
(3) All youth who have been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff for a suicide risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329  Review of documentation (from YSC) as well as interview with the facility Behavioral Health Supervisor revealed compliance with this regulation.
(4) Precautionary protocols shall be developed to ensure the youth's safety pending the behavioral/mental health assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(c) Referral process to behavioral/mental health staff for assessment and/or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(d) Procedures for monitoring of youth identified at risk for suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.1  Following the review of suicide documentation (from YSC), technical assistance was provided regarding the MH Observation safety checks. At the time of the inspection, MH Observation were documented every 15 minutes. We strongly recommended MH Observation be completed more frequently as every 15 minutes is a normal safety check.
(e) Safety Interventions				Article 3 Section 1329
(1) Procedures to address intervention protocols for youth identified at risk for suicide which may include, but are not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(A) Housing consideration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(B) Treatment strategies including trauma-informed approaches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(2) Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) Communication (1) The intake process shall include communication with the arresting officer and family guardians regarding the youth's past or present suicidal ideations, behaviors or attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1a)
(2) Procedures for clear and current information sharing about youth at risk for suicide with youth supervision, healthcare, and behavioral/mental health staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1b)
(g) Debriefing of Critical Incidents Related to Suicides or Attempts (1) Process for administrative review of the circumstances and responses proceeding, during and after the critical incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3 Debriefing
(2) Process for a debriefing event with affected staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3
(3) Process for a debriefing event with affected youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3
(h) Documentation (1) Documentation processes shall be developed to ensure compliance with this regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1c)
Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services or activities for youth at risk of suicide shall be documented and approved by the facility manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1c)
<b>1340 REPORTING OF LEGAL ACTIONS</b> Each facility shall submit to the Board a letter of notification on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1340  No legal action reported this inspection cycle.
<b>1341 DEATH AND SERIOUS ILLNESS OR INJURY OF A YOUTH WHILE DETAINED</b> (1) Death of a Youth. (a) The facility administrator, 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 notifications 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341  No death and serious illness or injury of a youth this inspection cycle.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) The health administrator, in cooperation with the facility administrator, 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 include the facility administrator and/or facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
(c) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
(d) Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
(2) Serious Illness or Injury of Youth.  (a) The facility administrator, 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 case of a serious illness or injury of a youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
<b>1342 POPULATION ACCOUNTING</b>  Each juvenile facility shall submit required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1342
<b>1343 JUVENILE FACILITY CAPACITY (EXCERPT)</b>  When the number of youth detained in a living unit of a juvenile facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the facility administrator shall provide a crowding report to the Board in a format provided by the Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1343  JH - 180 Camp - 30 SYTF - 00



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1350 ADMITTANCE PROCEDURES</b></p> <p>The facility administrator shall develop and implement written policies and procedures for admittance of youth that emphasize respectful and humane engagement with youth, and reflect that the admission process may be traumatic to youth who may have already experienced trauma. Policies shall be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth. In addition to the requirements of Sections 1324 and 1430 of these regulations:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1350</p> <p>We reviewed ten (10) youth admittance packages from the facility. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
<p>(a) the admittance process shall include: (1) Access to two free phone calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(2) Offer of a shower;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Article 5 section 1350/1350.5</p> <p>Not Applicable as Camp youth are transferred from a detention bed to a camp bed.</p>
<p>(3) Documented secure storage of personal belongings;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(4) Offer of food upon arrival;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Article 5 section 1350/1350.5</p> <p>Not Applicable as Camp youth are transferred from a detention bed to a camp bed.</p>
<p>(5) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(6) Screening for physical and developmental disabilities in accordance with Sections 1329, 1413, and 1430 of these regulations;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(7) Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability, pursuant to Section 1413; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(8) Procedures consistent with Section 1352.5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(b) juvenile hall administrators shall establish written criteria for detention that considers the least restrictive environment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) juvenile camps and post-dispositional programs in juvenile halls shall develop policies and procedures that advise the youth of the estimated length of stay, inform them of program guidelines and provide written screening criteria for inclusion and exclusion from the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(d) juvenile halls shall develop policies and procedures that advise any committed youth of the estimated length of his/her stay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
<b>1350.5 SCREENING FOR THE RISK OF SEXUAL ABUSE</b> The facility administrator shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility staff to assess each youth within 72 hours of admission based on the following information:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5  It should be noted Camp Kemp youth screening for the risk of sexual abuse is completed upon admittance to the YSC facility. There is not an additional assessment upon assignment to the camp program.
(a) Prior sexual victimization or abusiveness;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (a)
(b) Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (b)
(c) Current charges and offense history;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (c)
(d) Age;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (d)
(e) Level of emotional and cognitive development;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (e)
(f) Physical size and stature;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (f)
(g) Mental illness or mental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (g)
(h) Intellectual or developmental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (h)
(i) Physical disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (i)
(j) The youth's perception of vulnerability; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (j)
(k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (k)
Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The facility administrator shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5
<b>1351 RELEASE PROCEDURES</b> The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351  We reviewed five (5) Notice of Release forms from the CK facility. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.  However, while reviewing the Notice of Release form, it was discovered the signature of the individual the youth was being released to was not on the form. Technical assistance was provided regarding including on the release form the printed name and signature of the individual the youth was being released to. Prior to the conclusion of the inspection, the facility revised and implemented an updated release form which included the printed name and signature of the individual receiving the youth.
(a) verification of identity/release papers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(b) return of personal clothing and valuables;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351  We reviewed five (5) Property Receipt forms from the CK facility. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.
(c) notification to the youth's parents or guardian;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(d) notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(e) notification of school staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) notification of facility mental health personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
<p><b>1352 CLASSIFICATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility.</p> <p>Such procedures shall:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352</p> <p>We reviewed five (5) youth classification packets. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p>
(a) provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings. Housing assignments shall consider the need for single, double or dormitory assignment or location within the dormitory;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2a)
(b) consider facility populations and physical design of the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2b)
(c) provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not be limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2b)
(d) provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352</p> <p>Youth classifications are reviewed weekly in Multi-Disciplinary Team Meetings (MDT).</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) provide that facility staff shall not separate youth from the general population or assign youth to a single occupancy room based solely on 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. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (4)
(f) facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (4)
<b>1352.5 TRANSGENDER AND INTERSEX YOUTH.</b> The facility administrator shall develop written policies and procedures ensuring respectful and equitable treatment of transgender and intersex youth. The policies shall provide that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5  We reviewed the Transgender/Intersex Youth Preference form. Review of form provided and policy and procedure manuals revealed compliance with this regulation.
(a) Facility staff shall respect every youth's gender identity and shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. Facilities may prohibit the use of gang or slang names or names that otherwise compromise facility operations as determined by the facility manager or designee, and shall document any decision made on this basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(b) Facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and shall provide youth with the institution's clothing and undergarments consistent with their gender identity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(c) Facility staff shall house youth in the unit or room that best meets their individual needs and promotes their safety and well-being. Staff may not automatically house youth according to their external anatomy and shall document the reasons for any decision to house youth in a unit that does not match their gender identity. In making a housing decision, staff shall consider the youth's preferences, as well as any recommendations from the youth's health or behavioral health provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(d) Facility administrators shall ensure that transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Consistent with the facility's reasonable and necessary security considerations and physical plant, facility 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
<p><b>1353 ORIENTATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures to orient a youth prior to placement in a living area. Both written and verbal information shall be provided and supplemented with video orientation if feasible. Provision shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners. Orientation shall include information that addresses:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1353</p> <p>We reviewed five (5) Camp Kemp Youth Orientation forms. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p> <p>Each youth is provided a Parent/Youth Orientation Packet during the orientation process. The orientation packet is available in English and Spanish.</p>
(a) facility rules including contraband and searches and disciplinary procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (1)
(b) facility's system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (2)
(c) age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (14)
(d) identification of key staff and their roles;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1353 (21)</p> <p>Documented within the orientation packet.</p>
(e) the existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (5)

<b>TITLE 15 SECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>P/P REFERENCE – COMMENTS</b>
(f) access to legal services and information on the court process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (9)
(g) access to routine and emergency health and mental health care;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (6)
(h) access to education, religious services, and recreational activities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (10)
(i) housing assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (8)
(j) opportunity for personal hygiene and daily showers including the availability of personal care items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (4)
(k) rules and access to correspondence, visits and telephone use;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (3)
(l) availability of reading materials, programming, and other activities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (11)
(m) facility policies on the use of force, use of restraints, chemical agents and room confinement;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (12)
(n) immigration legal services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (16)
(o) emergencies including evacuation procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (17)
(p) non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (20)
(q) availability of services and programs in a language other than English if appropriate;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (7)
(r) the process for requesting different housing, education, programming and work assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (23)
(s) a process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school and mental health; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (24)
(t) a process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (25)  Access to Title 15 is available to youth upon request to staff.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1354 SEPARATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures that address:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1354</p> <p>Compliance with this regulation is based solely on review of CK policy and procedure manual as the facility has not used separation this inspection cycle. Review of policy and procedure revealed compliance with this regulation.</p>
(a) separation of youth for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(b) consideration of positive youth development and trauma-informed care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(c) separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(d) when the objective of the separation is discipline, Title 15 Section 1390 shall apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(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 these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(f) policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
<p><b>1354.5 ROOM CONFINEMENT</b></p> <p>(a) The facility administrator shall develop and implement written policies and procedures addressing the confinement of youth in their room that are consistent with Welfare and Institutions Code Section 208.3. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1354.3 Room Confinement</p> <p>Compliance with this regulation is based solely on review of CK policy and procedure manual as the facility has not used room confinement this inspection cycle. Review of policy and procedure revealed compliance with this regulation.</p>
(1) 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 safety or security of any youth or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (1)



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (2)
(3) Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (2)
(b) A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4)  It should be noted YSC/CK policy and procedure manual states youth may be held up to two hours before doing one of the following below. That is two hours less than the regulation of youth being held up to four hours before doing one of the following below.
(1) Return the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4a)
(2) Consult with mental health or medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4b)
(3) Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4c)
(4) If room confinement must be extended beyond four hours, staff shall do each of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(A) Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when he or she is eventually released from room confinement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5a)
(B) Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5b)
(C) Obtain documented authorization by the facility superintendent or his or her designee every four hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5c)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) This section is not intended to limit the use of single-person rooms or cells for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (6)
(6) This section does not apply to youth or wards in court holding facilities or adult facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (11)
(7) Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(8) 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 that 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(9) This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a 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, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or 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 illness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (9)
<b>1355 INSTITUTIONAL ASSESSMENT AND PLAN</b> The facility administrator shall develop and implement written policies and procedures for assessment and case planning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1355  Reviewed five (5) Youth Institutional Assessment Case plans from the CK facility. Review of documentation provided revealed compliance with this regulation.
(a) Assessment: The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1355.1 Assessment (a, b, c, d)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Institutional Case Plan: (1) A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan
(2) The institutional plan shall include, but not be limited to, written documentation that provides:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (a) Institutional Case Plan
(A) objectives and time frame for the resolution of problems identified in the assessment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan
(B) a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (b) Institutional Case Plan  During the inspection process, we provided technical assistance with regards to youth goals and objectives being individualized for each youth's criminogenic needs.
(3) periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan (c)  It should be noted periodic reviews of CK youth case plans are conducted every two weeks.
(4) a transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (d) Institutional Case Plan
(5) in as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (e) Institutional Case Plan
<b>1356 COUNSELING AND CASEWORK SERVICES</b> The facility administrator shall develop and implement written policies and procedures ensuring the availability of appropriate counseling and casework services for all youth. Policies and procedures shall ensure:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356  Reviewed ten (10) youth Counseling and Casework packets from CK. Review of documentation provided revealed compliance with this regulation.
(a) youth will receive assistance with needs or concerns that may arise;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356
(b) youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356.1 Request and Referrals
(c) youth will be provided access to available resources to meet the youth's needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356.1 Request and Referrals

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1357 USE OF FORCE</b></p> <p>The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline, retaliation or treatment.</p> <p>(a) At a minimum, each facility shall develop policies and procedures which:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1357</p> <p>Compliance with this regulation is based solely on review of YSC/CK policy and procedure manual as the CK has not used any use of force this inspection cycle. Review of policy and procedure revealed compliance with this regulation.</p>
<p>(1) restricts the use of force to that which is deemed reasonable and necessary, as defined in Section 1302 to ensure the safety and security of youth, staff, others and the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
<p>(2) outline the force options available to staff including both physical and non-physical options and define when those force options are appropriate.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.10 Training
<p>(3) describe force options or techniques that are expressly prohibited by the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.10 Training
<p>(4) describe the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
<p>(5) define a standardized reporting format that includes time period and procedure for documenting and reporting the use of force, including reporting requirements of management and line staff and procedures for reviewing and tracking use of force incidents by supervisory and or management staff, which include procedures for debriefing a particular incident with staff and/or youth for the purposes of training as well as mitigating the effects of trauma that may have been experienced by staff and /or the youth involved.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.5 Reporting the Use of Force
<p>(6) Include an administrative review and a system for investigating unreasonable use of force.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.9 Use of Force Review

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) define the role, notification, and follow-up procedures required after use of force incidents for medical, mental health staff and parents or legal guardians.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357. 6 Institution Services Manager/Officer of the Day Responsibility (g)  Review of documentation (from YSC) revealed notification to parents following a use of force incident was not being completed consistently. Technical assistance was provided and, prior to the conclusion of the inspection, the facility updated their special incident form to include notification to parents when use of force has been utilized.
(8) describe the limitations of use of force on pregnant youth in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(b) Facilities that authorize chemical agents as a force option shall include policies and procedures that: (1) identify who is approved to carry and/or utilize chemical agents in the facility and the type, size and the approved method of deployment for those chemical agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemical agents are prohibited at the Camp Kemp facility.
(2) mandate that chemical agents only be used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) outline the facility's approved methods and timelines for decontamination from chemical agents. This shall include that 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) define the role, notification, and follow-up procedures required after use of force incidents involving chemical agents for medical, mental health staff and parents or legal guardians.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) provide for the documentation of each incident of use of chemical agents, including the reasons for which it was used, efforts to de-escalate prior to use, youth and staff involved, the date, time and location of use, decontamination procedures applied and identification of any injuries sustained as a result of such use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(c) Facilities shall develop policies and procedure which require that agencies provide initial and regular training in use of force and chemical agents when appropriate that address:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) known medical and behavioral health conditions that would contraindicate certain types of force;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) acceptable chemical agents and the methods of application.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) signs or symptoms that should result in immediate referral to medical or behavioral health.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) instruction on the Constitutional Limitations of Use of Force.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) physical training force options that may require the use of perishable skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) timelines the facility uses to define regular training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>1358 USE OF PHYSICAL RESTRAINTS</b></p> <p>The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p> <p>Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>It should be noted handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p>
<p>Physical restraints 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. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p> <p>Handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p> <p>Plastic cuffs will be used only in unusual situations where handcuffs are not available.</p>
<p>In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. The use of restraint devices that attach a youth to a wall, floor or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation within the facility. Movement within the facility shall be governed by Section 1358.5, Use of Restraint Devices for Movement Within the Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358
Youth shall be placed in restraints only with the approval of the facility manager or designee. The facility manager may delegate authority to place a youth in restraints to a physician. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358
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 retention at least every three hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (5)
A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (7)
Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (8)
In addition to the requirements above, policies and procedures shall address:  (a) documentation of the circumstances leading to an application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9a)
(b) known medical conditions that would contraindicate certain restraint devices and/or techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9b)
(c) acceptable restraint devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9c)
(d) signs or symptoms which should result in immediate medical/mental health referral.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9d)
(e) availability of cardiopulmonary resuscitation equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9e)
(f) protective housing of restrained youth. While in restraint devices, all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9f)
(g) provision for hydration and sanitation needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9g)
(h) exercising of extremities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9h)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1358.5 USE OF RESTRAINT DEVICES FOR MOVEMENT AND TRANSPORTATION WITHIN THE FACILITY.</b></p> <p>The Facility Administrator, in cooperation with the responsible physician and behavioral/mental health director, shall develop and implement written policies and procedures for the use of restraint devices when the purpose is for movement or transportation within the facility that shall include the following:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358.5</p> <p>Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) identification of acceptable restraint devices, staff approved to utilize restraint devices and the required training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All permanent and core trained youth supervision staff are approved to use restraints within the facility.
(b) the circumstances leading to the application of restraints must be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(c) an individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, trauma informed approaches, and a process for documentation and supervisor review and approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(d) consideration of safety and security of the facility, with a clearly defined expectation that restraint devices shall not be used for the purposes of discipline or retaliation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(e) the use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5.1 Pregnant Youth
<p><b>1359 SAFETY ROOM PROCEDURES</b></p> <p>(a) The facility administrator, and where applicable, in cooperation with the responsible physician, shall develop and implement written policies and procedures governing the use of safety rooms, as described in Title 24, Part 2, Section 1230.1.13. The room shall be used to hold only 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. A safety room shall not be used for punishment or discipline, or as a substitute for treatment. Policies and procedures shall:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1359</p> <p>Compliance with this regulation is based solely on the review of the facility policy and procedure manual as the safety room has yet to be utilized this inspection cycle. Review of the policy and procedure manual revealed compliance with this regulation.</p>
(1) include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) provide for approval of the facility manager, or designee, before a youth is placed into a safety room;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) provide for continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 15 minutes, with actual time recorded;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(4) provide that the youth shall be evaluated by the facility manager, or designee, every four hours;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(5) provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(6) provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(b) The placement of a youth in the safety room shall be accomplished in accordance with the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(1) safety room shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(2) safety room shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) safety room shall not be used to the extent that it compromises the mental and physical health of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(c) A youth may be held up to four hours in the safety room. After the youth has been held in the safety room for a period of four hours, staff shall do one or more of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(1) return the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(2) consult with mental health or medical staff,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) If confinement in the safety room must be extended beyond four hours, staff shall develop an individualized plan that includes the requirements of Section 1354.5 and the goals and objectives to be met in order to integrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
<p><b>1360 SEARCHES</b></p> <p>The facility administrator shall develop and implement written policies and procedures governing the search of youth, the facility, and visitors. Policies and procedures shall provide that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1360</p> <p>We reviewed five (5) Search Authorization forms (from YSC) in which youth were strip searched. Facts for supporting each strip search were noted on the forms. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>However, technical assistance was provided regarding updating and removing outdated language from the current form. Prior to the conclusion of the inspection, the facility updated and implemented a new Search Authorization form.</p> <p>It should be noted none of the Search Authorization forms reviewed involved a Camp Kemp youth.</p>
(a) Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth, and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.9 Training
(b) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.9 Training
(c) Strip searches and visual or physical body cavity searches shall comply with Penal Code Section 4030.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.2 Strip Searches
(d) Physical body cavity searches shall only be conducted by a medical professional.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.3 Physical Body Cavity Search
(e) Any youth held after a detention hearing shall only be strip searched with prior approval of a supervisor when there is reasonable suspicion based on specific and articulable facts to believe that youth is concealing contraband. The reasonable suspicion shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.2 Strip Search

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) Searches of transgender and intersex youth shall comply with Section 1352.5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.5 Transgender Searches
(g) Cross-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.5 Transgender Searches
<p><b>1361 GRIEVANCE PROCEDURE</b></p> <p>The facility administrator shall develop and implement written policies and procedures whereby any youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, food, clothing, bedding, mistreatment, harassment or violations of the nondiscrimination policy. There shall be no time limit on filing grievances. Policies and procedures shall include provisions whereby the facility manager ensures:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1361</p> <p>We reviewed the grievance logs from January, February, and March 2023 at CK. In all, we reviewed three (3) youth grievance forms. Review of policy and procedure and review of documentation provided revealed compliance with this regulation.</p>
(a) a grievance form and instructions for registering a grievance, which includes provisions for the youth to have free access to the form;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (1)
(b) the youth shall have the option to confidentially file the grievance or to deliver the form to any youth supervision staff working in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (8)
(c) resolution of the grievance at the lowest appropriate staff level;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (2)
(d) provision for a prompt review and initial response to grievances within three (3) business days, grievances that relate to health and safety issues must be addressed immediately;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (5)
(1) The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(2) Provision for a staff representative approved by the facility administrator to assist the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(e) provision for a written response to the grievance which includes the reasons for the decisions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(f) a system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361.3 Timely Resolution of Grievance
(h) the policy shall provide multiple internal and external methods to report sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed and documented in accordance with written policies and procedures within a specified timeframe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
<p><b>1362 REPORTING OF INCIDENTS</b></p> <p>A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the facility manager by the end of the shift, unless additional time is necessary and authorized by the facility manager or designee.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1362</p> <p>Review of documentation provided revealed compliance with this regulation.</p>
<p><b>1363 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</b></p> <p>(a) Pursuant to Penal Code Section 298.1 authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or 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 request.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1362</p> <p>Force will not be used in the collection of samples except as authorized by court order.</p> <p>The OD Supervisor will review and approve any use of force. The Supervisor shall be present to supervise and document the use of force.</p> <p>Force has not been utilized to obtain any type of samples this inspection cycle.</p>
(1) For the purpose of this section, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
(1) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
<p><b>1370 EDUCATION PROGRAM</b></p> <p>(a) School Programs</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1370</p> <p>The San Mateo County Office of Education Court and Community School Program provides a student-centered, standards-based curriculum. SMOE engages in a partnership with the College of San Mateo through Project Change which provides students with unique opportunities to develop college and career readiness skills, complete California's High School requirements for Graduation, and pursue college-level courses for college credit.</p> <p>We interviewed school staff, probation staff, youth, and reviewed school daily schedules which revealed compliance with this regulation.</p> <p>It should be noted the Annual Education review was completed on 9/12/2022 by Johanna Rasmussen and Sathvik Nori.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>(b) Required Elements</p> <p>The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and 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. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(3) Youth shall be informed of post-secondary education and vocational opportunities.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>(7) 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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(c) School Discipline</p> <p>(1) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1370</p> <p>The education program is integrated into the juvenile facilities' overall positive behavioral management plan and security program. Any violations committed while participating in the education program will be handled under the Youth Discipline Policy.</p>
<p>(2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(3) 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 State 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(d) Provisions for Special Populations</p> <p>(1) 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 Programs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
<p>(2) 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Educational Screening and Admission (1) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(A) School progress/school history;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(B) Home Language Survey and the results of the State Test used for English language proficiency;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(C) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(D) Discipline problems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(3) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) 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, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(f) Educational Reporting (1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(g) Transition and Re-Entry Planning (1) 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 Title 15, Minimum Standards for Juvenile Facilities, Section 1355.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(h) Post-Secondary Education Opportunities (1) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370  It should be noted that, at the time of the inspection, YSC had seven (7) youth enrolled in the College of San Mateo.
<b>1371 PROGRAMS, RECREATION, AND EXERCISE.</b>  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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of policy and procedures and daily schedule revealed compliance with this regulation. Documentation of youth's programs, recreation, and exercise are documented within the youth program sheets. We reviewed the months of January, February, and March 2023 from the facility which also revealed compliance with this regulation. Each youth receives a minimum of one hour of programming, exercise, and recreation daily.
Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
Such program, recreation, and exercise schedule shall be posted in the living units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  It should be noted during the inspection facility walkthrough the youth daily schedule was observed posted within the living unit.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Programs Annual Review completed by Superintendent Jehan Clark on March 31, 2023.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>(a) Programs. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed 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.</p> <p>Programs may include but are not limited to:</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>CK youth all participate in programming which focus on trauma-focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate or prosocial interventions and activities designed to reduce recidivism.</p>
<ul style="list-style-type: none"> <li>(1) Cognitive Behavior Interventions;</li> <li>(2) Management of Stress and Trauma;</li> <li>(3) Anger Management;</li> <li>(4) Conflict Resolution;</li> <li>(5) Juvenile Justice System;</li> <li>(6) Trauma-related interventions;</li> <li>(7) Victim Awareness;</li> <li>(8) Self-Improvement;</li> <li>(9) Parenting Skills and support;</li> <li>(10) Tolerance and Diversity;</li> <li>(11) Healing Informed Approaches;</li> <li>(12) Interventions by Credible Messengers;</li> <li>(13) Gender Specific Programming;</li> <li>(14) Art, creative writing, or self-expression;</li> <li>(15) CPR and First Aid training;</li> <li>(16) Restorative Justice or Civic Engagement;</li> <li>(17) Career and leadership opportunities; and,</li> <li>(18) Other topics suitable to the youth population.</li> </ul>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) 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 youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
(c) Exercise. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
<p><b>1372 RELIGIOUS PROGRAM</b></p> <p>The facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A youth shall be allowed to participate in an activity outside of their room if he/she elects not to participate in religious programs.</p> <p>Religious programs shall provide for:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372  Review of daily schedule revealed youth can participate in alternative programming during the scheduled religious program time.
(a) opportunity for religious services and practices;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.2
(b) availability of clergy; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.1
(c) availability of religious diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.5
<p><b>1373 WORK PROGRAM</b></p> <p>The facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1373  Review of policy and procedure revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1374 VISITING</b></p> <p>The facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, and children of youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth’s case plan or in the best interest of the youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p> <p>We reviewed the CK visiting logs from January, February, and March 2023. Review of logs and review of policy and procedures revealed compliance with this regulation.</p>
<p>All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. 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 facility administrator.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p>
<p>Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p>
<p>Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p>
<p>The facility may provide access to technology as an alternative, but not as a replacement, to in-person visiting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p> <p>Zoom visits are offered to youth but not as a replacement to in-person visits.</p>
<p><b>1375 CORRESPONDENCE</b></p> <p>The facility administrator shall develop and implement written policies and procedures for correspondence which provide that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1375</p> <p>Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.</p>
<p>(a) there is no limitation on the volume of mail that youth may send or receive;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1375</p>
<p>(b) youth may send two letters per week postage free;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1375</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(d) incoming and outgoing mail, other than that described in (c), may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
<b>1376 TELEPHONE ACCESS</b> The administrator of each juvenile facility shall develop and implement written policies and procedures to provide youth with access to telephone communications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1376  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.
<b>1377 ACCESS TO LEGAL SERVICES</b> The facility administrator shall develop written procedures to ensure the right of youth to have access to the courts and legal services. Such access shall include:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.
(a) access, upon request by the youth, to licensed attorneys and their authorized representatives;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.2
(b) provision for confidential consultation with attorneys; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.1
(c) unlimited postage free, legal correspondence and cost-free telephone access as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.4
<b>1390 DISCIPLINE</b> The facility administrator shall develop and implement written policies and procedures for the discipline of youth that shall promote acceptable behavior; including the use of positive behavior interventions and supports. Discipline shall be imposed at the least restrictive level which promotes the desired behavior and shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of the following is not permitted:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390  Review of policy and procedures and documentation revealed compliance with this regulation.
(a) bed and bedding;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (a)
(b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (b)
(c) full nutrition;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (c)
(d) contact with parent or attorney;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (d)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) exercise;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (e)
(f) medical services and counseling;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (f)
(g) religious services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (g)
(h) clean and sanitary living conditions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (h)
(i) the right to send and receive mail;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (i)
(j) education; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (j)
(k) rehabilitative programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (k)
The facility administrator shall establish rules of conduct and disciplinary penalties to guide the conduct of youth. Such rules and penalties shall include both major violations and minor violations, be stated simply and affirmatively, and be made available to all youth. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390
<b>1391 DISCIPLINE PROCESS</b> The facility administrator shall develop and implement written policies and procedures for the administration of discipline which shall include, but not be limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391  We reviewed five (5) Due Process Tickets from CK. Review of policy and procedures and documentation revealed compliance with this regulation.
(a) designation of personnel authorized to impose discipline for violation of rules;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(b) prohibiting discipline to be delegated to any youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(c) definition of major and minor rule violations and their consequences, and due process requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(d) trauma-informed approaches and positive behavior interventions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(e) minor rule violations may be handled informally by counseling, advising the youth of expected conduct imposing a minor consequence. Discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(f) major rule violations and the discipline process shall be documented and require the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 7 Section 1391</p> <p>We reviewed five (5) Due Process Tickets from CK. Review of policy and procedures and documentation revealed compliance with this regulation.</p> <p>It should be noted technical assistance was provide with regards to the due process ticket form. We recommended including a signature line on the form for the youth to sign and acknowledge his/her due process. Prior to the conclusion of the inspection, the facility updated their form to include a signature for the youth to sign.</p>
(1) written notice of violation prior to a hearing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(2) accommodations provided to youth with disabilities, limited literacy, and English language learners;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(3) hearing by a person who is not a party to the incident;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(4) opportunity for the youth to be heard, present evidence and testimony;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(5) provision for youth to be assisted by staff in the hearing process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(6) provision for administrative review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(g) violations that result in a removal from camp or commitment program, but not a return to court, will follow the due process provisions in subsection (e) above.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 7 Section 1391
<p><b>1410 MANAGEMENT OF COMMUNICABLE DISEASES.</b></p> <p>The health administrator/responsible physician, in cooperation with the facility administrator and the local health officer, 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:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1410</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
(a) Intake health screening procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(b) Identification of relevant symptoms;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) Referral for medical evaluation;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(d) Treatment responsibilities during detention;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(e) Coordination with public and private community-based resources for follow-up treatment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(f) Applicable reporting requirements; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(g) Strategies for handling disease outbreaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health officer and currently recommended public health interventions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
<b>1433 REQUESTS FOR HEALTH CARE SERVICES (EXCERPT)</b>  The health administrator, in cooperation with the facility administrator, shall develop policy and procedures to establish a daily routine for youth to convey requests for emergency and non-emergency medical, dental and behavioral/mental health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1433  All youth Housing units have a medical lock box in the dayroom. Youth fill out a medical service request form for medical or mental health services.
<b>1480 STANDARD FACILITY CLOTHING ISSUE</b>  The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480  Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.
(a) Clothing is clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(b) The standard issue of climatically suitable clothing for youth shall consist of but not be limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(1) Socks and serviceable footwear;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(2) Outer garments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(3) New non-disposable underwear which shall remain with the youth throughout their stay, and;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(4) Undergarments, that are freshly laundered and free of stains, including tee shirts and bras.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(c) Clothing is laundered at the temperature required by local ordinances for the commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
(d) Suitable clothing is issued to pregnant youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1482 CLOTHING EXCHANGE</b></p> <p>The facility administrator shall develop and implement written policies and site-specific procedures for the cleaning and scheduled exchange of clothing. Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments, except for footwear, shall be exchanged at least once each week. Tee shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back at exchange.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1482</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation and youth are receiving their own underwear back at clothing exchange.</p>
<p><b>1484 CONTROL OF VERMIN IN YOUTH'S PERSONAL CLOTHING</b></p> <p>There shall be written policies and site-specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin and ecto-parasites in all youth's personal clothing. Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1484</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
<p><b>1485 ISSUE OF PERSONAL CARE ITEMS</b></p> <p>There shall be written policies and site-specific procedures developed and implemented by the facility administrator for the availability of personal hygiene items. Each female youth shall be provided with sanitary napkins, panty liners and tampons as requested. Each youth to be held over 24 hours shall be provided with the following personal care items;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1485</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
(a) Toothbrush;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(b) Toothpaste;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(c) Soap;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(d) Comb;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(e) Shaving implements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(f) Deodorant;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(g) Lotion;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(h) Shampoo; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(i) Post-shower conditioning hair products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>Youth shall not be required to share any personal care items listed in items (a) through (d). Liquid soap provided through a common dispenser is permitted. Youth shall not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
<p><b>1486 PERSONAL HYGIENE</b></p> <p>There shall be written policies and site specific procedures developed and implemented by the facility administrator for showering/bathing and brushing of teeth. Youth shall be permitted to shower/bathe up on assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1486</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1487 SHAVING</b></p> <p>Youth shall have access to a razor daily, unless their appearance must be maintained for reasons of identification in Court. All youth shall have equal opportunity to shave face and body hair. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1487</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1488 HAIR CARE SERVICES (EXCERPT)</b></p> <p>Hair care services shall be available in all juvenile facilities. Youth shall receive hair care services monthly. Equipment shall be cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1488</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1500 STANDARD BEDDING AND LINEN ISSUE</b></p> <p>Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering a living area who is expected to remain overnight, shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p>(a) One mattress or mattress-pillow combination which meets the requirements of Section 1502 of these regulations;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
<p>(b) One pillow and a pillow case unless provided for in (a) above;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) One mattress cover and a sheet or two sheets;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
(d) One towel; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
(e) One blanket or more, up on request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1500
<p><b>1501 BEDDING LINEN EXCHANGE</b></p> <p>The facility administrator shall develop and implement site specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. Washable items such as sheets, mattress covers, pillow cases and towels shall be exchanged for clean replacement at least once each week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1501</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
The covering blanket shall be cleaned or laundered once a month.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 11 Section 1501
<p><b>1510 FACILITY SANITATION, SAFETY AND MAINTENANCE</b></p> <p>The facility administrator shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. The plan shall provide for a regular schedule of housekeeping tasks, equipment, 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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1510</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>

**REVIEW OF NON REGULATORY REQUIREMENTS**

GRANT FUNDING OR CODE REFERENCE	YES	NO	N/A	P/P REFERENCE - COMMENTS
<b>JUVENILE PROBATION AND CAMPS FUNDING (JPCF) (Camps Only)</b>				
The programs/services identified on the JPCF Camp Eligibility Form are being provided at the facility. (Refer to the JPCF Camp Eligibility Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>208.5 WIC CONTACT BETWEEN PERSONS UNDER THE JUVENILE COURT AGES 19- 20 AND MINORS IN THE FACILITY</b>				
The facility houses Juvenile Court Wards 19 years of age and older.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has been approved to hold persons under the juvenile court who are ages 19 through 21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility continues to comply with the requirements of 208.5 WIC (programming, capacity and security of the facility) as outlined in the county's application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>JUVENILE JUSTICE DELINQUENCY PREVENTION ACT MONITORING (JJDP)</b>				
<b>WIC 206 SEPARATE FACILITIES FOR WIC 300 MINORS</b>  Dependent or neglected minors who are defined under Section 300 of the Welfare and Institutions Code (WIC) are held only in non-secure, separate and segregated facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/> <small>Violation</small>	<input type="checkbox"/>	
<b>DETENTION OF STATUS OFFENDERS (WIC 601) AND FEDERAL MINORS</b>  Status Offenders (WIC 601) are held in the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Status Offenders (WIC 601) are kept separate from Juvenile Delinquents (WIC 602)? (WIC 207[d]).	<input checked="" type="checkbox"/>	<input type="checkbox"/> <small>Violation</small>	<input type="checkbox"/>	
Federal Minors (ICE Holds or ORR Contract) are held in the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If yes to the above, the <i>Monthly Report on the Detention of Status Offenders/Federal Minors</i> is submitted to the BSCC.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>WIC 208 SEPARATION OF MINORS AND ADULT INMATES (JJDP 42 USC 5633, Sec 223, State Plans (a)[12])</b>  Are adult inmates held in the facility? (When a person in detention is proceeding through the adult court, AND that person is 18 years of age or older that person is an <b>adult inmate</b> .)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If adult inmates are held, they are appropriately separated from minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Violation	<input type="checkbox"/>	
Adult inmates from an adult facility (e.g. inmate workers or "Scared Straight" programs) are not allowed in the facility in a manner that allows contact with minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Violation	<input type="checkbox"/>	

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND  
CAMPS PHYSICAL PLANT EVALUATION  
Board of State and Community Corrections**

**APPLICABLE TITLE 24 REGULATIONS: 4/98; 2001; 2003**

**BSCC Code: 7551**

<b>FACILITY NAME:</b> San Mateo Margaret J Kemp Girl's Camp			<b>FACILITY TYPE:</b> Camp	
<b>APPLICABLE REGULATIONS (Check All That Apply):</b>	<b>4/98:</b>	<b>2001:</b> X	<b>2003:</b>	<b>OTHER:</b>
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson Sr.			<b>DATE:</b> 07/28/2023	

<b>TITLE 24 SECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>Reception/Intake Admission (JH; 1.1)</b>				
Contains a weapons locker as specified in these regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains a secure room for the confinement of minors pending admission to JH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All minors are transferred to the camp from the intake unit at the juvenile hall.
Provides access to a shower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a secure vault or storage space for minor's valuables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides telephone access to minors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access is provided in the juvenile hall or upon housing in the camp.
Provides staff access to hot and cold running water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Locked Holding Room (1.2)</b>				
Contains a minimum of 15 square feet of floor area per minor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no locked holding rooms in the camp.
Provides no less than 45 square feet of floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contains seating to accommodate all minors as specified in these regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: Provides access to a toilet, wash basin and drinking fountain as specified in these regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03: Be equipped with a toilet, wash basin and drinking fountain unless a procedure is in effect to provide access	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maximizes staff visual supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03: Outward swinging or lateral sliding door required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Natural Light (1.3)</b>				
Visual access to natural light is provided in locked sleeping rooms, single and double occupancy sleeping rooms, dormitories and dayrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skylights and windows are located in the dormitories, dayrooms, sleeping rooms, and the gym.

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<b>Corridors (1.4)</b>  Corridors in living areas are at least eight feet wide. When doors are staggered or if rooms are located only on one side, corridors may be at least six feet wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dayrooms are used in lieu of corridors.
<b>Living Unit (JH; 1.5)</b>  JH living units do not exceed 30 minors and contain sleeping areas and plumbing fixtures, commensurate with the number of minors housed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Locked Sleeping Rooms (1.6)</b>  98: Have a toilet, wash basin and drinking fountain unless a procedure is in effect to provide other access to these fixtures 03: Toilet, wash basin and drinking fountain required in locked sleeping rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The sleeping rooms are not locked.
<b>Single Occupancy Sleeping Rooms (1.7)</b>  98: Minimum of 63 square feet of floor area and a clear ceiling height of eight feet 03: Minimum of 70 square feet of floor area and a clear ceiling height of eight feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches. 01: View panel size changed to a <u>minimum</u> of 144 inches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03: Outward swinging or lateral sliding door required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Double Occupancy Sleeping Rooms (1.8)</b>  Minimum of 100 square feet floor area, a clear ceiling height of eight feet, and a minimum width of seven feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no double occupancy sleeping rooms in the camp.
98: A door view panel is constructed of security glazing and is a <u>maximum</u> of 144 square inches. 01: View panel size changed to a <u>minimum</u> of 144 inches	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03: Outward swinging or lateral sliding door required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Dormitories (1.9)</b> In JHs and camps, there is a minimum of 50 square feet of floor area per minor, with a minimum dormitory size of 200 square feet and a minimum clear ceiling height of eight feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In JHs and camps, dormitories are designed for no fewer than four minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
98: JH dormitories for detained minors are designed for no more than 15 minors (NA camps). 03: This subsection deleted, eliminating the 15 minor limitation. (See below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: JH dormitories for court commitments are designed for no more than 30 minors (NA Camps). 03: No JH dormitory can be designed for more than 30 minors (regardless of whether it is for court commitments or other detained minors).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Dayrooms (1.10)</b>  JH dayrooms contain 35 square feet of floor area per minor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dayrooms in camps and SPJHs contain 30 square feet of floor area per minor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All dayrooms provide access to toilets, wash basins, drinking fountains and showers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Physical Activity and Recreation Spaces (NA SPJH; 1.11)</b>  98: Facilities with a capacity of less than 41 minors have a minimum of 9,000 square feet dedicated indoor- outdoor space. 01: Facilities with a capacity of 40 minors or less have a minimum of 9,000 square feet dedicated indoor- outdoor space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoor: Gymnasium 30 x 50. Outdoor: Irregular shape over 9000 square feet.
98: Facilities with a capacity of 41 to 100 minors have a minimum of 9,000 square feet dedicated indoor- outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet. 01: Facilities with a capacity of 41-274 minors have a minimum of 225 square feet of dedicated indoor- outdoor space per minor, up to 61,650 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: Facilities with a capacity over 100 minors have a minimum of 18,000 square feet dedicated indoor- outdoor space, plus a field area. The field area contains a minimum of one acre with a minimum dimension of 100 feet. 01: Facilities with a capacity of 275 or more minors have 61,650 square feet dedicated indoor-outdoor space, plus 145 square feet for each minor beyond 274 (up to a maximum of 87,120 square feet).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
98: At least one half of the dedicated indoor-outdoor space is a paved or "like" surface. 01: Changed from one-half to one-quarter of the space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



TITLE 24 SECTION	YES	NO	N/A	COMMENTS
A portion of the dedicated physical activity and recreation space is out-of-doors, and is equipped and of a sufficient size to comply with Title 15, § 1371.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01: The required recreation area has no single dimension less than 40 feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor recreation area lighting allows for evening activities and provides security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Academic Classrooms (NA SPJH; 1.12)</b>				
Classrooms are designed for a maximum of 20 minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a minimum of one classroom in each facility 2001: Dedicated classroom space is available for every juvenile in the facility. The primary purpose for the academic classroom is for education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each classroom contains a minimum of 160 square feet of floor space for the teacher's desk and work area, and a minimum of 28 square feet floor space per minor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a communication system in each classroom that allows for immediate response to emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safety Room (1.13)</b>				There is no safety room in the camp.
Provides a minimum of 63 square feet of floor space and a minimum clear ceiling height of eight feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Limited to one minor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Padded as specified in these regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
There are one or more vertical view panels constructed of security glazing. Panels provide a view of the entire room and are no more than four inches wide and at least 24 inches long.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Audio monitoring system as specified in these regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Access to a toilet, wash basin and drinking fountain is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03: Be equipped with a variable intensity security-type lighting fixture, with controls outside the room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03: Any wall- or ceiling-mounted devices are designed to prohibit the occupant's access.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Medical Examination Room (NA SPJH; 1.14)</b>				
There is a minimum of one suitably equipped medical examination room in every juvenile facility. The examination room provides the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Space for routine and emergency examinations that is used for no other purpose;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
Privacy for minors;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockable storage for medical supplies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not less than 144 square feet floor space with no single dimension less than seven feet;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.1 x 10.5
Hot and cold running water; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01: Smooth, non-porous, washable surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pharmaceutical Storage (1.15)</b>  There is lockable storage space for medical supplies and pharmaceutical preparations as specified by Title 15 § 1438.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Dining Areas (NA SPJH; 1.16)</b>  There is a minimum of 15 square feet floor space and sufficient tables and seating for each person being fed (including minors, staff and visitors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	587 square feet
Dining areas do not contain toilets or showers in the same room, unless there is an appropriate visual barrier.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Visiting Space (1.17)</b>  Visiting space is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Institutional Storage (1.18)</b>  There is a minimum of 80 cubic feet of storage space per minor for institutional clothing, bedding, supplies and activity equipment, in one or more storage rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Storage (1.19)</b>  Each minor has a minimum of nine cubic feet of secure storage space for personal clothing and belongings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safety Equipment Storage (1.20)</b>  There is a secure area for storing safety equipment, such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Janitor Closet (1.21)</b>  There is at least one securely lockable janitorial closet containing a mop sink and sufficient area for storing cleaning implements within the security area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<p><b>Audio Monitoring System (1.22)</b></p> <p>There is an audio monitoring system capable of actuation by the minor to alert staff in: safety rooms; locked holding rooms, locked sleeping rooms; single and double occupancy sleeping rooms and dormitories of JHs and in locked sleeping rooms and single occupancy rooms of secure camps.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>This is not a secure camp. The perimeter fence is secured only to keep out unauthorized visitors.</p> <p>The fence is not secured to prevent escapes. There are no locked sleeping rooms in the camp.</p>
<p><b>Emergency Power (1.23)</b></p> <p>There is an emergency power source capable of providing minimal lighting in all living units, activity areas, corridors, stairs, and central control points, to maintain fire and life safety, security, communications and alarm systems. The power source conforms to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code (CCR).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Confidential Interview Room (1.24)</b></p> <p>Contain a minimum of 60 square feet of floor area and provide for confidential consultation with minors</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a minimum of one suitably furnished interview room for each 30 minors in JHs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
There is a minimum of one suitably furnished interview room in each camp.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Court Holding Room for Minors (1.26)</b></p> <p>Contains a minimum of 10 square feet of floor area per minor</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no court holding rooms in the camp.
Limited to no more than 16 minors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Provides 40 square feet of floor area and a minimum clear ceiling height of eight feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contains seating to accommodate all minors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contains a toilet, wash basin and drinking fountain as specified in these regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maximizes staffs' visual supervision of minors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>Toilets/Urinals (2.1)</b></p> <p>Toilets are available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked holding rooms. One toilet and one urinal may be substituted for every 15 boys. Toilet areas provide modesty for the minors without mitigating staff's ability to supervise.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<b>Wash basins (2.2)</b>  Wash basins must provide hot and cold or tempered water and be available on living units in a ratio of 1:6 in JH; 1:10 in camps; and, 1:8 in locked sleeping rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Drinking Fountains (2.3)</b>  Drinking fountains are accessible to minors and staff in living areas and indoor-outdoor recreation areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
01: The drinking fountain bubbler is activated by mechanical means and is at an angle that prevents waste water from flowing over the bubbler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Showers (2.4)</b>  Showers provide tempered water and are available on living units at a ratio of at least one shower or bathtub to every six minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shower areas provide for inmate privacy without mitigating staff's ability to supervise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Beds (2.5)</b> Beds are at least 30 inches wide and 76 long and are of a pan-bottom type or constructed of concrete.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The beds are 35 x 19 pan bottom fiberglass and are secured to the wall.
Beds are at least 12 inches of the floor and spaced no less than 36 inches apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lighting (2.6)</b> There is at least 20 foot-candles (216 1x) of illumination at desk level in locked sleeping rooms, single and double occupancy rooms, dormitories, dayrooms and activity areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Night lighting in the above areas provides good visibility and is conducive to sleep.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Padding (2.7)</b> Padding in safety rooms covers the floor, door and walls to a clear height of eight feet. Benches or platforms are not placed on the floor of safety rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Padded rooms are equipped with a tamper-resistant fire sprinkler as approved by the State Fire Marshal (SFM).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The padding is approved by the SFM and is: non-porous; at least one-half inch thick; of a unitary or laminated construction; firmly bonded to all padded surfaces; and, is without exposed seams.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 24 SECTION	YES	NO	N/A	COMMENTS
<b>Seating (2.8)</b> Seating is designed for the level of security. When bench seating is used, 18 inches of bench seating is allowed for each person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Weapons Locker (2.9)</b> Weapons lockers are located outside the security perimeter of the facility. (Personnel do not bring any weapon into the security area.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockers are equipped with individual compartments, each with their own locking device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assess for New Construction/Remodel or Repair:</b>				
<b>Security Glazing (2.10) (Added in 2003)</b> <i>(Note to inspector: This will typically be assessed from specifications provided at plan review.)</i>  Security glazing complies with the minimum requirements of one of the following test standards: American Society for Testing and Materials, ASTM F 1233-98, Class III glass; California Department of Corrections, CDC 860-94d, Class C glass; or, H. P. White Laboratory, Inc., HPW- TP-0500.02, Forced Entry Level III.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Design Requirements (201(c)6)</b>  Design requirements as specified in Title 24, Part 1, 201(c)6 are met. <i>(Note to inspector: See regulation for specific requirements. Note areas of non-compliance that are applicable to the facility type and construction date in the "comments" section.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS, AND CAMPS  
LIVING AREA SPACE EVALUATION  
Board of State and Community Corrections**

**BSCC Code: 7551**

<b>FACILITY:</b> San Mateo Margaret Kemp Camp for Girls	<b>TYPE:</b> Camp	<b>RC:</b> 30
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson Sr.		<b>DATE</b> 7/24/2023

ROOMS							EACH ROOM					
Unit Designation	Room Type	Applicable Standards	# Rooms	EACH ROOM		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
A	Dormitory	2001	1	7	7	7	28x18x9	1		3		
	Dayroom	2001	1				28x11.6					
B	Dormitory	2001	1	5	5	5	20x13x9	2		2		
	Dayroom	2001	1				17x6					
C	Dormitory	2001	1	8	8	8	28x18x9	1		3		
	Dayroom	2001	1				28x10					
D	Dormitory	2001	1	7	7	7	22x20x9	2		3		
	Dayroom	2001	1				22x4					

Note: The six showers are accessible and shared by all dormitories.

1	Single	2001	1	1	1	1	7.5x10.9x9	1		1	1	
2	Single	2001	1	1	1	1	7.2X10.2X9	1		1	1	
3	Single	2001	1	1	1		8.5X10.2X9	1		1	1	
	Dayroom	2001	1				10x23					

Note: The three sleeping rooms are not secured.

	Dayroom/Multi-purpose	2001	2				56x19				2	
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Note: Central open areas separated by the staff station.

	Multi-purpose	2001	2				20x22					
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Note: Group rooms at each end of the housing building.

1060	Multi-purpose	2001	1				13.7x18.5					
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Note: Group/interview room near officer's station.

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

ROOMS						EACH ROOM						
Unit Designation	Room Type	Applicable Standards	# Rooms	EACH ROOM		Total RC	DIMENSIONS (L x W x H)	FIXTURES*				
				# Beds	RC			T	U	W	F	S
1095	Classroom	2001	1				30x19.5					
1090	Classroom	2001	1				30x19.5					
Note:												
1085	Library	2001	1				30x21					
Note: Tables and chairs available for programming.												
	Dining	2001	1				587 square feet					
Note: Also has a kitchen instructional area.												
Gym	Recreation-Exercise	2001	1				30x50					
Outdoor yard	Recreation-Exercise	2001	1				>9000 sq. feet, irregular shape					
Note: Grass area and hard surface.												
Note: Assistant Deputy Chief Probation Officer Jehan Clark reports no changes to the facility during the 2023-2024 inspection cycle thus far.												

\*T = Toilets; U = Urinals; W = Wash Basins; F = Fountains; S = Showers in unit. If "Total RC" appears in brackets ( ), it is not part of the facility's rated capacity.

**JUVENILE HALLS, SPECIAL PURPOSE JUVENILE HALLS AND CAMPS**  
**Board of State and Community Corrections**  
**PROCEDURES CHECKLIST<sup>1</sup>**

**BSCC Code: 7554**

<b>FACILITY NAME:</b> San Mateo Secure Youth Treatment Facility (SYTF)	<b>FACILITY TYPE:</b> SYTF
<b>PERSON(S) INTERVIEWED:</b> Jehan Clark, Assistant Deputy Chief Probation Officer; Ivonne Bustos, Institution Service Manager; Sanam Aram, Superintendent; Elizabeth Andrews, Group Supervisor III; Mariela Jimenez, Group Supervisor III; Ruby Blanco, Registered Nurse County Health; Shin Choi, Registered Nurse County Health; Lauren Sneed, School Counselor San Mateo Office of Education; Aurora Pena, Supervising Behavioral Health Clinician; Jonas Barbour, Assistant Principal	
<b>FIELD REPRESENTATIVE:</b> Craigus Thompson	<b>DATE:</b> July 26, 2023

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<b>1313 COUNTY INSPECTION AND EVALUATION OF BUILDING AND GROUNDS</b>  On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the following: (a) county building inspector or person designated by the Board of Supervisors to approve building safety;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Local Inspections completed for this inspection cycle.  Article 2 Section 1313  YSC- Completed 8/16/2023
(b) fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code Section 13146.1(a) and (b);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YSC- Completed on 9/1/2022
(c) local health officer, inspection in accordance with Health and Safety Code Section 101045;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EH - Completed on 10/19/2022 NUT - Completed on 10/10/2022 MED/MH - Completed on 6/14/2023
(d) county superintendent of schools on the adequacy of educational services and facilities as required in Section 1370;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed on 9/12/2022 by Johanna Rasmussen and Sathvik Nori.
(e) juvenile court as required by Section 209 of the Welfare and Institutions Code; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed by Judge Susan I. Etezadi on 12/9/2022.
(f) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed on 8/23/2023 and 8/31/2023.

<sup>1</sup> This document is intended for use as a tool during the inspection process; this worksheet may not contain each Title 15 regulation that is required. Additionally, many regulations on this worksheet are SUMMARIES of the regulation; the text on this worksheet may not contain the entire text of the actual regulation. Please refer to the complete California Code of Regulations, Title 15, Minimum Standards for Local Facilities, Division 1, Chapter 1, Subchapter 5 for the complete list and text of regulations.



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1320 APPOINTMENT AND QUALIFICATIONS</b></p> <p><i>BSCC Note: Compliance with this section is determined by receipt of the Chief Probation Officer's certification letter confirming that all elements of regulation are met.</i></p> <p>(a) Appointment</p> <p>In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Memo submitted to BSCC by Chief John T. Keene on March 23, 2023.</p>
<p>(b) Employee Qualifications</p> <p>Each facility shall:</p> <p>(1) recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(2) require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(3) adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code; and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(4) conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 of the Government Code.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>
<p>(c) Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law, and their presence at the facility shall be subject to the approval and control of the facility manager.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>Chief Keene memo</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1321 STAFFING</b></p> <p>Each juvenile facility shall:</p> <p>(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;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p> <p>We reviewed a variety of documents including safety check records, grievances, disciplinary actions, and incident reports. Also reviewed January and February 2023 staffing schedules for the Youth Service Center (YSC). Review of these documents, as well as the policy and procedure manuals, revealed compliance with this regulation.</p> <p>At the time of the inspection, the Youth Service Center staffing consisted of 1 Superintendent; 1 Compliance Officer; 6 Institution Services Managers; 14 Group Supervisors III; 19 Group Supervisors II; 1 Transportation Officer; and 14 Extra-Help Group Supervisors.</p> <p>Although YSC remains in compliance with this regulation, interviews with staff revealed that, at times during this inspection cycle, staff felt understaffed and unable to carry out the overall facility operations. At the time of the inspection, YSC had consolidated the units and only had one unit available for housing youth. The detention youth and SYTF youth are housed within that unit. Only operating one unit has created better staffing coverage but technical assistance was provided with regards to a long-term solution to staffing issues.</p> <p>YSC currently has open recruitments for full-time Group Supervisors I and Extra-Help Group Supervisors positions.</p>
<p>(b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1321</p>
<p>(c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Supervisor is identified on the daily shift schedules.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Supervisor is assigned to each shift. In the Supervisor's absence, a Lead Officer is identified on the roster and assumes the Supervisor's role.
(e) have at least one staff member present on each living unit whenever there are youth in the living unit;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  All YSC meals are provided by San Mateo's Sheriff Department.
(g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(h) 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. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321
(1) Juvenile Halls  (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(C) 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; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) Special Purpose Juvenile Halls  (A) during hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(C) 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; and,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) Camps  (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  SYTF population at the time of the inspection was two (2) male youths. Review of documentation revealed staffing ratios are met at all times.
(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth present in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(E) in addition to the minimum staff to youth ratio required in (h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
(F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1321  Review of daily schedules revealed compliance with this regulation.
<b>1322 YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING</b>  (a) Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including: (1) youth supervision duties;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322  The elements of this regulation are covered in Chief Keene letter, dated 3/23/2023.
(2) scope of decisions they shall make;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(3) the identity of their supervisor;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(4) the identity of persons who are responsible to them;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(5) persons to contact for decisions that are beyond their responsibility; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(6) ethical responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(b) Prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility-specific orientation, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322  It should be noted all new employees receive forty (40) hours of training prior to assuming any responsibility for the supervision of youth.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) individual and group supervision techniques;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(2) regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(3) basic health, sanitation and safety measures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(4) suicide prevention and response to suicide attempts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(5) policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(6) review of policies and procedures referencing trauma and trauma-informed approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(7) procedures to follow in the event of emergencies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(8) routine security measures, including facility perimeter and grounds;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(9) crisis intervention and mental health referrals to mental health services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(10) documentation; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(11) fire/life safety training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(c) Prior to assuming sole supervision of youth, each youth supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core Course pursuant to Penal Code Section 6035.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322
(d) Prior to exercising the powers of a peace officer youth supervision staff shall successfully complete training pursuant to Section 830 et seq. of the Penal Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1322

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1323 FIRE AND LIFE SAFETY</b></p> <p>Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1323</p> <p>Review of documentation indicates that all youth supervisory staff receive site-specific life safety training during orientation. Also, all full-time employees receive fire and safety training in juvenile CORE.</p>
<p><b>1324 POLICY AND PROCEDURES MANUAL</b></p> <p>All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request.</p> <p>The manual shall include:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (1-3)</p> <p>County of San Mateo Youth Services Center Policy, Procedures, and Operations Manual was provided prior to the date of the inspection. The manual was administratively reviewed by Christopher Abalos, Deputy Chief Probation Officer on March 9, 2023. It should be noted the policy and procedure manual is utilized for Detention, Camp Kemp, and SYTF youth.</p>
<p>(a) table of organization, including channels of communications and a description of job classifications;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (b)</p>
<p>(b) responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (f)</p>
<p>(c) responsibilities of all employees;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (d)</p>
<p>(d) initial orientation and training program for employees;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (d)</p>
<p>(e) 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;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (g)</p>
<p>(f) maintenance of record-keeping, statistics and communication system to ensure:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324 (h)</p>
<p>(1) efficient operation of the juvenile facility;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1324</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) legal and proper care of youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324
(3) maintenance of individual youth's records;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (h)
(4) supply of information to the juvenile court and those authorized by the court or by the law; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (i)
(5) release of information regarding youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (j)
(g) ethical responsibilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (k)
(h) trauma-informed approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (l)
(i) culturally responsive approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (m)
(j) gender responsive approaches;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (n)
(k) a non-discrimination provision that provides that 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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (o)
(l) storage and maintenance requirements for any chemical agents related security devices, and weapons and ammunition, where applicable;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
(m) establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (p)
(n) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1324 (q)



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1325 FIRE SAFETY PLAN</b></p> <p>The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:</p> <p>(a) a fire prevention plan to be included as part of the manual of policy and procedures;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(b) monthly fire and life safety inspections by facility staff with two-year retention of the inspection record;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1325</p> <p>We reviewed monthly and fire safety inspections for the inspection cycle. Review of documentation reveals compliance with this regulation.</p>
<p>(c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b);</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(d) an evacuation plan;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(e) documented fire drills not less than quarterly;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1325</p> <p>We reviewed fire drills for the inspection cycle. Review of documentation reveals compliance with this regulation.</p>
<p>(f) a written plan for the emergency housing of youth in the case of fire; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p>(g) development of a fire suppression pre-plan in cooperation with the local fire department.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1325
<p><b>1326 SECURITY REVIEW</b></p> <p>Each facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1326</p> <p>Security Review for YSC completed by Superintendent Jehan Clark on 03/17/2023.</p>
<p><b>1327 EMERGENCY PROCEDURES</b></p> <p>The facility administrator shall develop facility-specific policies and procedures for emergencies that shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
<p>(a) escape, disturbances, and the taking of hostages;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) civil disturbance, active shooter and terrorist attack;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(c) fire and natural disasters;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(d) periodic testing of emergency equipment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(e) emergency evacuation of the facility; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1327
(f) a program to provide all youth supervision staff with an annual review of emergency procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review of Emergency Response Procedures staff acknowledgment forms confirmed all staff have reviewed the facility policy and procedure emergency procedures.
<p><b>1328 SAFETY CHECKS</b></p> <p>The facility administrator shall develop and implement policy and procedures that provide for direct visual observation of youth at a minimum of every 15 minutes, at random or varied intervals during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Supervision is not replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented with the actual time the check is completed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1328</p> <p>We reviewed the facility's safety checks for the months of January, February, and March 2023. Review of documentation revealed safety checks are being completed per regulation. It should be noted checks were completed at random or varied intervals whenever youth are present in their room.</p> <p>We also reviewed live-time safety checks as we toured the facility. All checks reviewed were in compliance with this regulation.</p>
<p><b>1329 SUICIDE PREVENTION PLAN</b></p> <p>The facility administrator, in collaboration with the healthcare and behavioral/mental health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. The plan shall include the following elements:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 3 Section 1329</p> <p>During the inspection process, we reviewed one (1) youth suicide prevention report from the YSC facility. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>It should be noted zero (0) SYTF youth have been placed on any level of suicide watch this inspection cycle.</p>
(a) Suicide prevention training as required in Section 1322, Youth Supervision Staff Orientation, and Training and the Juvenile Corrections Officer Core Course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Screening, Identification Assessment and Precautionary Protocols (1) All youth shall be screened for risk of suicide at intake and as needed during detention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1a)
(2) All youth supervision staff who perform intake processes shall be trained in screening youth for risk of suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4
(3) All youth who have been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff for a suicide risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329  Review of documentation as well as interview with the facility Behavioral Health Supervisor revealed compliance with this regulation.
(4) Precautionary protocols shall be developed to ensure the youth's safety pending the behavioral/mental health assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(c) Referral process to behavioral/mental health staff for assessment and/or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(d) Procedures for monitoring of youth identified at risk for suicide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.1  Following the review of suicide documentation, technical assistance was provided regarding the MH Observation safety checks. At the time of the inspection, MH Observation was documented every 15 minutes. We strongly recommended MH Observation be completed more frequently as every 15 minutes is a normal safety check.
(e) Safety Interventions				Article 3 Section 1329
(1) Procedures to address intervention protocols for youth identified at risk for suicide which may include, but are not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(A) Housing consideration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(B) Treatment strategies including trauma-informed approaches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329
(2) Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.4
(f) Communication (1) The intake process shall include communication with the arresting officer and family guardians regarding the youth's past or present suicidal ideations, behaviors or attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1a)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Procedures for clear and current information sharing about youth at risk for suicide with youth supervision, healthcare, and behavioral/mental health staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1b)
(g) Debriefing of Critical Incidents Related to Suicides or Attempts (1) Process for administrative review of the circumstances and responses proceeding, during and after the critical incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3 Debriefing
(2) Process for a debriefing event with affected staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3
(3) Process for a debriefing event with affected youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329.3
(h) Documentation (1) Documentation processes shall be developed to ensure compliance with this regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1c)
Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services or activities for youth at risk of suicide shall be documented and approved by the facility manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 3 Section 1329 (1c)
<b>1340 REPORTING OF LEGAL ACTIONS</b> Each facility shall submit to the Board a letter of notification on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1340  No legal action reported this inspection cycle.
<b>1341 DEATH AND SERIOUS ILLNESS OR INJURY OF A YOUTH WHILE DETAINED</b> (1) Death of a Youth. (a) The facility administrator, 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 notifications 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341  No death and serious illness or injury of a youth this inspection cycle.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>(b) The health administrator, in cooperation with the facility administrator, 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 include the facility administrator and/or facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
<p>(c) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
<p>(d) Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
<p>(2) Serious Illness or Injury of Youth.</p> <p>(a) The facility administrator, 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 case of a serious illness or injury of a youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1341
<p><b>1342 POPULATION ACCOUNTING</b></p> <p>Each juvenile facility shall submit required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 4 Section 1342
<p><b>1343 JUVENILE FACILITY CAPACITY (EXCERPT)</b></p> <p>When the number of youth detained in a living unit of a juvenile facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the facility administrator shall provide a crowding report to the Board in a format provided by the Board.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 4 Section 1343</p> <p>JH - 180</p> <p>Camp - 30</p> <p>SYTF - 00</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1350 ADMITTANCE PROCEDURES</b></p> <p>The facility administrator shall develop and implement written policies and procedures for admittance of youth that emphasize respectful and humane engagement with youth, and reflect that the admission process may be traumatic to youth who may have already experienced trauma. Policies shall be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth. In addition to the requirements of Sections 1324 and 1430 of these regulations:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1350</p> <p>We reviewed ten (10) youth admittance packages from the facility. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
<p>(a) the admittance process shall include: (1) Access to two free phone calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(2) Offer of a shower;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p> <p>Youth offering of a shower upon admissions is documented on the YSC - Admission Booking Checklist. Review of documentation revealed compliance with this regulation.</p>
<p>(3) Documented secure storage of personal belongings;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(4) Offer of food upon arrival;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p> <p>Youth offering of food upon admissions is documented on the YSC - Admission Booking Checklist. Review of documentation revealed compliance with this regulation.</p>
<p>(5) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(6) Screening for physical and developmental disabilities in accordance with Sections 1329, 1413, and 1430 of these regulations;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(7) Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability, pursuant to Section 1413; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(8) Procedures consistent with Section 1352.5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>
<p>(b) juvenile hall administrators shall establish written criteria for detention that considers the least restrictive environment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1350/1350.5</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(c) juvenile camps and post-dispositional programs in juvenile halls shall develop policies and procedures that advise the youth of the estimated length of stay, inform them of program guidelines and provide written screening criteria for inclusion and exclusion from the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
(d) juvenile halls shall develop policies and procedures that advise any committed youth of the estimated length of his/her stay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1350/1350.5
<p><b>1350.5 SCREENING FOR THE RISK OF SEXUAL ABUSE</b></p> <p>The facility administrator shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility staff to assess each youth within 72 hours of admission based on the following information:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1350.5</p> <p>The facility has implemented the West Coast Children’s Clinic “Commercial Sexual Exploitation Identification Tool (CSE-IT) to screen youth for the risk of sexual abuse.</p> <p>We reviewed ten (10) CSE-IT packages from the YSC facility. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) Prior sexual victimization or abusiveness;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (a)
(b) Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (b)
(c) Current charges and offense history;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (c)
(d) Age;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (d)
(e) Level of emotional and cognitive development;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (e)
(f) Physical size and stature;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (f)
(g) Mental illness or mental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (g)
(h) Intellectual or developmental disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (h)
(i) Physical disabilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (i)
(j) The youth’s perception of vulnerability; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (j)
(k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5 (k)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5
The facility administrator shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1350.5
<p><b>1351 RELEASE PROCEDURES</b></p> <p>The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1351</p> <p>We reviewed ten (10) Notice of Release forms from the YSC facility. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p> <p>However, while reviewing the Notice of Release form, it was discovered the signature of the individual the youth was being released to was not on the form. Technical assistance was provided regarding including on the release form the printed name and signature of the individual the youth was being released to. Prior to the conclusion of the inspection, the facility revised and implemented an updated release form which included the printed name and signature of the individual receiving the youth.</p>
(a) verification of identity/release papers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(b) return of personal clothing and valuables;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1351</p> <p>We reviewed ten (10) Property Receipt forms from the YSC facility. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p>
(c) notification to the youth's parents or guardian;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(e) notification of school staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
(f) notification of facility mental health personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1351
<p><b>1352 CLASSIFICATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility.</p> <p>Such procedures shall:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352</p> <p>We reviewed ten (10) youth classification packets. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p>
(a) provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings. Housing assignments shall consider the need for single, double or dormitory assignment or location within the dormitory;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2a)
(b) consider facility populations and physical design of the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2b)
(c) provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not be limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (2b)
(d) provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352</p> <p>Youth classifications are reviewed weekly in Multi-Disciplinary Team Meetings (MDT).</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) provide that facility staff shall not separate youth from the general population or assign youth to a single occupancy room based solely on 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. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (4)
(f) facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352 (4)
<p><b>1352.5 TRANSGENDER AND INTERSEX YOUTH.</b></p> <p>The facility administrator shall develop written policies and procedures ensuring respectful and equitable treatment of transgender and intersex youth. The policies shall provide that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1352.5</p> <p>We reviewed the Transgender/Intersex Youth Preference form. Review of form provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) Facility staff shall respect every youth's gender identity and shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. Facilities may prohibit the use of gang or slang names or names that otherwise compromise facility operations as determined by the facility manager or designee, and shall document any decision made on this basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(b) Facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity and shall provide youth with the institution's clothing and undergarments consistent with their gender identity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(c) Facility staff shall house youth in the unit or room that best meets their individual needs and promotes their safety and well-being. Staff may not automatically house youth according to their external anatomy and shall document the reasons for any decision to house youth in a unit that does not match their gender identity. In making a housing decision, staff shall consider the youth's preferences, as well as any recommendations from the youth's health or behavioral health provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
(d) Facility administrators shall ensure that transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(e) Consistent with the facility's reasonable and necessary security considerations and physical plant, facility 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1352.5
<p><b>1353 ORIENTATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures to orient a youth prior to placement in a living area. Both written and verbal information shall be provided and supplemented with video orientation if feasible. Provision shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners. Orientation shall include information that addresses:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1353</p> <p>We reviewed ten (10) youth San Mateo County Youth Services Center (YSC) Orientation forms. Review of documentation provided and policy and procedure manual revealed compliance with this regulation.</p> <p>Each youth is provided a Youth Orientation Handbook during the booking process. The handbook is available in English and Spanish.</p>
(a) facility rules including contraband and searches and disciplinary procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (1)
(b) facility's system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (2)
(c) age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (14)
(d) identification of key staff and their roles;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1353 (21)</p> <p>Documented within the handbook.</p>
(e) the existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (5)

<b>TITLE 15 SECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>P/P REFERENCE – COMMENTS</b>
(f) access to legal services and information on the court process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (9)
(g) access to routine and emergency health and mental health care;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (6)
(h) access to education, religious services, and recreational activities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (10)
(i) housing assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (8)
(j) opportunity for personal hygiene and daily showers including the availability of personal care items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (4)
(k) rules and access to correspondence, visits and telephone use;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (3)
(l) availability of reading materials, programming, and other activities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (11)
(m) facility policies on the use of force, use of restraints, chemical agents and room confinement;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (12)
(n) immigration legal services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (16)
(o) emergencies including evacuation procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (17)
(p) non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (20)
(q) availability of services and programs in a language other than English if appropriate;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (7)
(r) the process for requesting different housing, education, programming and work assignments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (23)
(s) a process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school and mental health; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (24)
(t) a process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1353 (25)  Access to Title 15 is available to youth upon request to staff.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1354 SEPARATION</b></p> <p>The facility administrator shall develop and implement written policies and procedures that address:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1354</p> <p>It should be noted no SYTF youth has been separated thus far this inspection cycle.</p>
(a) separation of youth for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(b) consideration of positive youth development and trauma-informed care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(c) separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(d) when the objective of the separation is discipline, Title 15 Section 1390 shall apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(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 these regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
(f) policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1354
<p><b>1354.5 ROOM CONFINEMENT</b></p> <p>(a) The facility administrator shall develop and implement written policies and procedures addressing the confinement of youth in their room that are consistent with Welfare and Institutions Code Section 208.3. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1354.3 Room Confinement</p> <p>Compliance of this regulation is based solely on review of YSC policy and procedure manual as the facility has not used room confinement this inspection cycle. Review of policy and procedure revealed compliance with this regulation.</p>
(1) 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 safety or security of any youth or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (1)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (2)
(3) Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (2)
(b) A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4)  It should be noted YSC policy and procedure manual states youth may be held up to two hours before doing one of the following below. That is two hours less than the regulation's requirement.
(1) Return the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4a)
(2) Consult with mental health or medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4b)
(3) Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (4c)
(4) If room confinement must be extended beyond four hours, staff shall do each of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(A) Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when he or she is eventually released from room confinement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5a)
(B) Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5b)
(C) Obtain documented authorization by the facility superintendent or his or her designee every four hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (5c)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(5) This section is not intended to limit the use of single-person rooms or cells for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (6)
(6) This section does not apply to youth or wards in court holding facilities or adult facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (11)
(7) Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(8) 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 that 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement
(9) This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a 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, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or 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 illness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1354.3 Room Confinement (9)
<b>1355 INSTITUTIONAL ASSESSMENT AND PLAN</b> The facility administrator shall develop and implement written policies and procedures for assessment and case planning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1355  Reviewed five (5) Youth Institutional Assessment Case plans from the YSC facility. Review of documentation provided revealed compliance with this regulation.
(a) Assessment: The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1355.1 Assessment (a, b, c, d)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(b) Institutional Case Plan: (1) A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan
(2) The institutional plan shall include, but not be limited to, written documentation that provides:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (a) Institutional Case Plan
(A) objectives and time frame for the resolution of problems identified in the assessment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan
(B) a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (b) Institutional Case Plan  During the inspection process, we provided technical assistance with regards to youth goals and objectives being individualized for each youth's criminogenic needs.
(3) periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 Institutional Case Plan (c)  It should be noted periodic reviews of youth case plans are conducted every 60 days.
(4) a transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (d) Institutional Case Plan
(5) in as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1355.2 (e) Institutional Case Plan
<b>1356 COUNSELING AND CASEWORK SERVICES</b> The facility administrator shall develop and implement written policies and procedures ensuring the availability of appropriate counseling and casework services for all youth. Policies and procedures shall ensure:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356  Reviewed ten (10) youth Counseling and Casework packets from YSC. Review of documentation provided revealed compliance with this regulation.
(a) youth will receive assistance with needs or concerns that may arise;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356
(b) youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356.1 Request and Referrals
(c) youth will be provided access to available resources to meet the youth's needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1356.1 Request and Referrals



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1357 USE OF FORCE</b></p> <p>The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline, retaliation or treatment.</p> <p>(a) At a minimum, each facility shall develop policies and procedures which:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1357</p> <p>We reviewed ten (10) hands-on use of force reports from the YSC facility. Review of policy and procedure and documentation revealed compliance with this regulation. It should be noted each report reviewed contained staff efforts to de-escalate the incident and command calls given to the youth prior to going hands-on to protect the safety of the youth and the facility.</p>
(1) restricts the use of force to that which is deemed reasonable and necessary, as defined in Section 1302 to ensure the safety and security of youth, staff, others and the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(2) outline the force options available to staff including both physical and non-physical options and define when those force options are appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.10 Training
(3) describe force options or techniques that are expressly prohibited by the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.10 Training
(4) describe the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(5) define a standardized reporting format that includes time period and procedure for documenting and reporting the use of force, including reporting requirements of management and line staff and procedures for reviewing and tracking use of force incidents by supervisory and or management staff, which include procedures for debriefing a particular incident with staff and/or youth for the purposes of training as well as mitigating the effects of trauma that may have been experienced by staff and /or the youth involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.5 Reporting the Use of Force
(6) Include an administrative review and a system for investigating unreasonable use of force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357.9 Use of Force Review

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(7) define the role, notification, and follow-up procedures required after use of force incidents for medical, mental health staff and parents or legal guardians.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357. 6 Institution Services Manager/Officer of the Day Responsibility (g)  Review of documentation revealed notification to parents following a use of force incident was not being completed consistently. Technical assistance was provided and, prior to the conclusion of the inspection, the facility updated their special incident form to include notification to parents when use of force has been utilized.
(8) describe the limitations of use of force on pregnant youth in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1357
(b) Facilities that authorize chemical agents as a force option shall include policies and procedures that: (1) identify who is approved to carry and/or utilize chemical agents in the facility and the type, size and the approved method of deployment for those chemical agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemical agents are prohibited at the YSC facility.
(2) mandate that chemical agents only be used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) outline the facility's approved methods and timelines for decontamination from chemical agents. This shall include that 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) define the role, notification, and follow-up procedures required after use of force incidents involving chemical agents for medical, mental health staff and parents or legal guardians.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) provide for the documentation of each incident of use of chemical agents, including the reasons for which it was used, efforts to de-escalate prior to use, youth and staff involved, the date, time and location of use, decontamination procedures applied and identification of any injuries sustained as a result of such use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(c) Facilities shall develop policies and procedure which require that agencies provide initial and regular training in use of force and chemical agents when appropriate that address:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) known medical and behavioral health conditions that would contraindicate certain types of force;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(2) acceptable chemical agents and the methods of application.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) signs or symptoms that should result in immediate referral to medical or behavioral health.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(4) instruction on the Constitutional Limitations of Use of Force.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) physical training force options that may require the use of perishable skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) timelines the facility uses to define regular training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>1358 USE OF PHYSICAL RESTRAINTS</b></p> <p>The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p> <p>Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>It should be noted handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p>
<p>Physical restraints 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. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p> <p>Handcuffs or mechanical restraints are only used for transportation or movement within the facility.</p> <p>Plastic cuffs will be used only in unusual situations where handcuffs are not available.</p>
<p>In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. The use of restraint devices that attach a youth to a wall, floor or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation within the facility. Movement within the facility shall be governed by Section 1358.5, Use of Restraint Devices for Movement Within the Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358
Youth shall be placed in restraints only with the approval of the facility manager or designee. The facility manager may delegate authority to place a youth in restraints to a physician. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358
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 retention at least every three hours thereafter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (5)
A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (7)
Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (8)
In addition to the requirements above, policies and procedures shall address:  (a) documentation of the circumstances leading to an application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9a)
(b) known medical conditions that would contraindicate certain restraint devices and/or techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9b)
(c) acceptable restraint devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9c)
(d) signs or symptoms which should result in immediate medical/mental health referral.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9d)
(e) availability of cardiopulmonary resuscitation equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9e)
(f) protective housing of restrained youth. While in restraint devices, all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9f)
(g) provision for hydration and sanitation needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9g)
(h) exercising of extremities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358 (9h)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1358.5 USE OF RESTRAINT DEVICES FOR MOVEMENT AND TRANSPORTATION WITHIN THE FACILITY.</b></p> <p>The Facility Administrator, in cooperation with the responsible physician and behavioral/mental health director, shall develop and implement written policies and procedures for the use of restraint devices when the purpose is for movement or transportation within the facility that shall include the following:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1358.5</p> <p>Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p>
(a) identification of acceptable restraint devices, staff approved to utilize restraint devices and the required training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All permanent and core-trained youth supervision staff are approved to use restraints within the facility.
(b) the circumstances leading to the application of restraints must be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(c) an individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, trauma informed approaches, and a process for documentation and supervisor review and approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(d) consideration of safety and security of the facility, with a clearly defined expectation that restraint devices shall not be used for the purposes of discipline or retaliation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5
(e) the use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1358.5.1 Pregnant Youth
<p><b>1359 SAFETY ROOM PROCEDURES</b></p> <p>(a) The facility administrator, and where applicable, in cooperation with the responsible physician, shall develop and implement written policies and procedures governing the use of safety rooms, as described in Title 24, Part 2, Section 1230.1.13. The room shall be used to hold only 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. A safety room shall not be used for punishment or discipline, or as a substitute for treatment. Policies and procedures shall:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1359</p> <p>Compliance with this regulation is based solely on the review of the facility policy and procedure manual as the safety room has yet to be utilized this inspection cycle. Review of the policy and procedure manual revealed compliance with this regulation.</p>
(1) include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) provide for approval of the facility manager, or designee, before a youth is placed into a safety room;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) provide for continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 15 minutes, with actual time recorded;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(4) provide that the youth shall be evaluated by the facility manager, or designee, every four hours;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(5) provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(6) provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(b) The placement of a youth in the safety room shall be accomplished in accordance with the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(1) safety room shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(2) safety room shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) safety room shall not be used to the extent that it compromises the mental and physical health of the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(c) A youth may be held up to four hours in the safety room. After the youth has been held in the safety room for a period of four hours, staff shall do one or more of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(1) return the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(2) consult with mental health or medical staff,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
(3) develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(d) If confinement in the safety room must be extended beyond four hours, staff shall develop an individualized plan that includes the requirements of Section 1354.5 and the goals and objectives to be met in order to integrate the youth to general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1359
<p><b>1360 SEARCHES</b></p> <p>The facility administrator shall develop and implement written policies and procedures governing the search of youth, the facility, and visitors. Policies and procedures shall provide that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 Section 1360</p> <p>We reviewed five (5) Search Authorization forms in which youth were strip searched. Facts for supporting each strip search were noted on the forms. Review of documentation provided and policy and procedure manuals revealed compliance with this regulation.</p> <p>However, technical assistance was provided regarding updating and removing outdated language from the current form. Prior to the conclusion of the inspection, the facility updated and implemented a new Search Authorization form.</p>
(a) Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth, and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.9 Training
(b) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.9 Training
(c) Strip searches and visual or physical body cavity searches shall comply with Penal Code Section 4030.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.2 Strip Searches
(d) Physical body cavity searches shall only be conducted by a medical professional.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.3 Physical Body Cavity Search
(e) Any youth held after a detention hearing shall only be strip searched with prior approval of a supervisor when there is reasonable suspicion based on specific and articulable facts to believe that youth is concealing contraband. The reasonable suspicion shall be documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.2 Strip Search
(f) Searches of transgender and intersex youth shall comply with Section 1352.5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.5 Transgender Searches

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(g) Cross-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1360.5 Transgender Searches
<b>1361 GRIEVANCE PROCEDURE</b> The facility administrator shall develop and implement written policies and procedures whereby any youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, food, clothing, bedding, mistreatment, harassment or violations of the nondiscrimination policy. There shall be no time limit on filing grievances. Policies and procedures shall include provisions whereby the facility manager ensures:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361  We reviewed the grievance logs from January, February, and March 2023 at YSC. In all, we reviewed twenty-six (26) youth grievance forms. Review of policy and procedure and review of documentation provided revealed compliance with this regulation.
(a) a grievance form and instructions for registering a grievance, which includes provisions for the youth to have free access to the form;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (1)
(b) the youth shall have the option to confidentially file the grievance or to deliver the form to any youth supervision staff working in the facility;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (8)
(c) resolution of the grievance at the lowest appropriate staff level;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (2)
(d) provision for a prompt review and initial response to grievances within three (3) business days, grievances that relate to health and safety issues must be addressed immediately;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361 (5)
(1) The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(2) Provision for a staff representative approved by the facility administrator to assist the youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(e) provision for a written response to the grievance which includes the reasons for the decisions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(f) a system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
(g) resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361.3 Timely Resolution of Grievance



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(h) the policy shall provide multiple internal and external methods to report sexual abuse and sexual harassment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed and documented in accordance with written policies and procedures within a specified timeframe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 Section 1361
<p><b>1362 REPORTING OF INCIDENTS</b></p> <p>A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the facility manager by the end of the shift, unless additional time is necessary and authorized by the facility manager or designee.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1362</p> <p>Review of documentation provided revealed compliance with this regulation.</p>
<p><b>1363 USE OF REASONABLE FORCE TO COLLECT DNA SPECIMENS, SAMPLES, IMPRESSIONS</b></p> <p>(a) Pursuant to Penal Code Section 298.1 authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or 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 request.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 5 section 1362</p> <p>Force will not be used in the collection of samples except as authorized by court order.</p> <p>The OD Supervisor will review and approve any use of force. The Supervisor shall be present to supervise and document the use of force.</p> <p>Force has not been utilized to obtain any type of samples this inspection cycle.</p>
(1) For the purpose of this section, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
(b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>(1) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 5 section 1362
<p><b>1370 EDUCATION PROGRAM</b></p> <p>(a) School Programs</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1370</p> <p>The San Mateo County Office of Education Court and Community School Program provides a student-centered, standards-based curriculum. SMOE engages in a partnership with the College of San Mateo through Project Change which provides students with unique opportunities to develop college and career readiness skills, complete California’s High School requirements for Graduation, and pursue college-level courses for college credit.</p> <p>We interviewed school staff, probation staff, and youth, and reviewed school daily schedules which revealed compliance with this regulation.</p> <p>It should be noted the Annual Education review was completed on 9/12/2022 by Johanna Rasmussen and Sathvik Nori.</p>
<p>(b) Required Elements</p> <p>The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and 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. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(3) Youth shall be informed of post-secondary education and vocational opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(7) 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(c) School Discipline  (1) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370  The education program is integrated into the juvenile facilities' overall positive behavioral management plan and security program. Any violations committed while participating in the education program will be handled under the Youth Discipline Policy.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(3) 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 State 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(d) Provisions for Special Populations (1) 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 Programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(e) Educational Screening and Admission (1) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(A) School progress/school history;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(B) Home Language Survey and the results of the State Test used for English language proficiency;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(C) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(D) Discipline problems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(3) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(4) 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, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(f) Educational Reporting (1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(g) Transition and Re-Entry Planning (1) 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 Title 15, Minimum Standards for Juvenile Facilities, Section 1355.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370
(h) Post-Secondary Education Opportunities (1) 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1370  It should be noted that, at the time of the inspection, YSC had seven (7) youth enrolled in the College of San Mateo. Two of those youth are SYTF youth.
<b>1371 PROGRAMS, RECREATION, AND EXERCISE.</b>  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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of policy and procedures and daily schedule revealed compliance with this regulation. Documentation of youth's programs, recreation, and exercise are documented within the youth program sheets. We reviewed the months of January, February and March 2023 from the facility which also revealed compliance with this regulation. Each youth receives a minimum of one hour of programming, exercise, and recreation daily.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
<p>A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371
<p>Such program, recreation, and exercise schedule shall be posted in the living units.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>It should be noted during the inspection facility walkthrough the youth daily schedule was observed posted within the living unit.</p>
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>Programs Annual Review completed by Superintendent Jehan Clark on March 31, 2023.</p>
<p>(a) Programs. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed 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.</p> <p>Programs may include but are not limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1371</p> <p>YSC youth all participate in programming which focuses on trauma-focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or prosocial interventions and activities designed to reduce recidivism.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(1) Cognitive Behavior 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) CPR and First Aid training; (16) Restorative Justice or Civic Engagement; (17) Career and leadership opportunities; and, (18) Other topics suitable to the youth population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
(b) 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 youth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
(c) Exercise. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371  Review of daily program schedules and interviews with the staff and youth revealed compliance with this regulation.
The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1371

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1372 RELIGIOUS PROGRAM</b></p> <p>The facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A youth shall be allowed to participate in an activity outside of their room if he/she elects not to participate in religious programs.</p> <p>Religious programs shall provide for:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1372</p> <p>Review of daily schedule revealed youth can participate in alternative programming during the scheduled religious program time.</p>
(a) opportunity for religious services and practices;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.2
(b) availability of clergy; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.1
(c) availability of religious diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1372.5
<p><b>1373 WORK PROGRAM</b></p> <p>The facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1373</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
<p><b>1374 VISITING</b></p> <p>The facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, and children of youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interest of the youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 Section 1374</p> <p>We reviewed the YSC visiting logs from January, February, and March 2023. Review of logs and review of policy and procedures revealed compliance with this regulation.</p>
<p>All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. 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 facility administrator.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374



TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374
Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374
The facility may provide access to technology as an alternative, but not as a replacement, to in-person visiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1374  Zoom visits are offered to youth but not as a replacement to in-person visits.
<b>1375 CORRESPONDENCE</b>  The facility administrator shall develop and implement written policies and procedures for correspondence which provide that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.
(a) there is no limitation on the volume of mail that youth may send or receive;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(b) youth may send two letters per week postage free;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(c) youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
(d) incoming and outgoing mail, other than that described in (c), may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1375
<b>1376 TELEPHONE ACCESS</b>  The administrator of each juvenile facility shall develop and implement written policies and procedures to provide youth with access to telephone communications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 Section 1376  Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1377 ACCESS TO LEGAL SERVICES</b></p> <p>The facility administrator shall develop written procedures to ensure the right of youth to have access to the courts and legal services. Such access shall include:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 6 section 1377</p> <p>Staff and youth interviewed as well as review of policy and procedures revealed compliance with this regulation.</p>
(a) access, upon request by the youth, to licensed attorneys and their authorized representatives;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.2
(b) provision for confidential consultation with attorneys; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.1
(c) unlimited postage free, legal correspondence and cost-free telephone access as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 6 section 1377.4
<p><b>1390 DISCIPLINE</b></p> <p>The facility administrator shall develop and implement written policies and procedures for the discipline of youth that shall promote acceptable behavior; including the use of positive behavior interventions and supports. Discipline shall be imposed at the least restrictive level which promotes the desired behavior and shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of the following is not permitted:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 7 Section 1390</p> <p>Review of policy and procedures and documentation revealed compliance with this regulation.</p>
(a) bed and bedding;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (a)
(b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (b)
(c) full nutrition;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (c)
(d) contact with parent or attorney;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (d)
(e) exercise;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (e)
(f) medical services and counseling;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (f)
(g) religious services;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (g)
(h) clean and sanitary living conditions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (h)
(i) the right to send and receive mail;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (i)
(j) education; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (j)
(k) rehabilitative programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390 (k)

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p>The facility administrator shall establish rules of conduct and disciplinary penalties to guide the conduct of youth. Such rules and penalties shall include both major violations and minor violations, be stated simply and affirmatively, and be made available to all youth. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1390
<p><b>1391 DISCIPLINE PROCESS</b></p> <p>The facility administrator shall develop and implement written policies and procedures for the administration of discipline which shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 7 Section 1391</p> <p>We reviewed ten (10) Due Process Tickets from YSC. Review of policy and procedures and documentation revealed compliance with this regulation.</p>
(a) designation of personnel authorized to impose discipline for violation of rules;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(b) prohibiting discipline to be delegated to any youth;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(c) definition of major and minor rule violations and their consequences, and due process requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(d) trauma-informed approaches and positive behavior interventions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(e) minor rule violations may be handled informally by counseling, advising the youth of expected conduct imposing a minor consequence. Discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(f) major rule violations and the discipline process shall be documented and require the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 7 Section 1391</p> <p>We reviewed ten (10) Due Process Tickets from YSC. Review of policy and procedures and documentation revealed compliance with this regulation.</p> <p>It should be noted technical assistance was provide with regards to the due process ticket form. We recommended including a signature line on the form for the youth to sign and acknowledge his/her due process. Prior to the conclusion of the inspection, the facility updated their form to include a signature for the youth to sign.</p>
(1) written notice of violation prior to a hearing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
(2) accommodations provided to youth with disabilities, limited literacy, and English language learners;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(3) hearing by a person who is not a party to the incident;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(4) opportunity for the youth to be heard, present evidence and testimony;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(5) provision for youth to be assisted by staff in the hearing process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(6) provision for administrative review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 7 Section 1391
(g) violations that result in a removal from camp or commitment program, but not a return to court, will follow the due process provisions in subsection (e) above.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Article 7 Section 1391
<p><b>1410 MANAGEMENT OF COMMUNICABLE DISEASES.</b></p> <p>The health administrator/responsible physician, in cooperation with the facility administrator and the local health officer, 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:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1410</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
(a) Intake health screening procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(b) Identification of relevant symptoms;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(c) Referral for medical evaluation;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(d) Treatment responsibilities during detention;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(e) Coordination with public and private community-based resources for follow-up treatment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(f) Applicable reporting requirements; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
(g) Strategies for handling disease outbreaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410
The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health officer and currently recommended public health interventions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1410

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1433 REQUESTS FOR HEALTH CARE SERVICES (EXCERPT)</b></p> <p>The health administrator, in cooperation with the facility administrator, shall develop policy and procedures to establish a daily routine for youth to convey requests for emergency and non-emergency medical, dental and behavioral/mental health care services.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1433</p> <p>All youth Housing units have a medical lock box in the dayroom. Youth fill out a medical service request form for medical or mental health services.</p>
<p><b>1480 STANDARD FACILITY CLOTHING ISSUE</b></p> <p>The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1480</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p>(a) Clothing is clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(b) The standard issue of climatically suitable clothing for youth shall consist of but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(1) Socks and serviceable footwear;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(2) Outer garments;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(3) New non-disposable underwear which shall remain with the youth throughout their stay, and;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(4) Undergarments, that are freshly laundered and free of stains, including tee shirts and bras.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(c) Clothing is laundered at the temperature required by local ordinances for the commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p>(d) Suitable clothing is issued to pregnant youth.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1480
<p><b>1482 CLOTHING EXCHANGE</b></p> <p>The facility administrator shall develop and implement written policies and site-specific procedures for the cleaning and scheduled exchange of clothing. Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments, except for footwear, shall be exchanged at least once each week. Tee shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back at exchange.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1482</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation and youth are receiving their own underwear back at clothing exchange.</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1484 CONTROL OF VERMIN IN YOUTH'S PERSONAL CLOTHING</b></p> <p>There shall be written policies and site-specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin and ecto-parasites in all youth's personal clothing. Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1484</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>
<p><b>1485 ISSUE OF PERSONAL CARE ITEMS</b></p> <p>There shall be written policies and site-specific procedures developed and implemented by the facility administrator for the availability of personal hygiene items. Each female youth shall be provided with sanitary napkins, panty liners and tampons as requested. Each youth to be held over 24 hours shall be provided with the following personal care items;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1485</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
(a) Toothbrush;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(b) Toothpaste;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(c) Soap;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(d) Comb;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(e) Shaving implements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(f) Deodorant;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(g) Lotion;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(h) Shampoo; and,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
(i) Post-shower conditioning hair products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485
<p>Youth shall not be required to share any personal care items listed in items (a) through (d). Liquid soap provided through a common dispenser is permitted. Youth shall not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Article 10 Section 1485

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1486 PERSONAL HYGIENE</b></p> <p>There shall be written policies and site specific procedures developed and implemented by the facility administrator for showering/bathing and brushing of teeth. Youth shall be permitted to shower/bathe up on assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1486</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1487 SHAVING</b></p> <p>Youth shall have access to a razor daily, unless their appearance must be maintained for reasons of identification in Court. All youth shall have equal opportunity to shave face and body hair. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1487</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1488 HAIR CARE SERVICES (EXCERPT)</b></p> <p>Hair care services shall be available in all juvenile facilities. Youth shall receive hair care services monthly. Equipment shall be cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 10 Section 1488</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p><b>1500 STANDARD BEDDING AND LINEN ISSUE</b></p> <p>Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering a living area who is expected to remain overnight, shall include, but not be limited to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p>(a) One mattress or mattress-pillow combination which meets the requirements of Section 1502 of these regulations;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p>
<p>(b) One pillow and a pillow case unless provided for in (a) above;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p>
<p>(c) One mattress cover and a sheet or two sheets;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p>
<p>(d) One towel; and,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p>
<p>(e) One blanket or more, up on request</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1500</p>

TITLE 15 SECTION	YES	NO	N/A	P/P REFERENCE – COMMENTS
<p><b>1501 BEDDING LINEN EXCHANGE</b></p> <p>The facility administrator shall develop and implement site specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. Washable items such as sheets, mattress covers, pillow cases and towels shall be exchanged for clean replacement at least once each week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1501</p> <p>Review of policy and procedure and interviews with staff and youth revealed compliance with this regulation.</p>
<p>The covering blanket shall be cleaned or laundered once a month.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1501</p>
<p><b>1510 FACILITY SANITATION, SAFETY AND MAINTENANCE</b></p> <p>The facility administrator shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. The plan shall provide for a regular schedule of housekeeping tasks, equipment, 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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Article 11 Section 1510</p> <p>Review of policy and procedure revealed compliance with this regulation.</p>



**REVIEW OF NON REGULATORY REQUIREMENTS**

GRANT FUNDING OR CODE REFERENCE	YES	NO	N/A	P/P REFERENCE - COMMENTS
<b>JUVENILE PROBATION AND CAMPS FUNDING (JPCF) (Camps Only)</b>				
The programs/services identified on the JPCF Camp Eligibility Form are being provided at the facility. (Refer to the JPCF Camp Eligibility Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>208.5 WIC CONTACT BETWEEN PERSONS UNDER THE JUVENILE COURT AGES 19- 20 AND MINORS IN THE FACILITY</b>				
The facility houses Juvenile Court Wards 19 years of age and older.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has been approved to hold persons under the juvenile court who are ages 19 through 21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility continues to comply with the requirements of 208.5 WIC (programming, capacity and security of the facility) as outlined in the county's application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>JUVENILE JUSTICE DELINQUENCY PREVENTION ACT MONITORING (JJDP)</b>				
<b>WIC 206 SEPARATE FACILITIES FOR WIC 300 MINORS</b>  Dependent or neglected minors who are defined under Section 300 of the Welfare and Institutions Code (WIC) are held only in non-secure, separate and segregated facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/> <small>Violation</small>	<input type="checkbox"/>	
<b>DETENTION OF STATUS OFFENDERS (WIC 601) AND FEDERAL MINORS</b>  Status Offenders (WIC 601) are held in the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Status Offenders (WIC 601) are kept separate from Juvenile Delinquents (WIC 602)? (WIC 207[d]).	<input checked="" type="checkbox"/>	<input type="checkbox"/> <small>Violation</small>	<input type="checkbox"/>	
Federal Minors (ICE Holds or ORR Contract) are held in the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If yes to the above, the <i>Monthly Report on the Detention of Status Offenders/Federal Minors</i> is submitted to the BSCC.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>WIC 208 SEPARATION OF MINORS AND ADULT INMATES (JJDP 42 USC 5633, Sec 223, State Plans (a)[12])</b>  Are adult inmates held in the facility? (When a person in detention is proceeding through the adult court, AND that person is 18 years of age or older that person is an <b>adult inmate</b> .)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If adult inmates are held, they are appropriately separated from minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Violation	<input type="checkbox"/>	
Adult inmates from an adult facility (e.g. inmate workers or “Scared Straight” programs) are not allowed in the facility in a manner that allows contact with minors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Violation	<input type="checkbox"/>	



**SAN MATEO COUNTY**  
**JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION**  
**222 PAUL SCANNELL DRIVE • SAN MATEO, CA 94402**

# **2023 ANNUAL REPORT**

**JANUARY, 2024**

**RESPECTFULLY SUBMITTED**  
**BY**  
**COMMISSIONER MONROE LABOUISSÉ**

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## Executive Summary

In 2023, the San Mateo County Juvenile Justice and Delinquency Prevention Commission (JJJPC) focused most of its efforts on two priorities: investigating the policies and procedures of the Probation Department that prevent the sexual abuse of youth in their care; and improving living conditions for youth who are detained at secure facilities in the county, including Camp Kemp and the Juvenile Hall in the Youth Services Center (YSC). Most, but not all, of the JJJPC's accomplishments in 2023 were in service of those two priorities.

Major accomplishments in 2023 included:

- investigating current policies and procedures of the San Mateo County Probation Department to prevent the sexual abuse of youth in their care by the JJJPC's newly-formed Sexual Abuse Prevention Committee, which will be issuing a formal report in 2024.;
- investigating how the food at Camp Kemp and the Juvenile Hall is produced and delivered, and why and at what cost, since the quality of the food for youth in detention has been for years the biggest complaint of those youth and the Commission also knows that the cost allocated by the county to food in the Hall is very high;
- producing a detailed initial report on the educational progress of youth in detention by obtaining and thoroughly analyzing a database of MAP test results for children attending Hillcrest School at the Juvenile Hall;
- advocating with the Board of Supervisors for a camp for boys, that would be equivalent to the often-praised Camp Kemp for girls, because there is no camp alternative for boys in detention in San Mateo County despite the fact that more home-like camp programs have been proven to be better ways to prepare youth for a return to their communities;
- beginning an investigation into the success of the transitions of youth back their communities after detention, by obtaining permission for and reviewing individual transition plans for youth detained in San Mateo County;
- continuing to stay in close touch with staff and residents of Juvenile Hall through regular visits, helping to understand current living conditions at the Hall, and making incremental improvements to the experience of youth in detention there by, amongst other things, delivering care packages of culturally-appropriate hygiene products and celebrating youth's birthdays; and
- conducting annual inspections of the juvenile hall and other facilities, such as Camp Kemp and Canyon Oaks, that detain youth, and producing at the end of the year another set of detailed recommendations for future improvements, to be further investigated and advocated for in 2024 and beyond.

The list above does not capture all of the JJJPC's activities in 2023 but does represent some of its most important work. In addition, the Commission continues to engage with the public, with San Mateo County's departments and agencies that are primarily involved in juvenile justice, and with other outside organizations, at its

monthly meetings. Those meetings returned in 2023 to an in-person format, at a new location on the campus of the College of San Mateo, after nearly three years of meeting on Zoom due to the pandemic. It was a joy to see people in person again! However, the JJDPC does still also continue to broadcast its meetings on Zoom and to make recordings available for the public on YouTube. On the last Tuesday of each month at 5:15pm, the JJDPC hears updates and statistics regularly from the Juvenile Court, Probation, the Private Defender Program, the District Attorney, Behavioral Health and Recovery Services, Court & Community Schools, and Children and Family Services.

## **JJDPC Authority**

San Mateo County's JJDPC is a combination of a state-mandated, court-appointed Juvenile Justice Commission (JJC) and a Board of Supervisors-appointed Delinquency Prevention Commission. Resolution No. 070307 of the San Mateo County Board of Supervisors established the combined JJDPC as of August 4, 2009.

California Welfare and Institutions Code (CWIC) Sections 225-232 mandate that each California County shall have a JJC. The duty of the JJC is to inquire into the administration of justice in the juvenile courts of the county or region in which the commission serves. The JJC inspects any publicly administered institutions in the county at which juveniles are held. It also inspects any County jail or lockup that has confined any minor for more than 24 hours in the previous calendar year, and may inspect any group home located in the county that serves county wards.

CWIC Sections 233-236 authorizes a county's board of supervisors to establish, support, and maintain a Delinquency Prevention Commission, of not fewer than seven citizens, to coordinate on a countywide basis the work of governmental and Non-Governmental Organizations (NGOs) engaged in activities designed to prevent juvenile delinquency.

## Mission and Aspirations

The JJDPC began a multi-year Strategic Plan in May 2020 and revised its Mission and Aspirations at the beginning of 2022. The Mission and Aspirations remained the same in 2023.

The Mission of the Juvenile Justice and Delinquency Prevention Commission is to be a public conscience in the best interest of young people. The Commission advocates for programs and services that prevent youth entry into the juvenile justice system, and that provide tools young people need to thrive and succeed in life. The Commission seeks to promote respect for the human dignity of all young people who do enter the juvenile justice system and seeks to preserve their youth.

The JJDPC's Aspirations for our Community help the JJDPC to focus its efforts and to choose initiatives that will help move San Mateo County closer to fulfilling its ideals. They are that:

1. The voices of communities most likely to be affected by the juvenile justice system, and the organizations that serve them, are heard regularly by the San Mateo County Board of Supervisors and other appointed and elected officials in the County.
2. All youth in San Mateo County, and their families, have convenient, affordable access to high-quality mental health, substance abuse, restorative, and other programs and services they need to promote their health and success.
3. All youth who come in contact with the juvenile justice system in San Mateo County are provided, from the time they enter the juvenile justice system, with the support they and their families need to thrive and succeed when they transition from the juvenile justice system.
4. All schools in San Mateo County apply restorative justice principles and practices comprehensively in classrooms, curricula and policies, and provide students and their families with convenient, affordable access to high-quality programs and resources that strengthen student and parent engagement to ensure every student stays in school and graduates.
5. All elementary and middle school children in San Mateo County, especially those in underserved areas, have convenient, affordable access to high-quality programs that engage and support them after school and that provide services to address early childhood trauma as needed.

## Sexual Abuse Prevention

A major focus of the Commission at the start of 2023 was the prevention of sexual abuse of youth in detention and on probation in the county. At the end of 2022 and the start of 2023, in order to meet a statute of limitations deadline, a few local attorneys filed civil cases accusing San Mateo County and several of its leaders of negligence in not preventing sexual abuse of youth in detention and on probation in previous years. While the sexual abuse incidents had taken place prior to the tenure of the current leadership of the Probation Department and no confirmed case of sexual abuse had been reported for years, the Commission believed it was necessary, given the public disclosure and press attention on the legal cases, to address the topic of sexual abuse of youth in custody and on probation on behalf of the public.

To that end, the Commission formed a Sexual Abuse Prevention Committee to investigate the current policies and procedures of the Probation Department for preventing the sexual abuse of youth in detention and on probation. The Commission also issued a public statement assuring the public that it regarded the matter as extremely important and announcing the formation of the Committee. A number of members of the public attended Commission meetings to comment on the allegations of negligence.

Over the course of the first few months of 2023, the Sexual Abuse Prevention Committee requested and obtained a number of documents from the Probation Department in order to better understand current policies, procedures and training. The Committee also conducted interviews with command staff, including Chief John Keene. Chief Keene also attended a JJDPC monthly meeting at the request of the Commission in order to respond to questions from the Commission, on this topic and others.

The Committee agreed to wait to issue a report on its findings until after annual inspections which might produce further information for its investigation. More information will be forthcoming in 2024.



## Youth in Detention

In 2023, as in previous years, another significant priority for the JJDPC were the living conditions for youth detained in secure facilities in the county, such as the Juvenile Hall in the Youth Services Center and Camp Kemp. One of the primary ways the Commission advocates for improved conditions is through statutorily mandated annual inspections of juvenile detention facilities, but also the Commission follows up through the year on the recommendations in prior years' inspection reports.

The Juvenile Hall at the Youth Services Center is a 180-bed facility that opened in December of 2006, after a period of rising juvenile crime rates and significant national concern about juvenile crime in the 1990s. It was designed as a prison, with locked jail cells and institutional furnishings. At the time, the San Mateo County Probation Department had also been operating since the 1960s a camp-style facility for boys in La Honda called Camp Glenwood, with less security and more home-like conditions. Soon after the Juvenile Hall opened, Camp Kemp for girls, also with less security and more home-like conditions, was opened. Unfortunately, for budget reasons, Camp Glenwood was closed in 2019, and so currently, the only detention option for boys is the Juvenile Hall. After peaking at an average daily population at all facilities of over 220 youth detained in 2005, the population of the facilities declined steadily over the next 15 years. In 2020, the COVID-19 pandemic reduced these numbers even further, from which point the population has increased slightly. In 2023, the average population was 21, up from 18 in 2022.

For many years, the top complaint of youth in detention in the county has been that the quality of the food is not good. This concern has especially risen to the Commission's attention since the population of Juvenile Hall and Camp Kemp has fallen to such a degree that the County made the decision not to produce the residents' food any longer at the Juvenile Hall. For years now, the food served at meals at Juvenile Hall and Camp Kemp is produced at the Maple Street Jail and then delivered to, stored at and heated up at Juvenile Hall.

In 2023, the JJDPC decided to spend more time investigating how and why the food at the Hall and Kemp is produced. In addition to conducting interviews with Probation staff, a group of Commissioners led by Commissioner Wilson toured the Maple Street Jail and had conversations with the director of food services. He explained that there are a great many statutory requirements for what food and how much food can be served to youth in detention. Furthermore, the JJDPC sought to understand why so much money is allocated by the County to food services for youth in detention. On a per capita basis, the cost allocation makes the food served extremely expensive. To better understand the cost, as part of the annual inspection of Juvenile Hall, the YSC inspection team obtained from Probation staff cost allocations in the budget. Further inquiry is needed to better understand both the quality of the food and its cost.

Another issue for the Commission regarding youth detention is the lack of a boys camp in the county. This concern was raised in 2022 by JJDPC representatives on the

Reimagine Juvenile Hall Committee which was created in October 2021 by the Board of Supervisors at the request of the JJDPC. The resolution creating the Committee stated that its “purpose is to create a plan to modify the current institutional setting at the YSC, so it conveys a more supportive environment for detained juveniles.” Commissioner Bocanegra and Chair Labouisse served on the Committee along with Mike Callagy, the County Executive; Steve Wagstaffe, the District Attorney; The Honorable Susan Etezadi, the Presiding Judge of the Juvenile Court; John Keene, the Chief Probation Officer; Ron Rayes, the Managing Attorney in the Juvenile Office of the Private Defender Program; John Fong, Director of Children & Family Services; and Ziomara Ochoa, Deputy Director of the Youth Services Division of Behavioral Health and Recovery Services (BHRS).

The Reimagine Juvenile Hall Committee did not meet as frequently during 2023 as it did during 2022 because money had been allocated in the previous year’s budget for counties around the state to make improvements to their juvenile halls, and the Probation Department spent the early part of 2023 developing its plans for how to spend that money, in consultation with the Reimagine Committee. San Mateo County had been allocated \$1.4 million. Once those plans were developed and underway, the Committee decided to wrap up its work and present the results of their previous year and a half of discussion to the Board of Supervisors in July.

At the July presentation to the Board of Supervisors, Chief John Keene and Commissioner Sathvik Nori, appearing in Chair Labouisse’s stead, laid out plans for changes at Juvenile Hall, but Commissioner Nori, on behalf of the JJDPC, also advocated for the creation of a boys camp in the county. Arguing for the benefits of a home-like environment at a camp, and pointing to the proven success of Camp Kemp for girls, Commissioner Nori asked the Board to take up consideration of creating a camp for boys. Supervisors Corzo and Mueller agreed at the meeting to form a committee to investigate.

In 2023, Commissioners Johanna Rasmussen and Paul Bocanegra continued to lead on efforts to understand ongoing conditions at Juvenile Hall by conducting regular visits with youth there throughout the year. In addition to the aforementioned birthday celebrations and delivery of hygiene products care packages, amongst other incremental improvements they endeavored to provide, they also arranged for a tattoo removal service used by the Redwood City Police Activities League to visit the Hall and provide tattoo removals to youth who wanted it.

Commissioner Rasmussen also led the JJDPC’s inspection process again in 2023, and during the second half of the year, JJDPC teams consisting of two to four commissioners conducted California state-mandated inspections of San Mateo County’s Juvenile Hall at the YSC, Camp Kemp, as well as Canyon Oaks Youth Center. Separately, a team also inspected the Hillcrest and Camp Kemp school sites. All [detailed inspection reports](#) were submitted by Inspection Coordinator Commissioner Rasmussen to the Court and Board of Supervisors at the end of 2023.

Overall, the three facilities received mostly positive, but somewhat mixed, reviews. The facilities again, as in 2022, received positive reviews for professional and dedicated staff and efforts to provide trauma-informed services designed to provide youth with support, guidance, and structure. Canyon Oaks continues to be a model facility for the treatment of youth with significant mental health issues. Camp Kemp, despite being somewhat compromised by its dwindling numbers of residents, staff and therefore resources, continues to be a model program for the rehabilitation of girls. However, as in prior years, the Commission continues to advocate for improvement for residents of Juvenile Hall, and for the implementation of recommendations outlined in the YSC inspection reports such as:

1. providing dedicated spaces therapeutically designed for youth to receive mental health services from BHRS and other behavioral health professionals;
2. implementing long-term services, for example vocational training and other developmental programs especially for the few, at this point, Secure Track youth most of whom will be held at the juvenile hall until they are 25; and
3. improving the living spaces for youth in the Juvenile Hall units to make them more home-like and therapeutic, as well as improving the food as much as possible -- teenagers need nothing if not good food and comfortable living spaces in order to grow and thrive.

In conclusion, the JJDPCC continues to advocate for improving conditions, and programs and services, for all youth in detention at the Juvenile Hall, but wants to bring particular attention to Secure Track youth. While the average length of stay for youth at the Hall was only 25 days in 2023, an average can be a deceiving way to understand how long youth may stay in our Juvenile Hall. Many youth stay in the Hall for only a few days before being released back to their families on probation. A smaller but significant number of youth stay for much longer, either for months at a time, or in the case of Secure Track youth, for years.

Secure Track youth deserve our particular attention because they will now spend years-long sentences in the Hall due to the closure of the state-run DJJ. In order to thrive and to be ready for a productive life after being released, they will need particular support that San Mateo County is not yet fully prepared to provide. The closure of DJJ is still a relatively new development which the facility and staff are still adjusting to. Comprehensive services to meet these youths' needs are not yet in place. For that reason, in the fall of 2022, the Commission identified and approved a 9-Point Secure Programming recommendation for Secure Track youth housed in our Juvenile Hall. The JJDPCC still stands behind those recommendations.

## Education and Transition

Inside Juvenile Hall, in addition to living conditions and programs and services administered by the Probation Department, the San Mateo County Office of Education also runs Hillcrest School. Every youth is required by law to receive ongoing education while in detention. After many years of conducting annual inspections of the schools in all facilities in the county that detain youth, Commissioner Melissa Wilson wanted in 2023 also to ask the question: what evidence do we have of how well the schools are educating youth in detention?

In order to provide a data-driven answer to that question, Commissioner Wilson led an effort first to get access to, and then to analyze without exposing any confidential information about the youth in detention, testing data that is regularly collected by the County Office of Education. Specifically, a state-mandated test called MAP is given on a regular basis to all students in public school districts, and students at Hillcrest are not excepted. Commissioner Wilson and Commissioner Ameya Nori were able to collect into a database MAP test results over a period of time and to draw some preliminary conclusions.

Based on the information they had and the preliminary analysis they alone were able to perform, the Commissioners have some significant concerns about how much progress students at Hillcrest are making. Acknowledging that there are significant challenges in educating youth with trauma who may be emotionally and psychologically challenged, and also acknowledging that many youth stay at Hillcrest for only a short period of time, nonetheless, they had reasons to be concerned about what progress is being made, and called for further analysis and attention in 2024 by the County to tracking the progress of students at Hillcrest. Their detailed report, delivered in November 2023, can be found on the JJDPCC's website.

Further to the JJDPCC's Mission, which is in part to provide young people in the system the "tools [they] need to thrive and succeed in life", Commissioner Wilson also led an effort to understand the plans, and the follow through on the plans that are developed, for youth in detention who transition back to their communities. That transition period can be a significant challenge for youth and their families, and their ongoing success is in part dependent on the plan and the support that youth receive for that transition. Like the educational progress project, conducting this investigation required getting approvals for access to sensitive information which needed to be provided without compromising the identity and privacy of youth whose transition plans would be studied. Obtaining that information took some time, and while the team did receive some transition plans to review, they have not yet been able to draw any conclusions. Transition will likely continue to be a focus for the JJDPCC going forward, especially in light of potential new uses for Camp Kemp (see "Looking Forward to 2024").

## Other Accomplishments

In addition to the two major focus areas of sexual abuse prevention and youth in detention, the Commission also continued important work from previous years and initiated other new projects in 2023. Some of the Commission's important work included continuing to grow the Commission's reach on social media, participating in a coordinated effort with other juvenile justice commissions in the state to lobby state legislators on continuum of care reform, and lobbying SamTrans to reinstate a bus line to the YSC. In good news regarding that second item, local non-profit the ReEvolution Group, founded by Commissioner Bocanegra, was granted funds by the Board of Supervisors through Measure K to support parents of youth in detention by providing them vouchers for ride sharing services. In addition, ReEvolution also organized parent support groups for the parents of youth in detention.

The JJDPC continues also to serve as a monthly forum for engagement not only with the public and county departments that serve the juvenile justice system, but also with local non-profits and other relevant organizations. In 2023, the Commission returned to welcoming outside organizations for presentations and discussion at its meetings. In addition to welcoming Chief John Keene in April for Q&A, the Commission invited one organization per month to join its meetings until its own work on inspections picked up steam. From May to August, the Commission welcomed Redwood City Together, ReEvolution, the state Office of Youth and Community Restoration (OYCR), and local juvenile justice advocacy group In Our Care to present to the Commission and take questions from Commissioners and the public.

Finally, Commissioners continue to do outreach in underserved neighborhoods and communities by meeting with families, community leaders, civic groups, and elected officials. Commissioners have also been invited and have made appearances at the meetings of other bodies and organizations, including the League of Women Voters, the County Board of Education, the Juvenile Justice Coordinating Council (JJCC), local high schools, and by making public comment at Board of Supervisors meetings.

## Looking forward to 2024

The Commission's 2024 priorities will be discussed by Commissioners at their January 2024 meeting. Final plans for the Commission will be set by Commissioners under the new leadership of Chair Johanna Rasmussen and Vice Chairs Karin Huber-Levy and Ruchi Mangtani.

One concern the Commission had at the end of 2023 which will likely deserve further attention in 2024 is the future of Camp Kemp. Because of a very low population at Camp Kemp, its services were discontinued at the end of 2023, no new girls are being admitted to Kemp, and any girls in detention now reside at the Juvenile Hall. In one of the last JJDPC meetings of the year in 2023, Chief John Keene visited and outlined some possible new uses for Camp Kemp, specifically turning it into an educational space for youth transitioning back to their communities from detention.

As in 2023 and previous years, the Juvenile Justice and Delinquency Prevention Commission is also likely to continue to advocate for improvements in living conditions for youth detained in juvenile facilities, especially Juvenile Hall. As outlined in its inspection reports completed at the end of 2023, there are still many opportunities to improve the lives of youth in detention in San Mateo County.

Finally, as always, the JJDPC will continue to reach out to individuals and communities in San Mateo County to learn more and stay abreast of developments in the juvenile justice system. Monthly meetings will continue being held in person on the last Tuesday of every month at 5:15pm in the College Heights room in Building 10 at the College of San Mateo, which is located near the Youth Services Center.

## Appendix: Commission Membership

The JJDPCC is required to consist of at least seven and no more than fifteen members. Two seats are to be occupied by individuals between 14 and 21 years of age, if such individuals are available. As of December 31, 2023, the Commission was composed of the following 14 Commissioners:

- **Monroe Labouisse** was re-elected **Chair** in 2023, but he will be stepping down from the Commission after the January 2024 meeting. Leadership of the Commission has been passed to new Chair Johanna Rasmussen for 2024. Monroe is a former Silicon Valley executive who is now dedicated to civic and political projects. His tech company jobs included running Customer Service and Trust & Safety for Airbnb, and Consumer Protection for eBay and PayPal. He is now a Mentor to young men on probation through CASA of San Mateo, where he is also a Peer Supervisor, and he is a Mentor through Peninsula Bridge, which supports underserved young people aspiring to go to and complete college.
- **Karin Huber-Levy** served during 2023 as **Vice-Chair, Membership**. Karin will for 2024 serve as Vice-Chair, Administration, repeating the role that she served in during 2022. She has a background in corporate law, with experience working in both in-house and private practice, including acting as General Counsel and Corporate Secretary to a major pharmaceutical corporation. She has lived and worked in Canada, the UK, US, and Germany, and has a deep respect and affinity for working with diverse groups and cultures. As a volunteer, she has focused on working with students and is committed to supporting access to education and development opportunities for all youth.
- **Wesley Liu**, who served during 2023 as **Co-Vice-Chair, Administration**, is a senior in the spring of 2024 at Pacific Bay Christian School in Pacifica. He currently volunteers with the Marin County Peer Court as a youth advocate. He also serves as a Youth Advisory Board member of the California Association of Youth Courts, and he serves as a youth leader at Peer Point. Wesley is also a Commissioner on the county's Youth Commission. He will continue to advocate for restorative justice principles and work to prevent youth entry into the criminal justice system. At school, he is the captain of the Speech and Debate Team.
- **Ameya Nori**, who also served during 2023 as **Co-Vice-Chair, Administration**, is a student at Menlo-Atherton high school and also a member of the county's Youth Commission where he was during part of 2023 the Chair of the Restorative Justice Subcommittee. As a commissioner, he hopes to continue to advocate for community intervention programs that support youth development and divert them from the school-to-prison pipeline.
- **Zahara Agarwal**, is a senior during the spring of 2024 at Menlo Atherton High School and is a member of the San Mateo County Youth Commission where she is

currently Vice Chair. Zahara was elected to the JJDP in 2023. Prior to then, Zahara worked as a volunteer on the JJDP Peer Point youth restorative justice-based diversion project, and she is currently active on the Peer Point Executive Board. Zahara has also helped Judge Susan Breall of the SF City and County Superior Court vet applicants to the Civil Grand Jury, and was a member of Congresswoman Anna Eshoo's Student Advisory Board, Communications & Technology Subcommittee.

- **Paul Bocanegra**, is the cofounder of Reevolution Group, a human rights watch officer for the Children's Division of Human Rights Watch, a certified drug and alcohol counselor, and currently a candidate for Board of Supervisors from District 4. Paul was sentenced to life without parole when he was 16 years old and served more than 25 years in adult prison. He describes himself as a survivor of Juvenile LWOP and the California prison system. Today Paul works to reform the juvenile criminal justice system by sharing his experiences and struggles within the juvenile and adult systems and institutions.
- **Whitney Genevro** is a native of San Mateo County and resides in the Belle Haven neighborhood of Menlo Park. She was elected to the JJDP in 2023. Whitney graduated with a BA from California State University East Bay and a JD from Golden Gate University School of Law. Whitney currently works as a conflicts attorney for Wilson, Sonsini, Goodrich & Rosati in Palo Alto. Prior to attending law school, she worked as a program manager and grant writer for Second Harvest of Silicon Valley for 10 years. A core value of Whitney's is to be supportive of her community – she grew up with a strong volunteer ethic and became a youth leader at 17. She currently volunteers her time as a youth leader at her church, with Project WeHOPE, Bayshore Christian Ministries, is working on a community garden project at Aspire East Palo Alto Charter School and continues to support Second Harvest as a food sort volunteer. She is also a Law Program facilitator with Fresh Lifelines for Youth in Santa Clara County.
- **Steve Grieb** is a retired attorney who recently moved from Kansas to San Mateo. In Kansas, Steve was an advocate for children and for reform in the juvenile justice system. He earned his law degree after retiring from a career in other professions, and in his new career eventually became chief counsel to the Kansas State Supreme Court. Steve was elected to the JJDP at the end of 2023 and looks forward to serving his new community as a Commissioner in 2024.
- **Tiffany Uhila Hautau** is the Executive Director of Anamatangi Polynesian Voices (APV), a grassroots nonprofit that has been serving the East Palo Alto, Belle Haven, and North Fair Oaks communities since the early 1990s. Tiffany was elected to the JJDP in 2023. APV advocates for Pacific Islanders through cultural enrichment, influencing local policies that promote equity and increasing related opportunities throughout the community.



- **Ruchi Mangtani** is a junior at Menlo School and a passionate student and advocate for criminal justice reform. Ruchi has conducted her own research on juvenile justice and educational systems throughout the United States and has also participated in a government-sponsored visit to adult prisons in Norway which she believes have valuable lessons for how we can reform our prison system in California, San Mateo County and the United States. Ruchi was also elected to the JJDPCC at the end of 2023 and she looks forward to serving as a Commissioner in 2024.
- **Sathvik Nori** is a student at Stanford University, and in November 2022 he was elected as a Trustee on the Sequoia Union High School District Board of Trustees. He joined the JJDPCC after witnessing as a student at Menlo-Atherton High School the injustice in school discipline that results in the school to prison pipeline. He is interested in issues surrounding education, especially in Juvenile Hall.
- **Johanna Rasmussen** has been advocating for youth and families in San Mateo County for over thirty years. Her advocacy work in the San Mateo County Juvenile Justice System began when her own daughter entered the system at the age of 13. At the end of 2023, Johanna was elected by the JJDPCC to be its new Chair for 2024. Johanna has worked both locally and on the state level to increase funding for community based mental health, substance abuse, and dual diagnosis programs and services for youth and adults. In addition to her criminal justice reform work, Johanna advocates for underserved community members and families on issues relating to housing, special education, disability, employment and seeks to increase equity and improve transparency at all government levels. Johanna is also Chairwoman of the Farm Hill Neighborhood Association in Redwood City and coordinates the Confirmation Program at Our Lady of Mount Carmel Parish.
- **Ruth Singh** is a long-time resident of San Mateo County and currently resides in San Bruno. Ruth had been volunteering with the Commission prior to her election to the JJDPCC in 2023 and is committed to applying her first-hand lived experience of the challenges within the Juvenile Justice system to effect positive change for youth in detention in our County. Her experiences over the past year with her daughter, who has been at Camp Kemp, have provided her with unique insight into both the positive benefits and the challenges within the juvenile justice system in our county. Ruth has many years of professional career experience in process improvement and program management. She values working cross-functionally and believes that relationship building is a key factor to effecting change.
- **Susan Swope** retired as Deputy Director, International Information Integrity Institute at SRI Consulting. A JJDPCC Commissioner since 2009, Susan has been an active volunteer committed to social justice for over 30 years. As a Lay Chaplain for the Archdiocese of San Francisco, she has led communion services at the Youth Services Center since 1990. She is a mediator for both the Peninsula Conflict Resolution Center and San Mateo Superior Court's Juvenile Offender Mediation

programs (since 2010). She served on the board and co-chaired the Restorative Justice Committee for the Society of St Vincent de Paul of San Mateo County. Susan has also facilitated Alternatives to Violence and Conflict Transformation Workshops for the incarcerated, as well as the general community. She is committed to helping youth meet and overcome their challenges, thus enabling them to lead successful, productive lives.

In addition to the voting Commissioners above, as of November 2023, Tara Sardana and Rikhav Shah will serve the Commission as the new JJDPCLiaisons from the Youth Commission.

During 2023, the following JJDPCLiaisons resigned in order to pursue other professional or academic opportunities: Allen Bustos, Rebecca Flores, Appollonia “Mama Dee” Uhila, and Melissa Wilson.

In conclusion, and in recognition of extraordinary work, a special mention regarding retiring commissioners goes to Melissa Wilson. Commissioner Wilson served the Commission for many years energetically and accomplished a great deal, including leading thorough education inspections annually, completing the analysis of educational progress at Hillcrest described earlier in this report, and being a crucial leader in getting [Peer Point](#), a new diversion program for the county, off the ground in 2022 (see last year’s Annual Report). Melissa is a former high school teacher and has been volunteering with at-risk youth for at least 20 years through programs at the Youth Service Center and in the community. Her interest in juvenile justice started as a high school student. She served on the Santa Clara County Juvenile Justice Commission and saw the limitations in opportunity for court-dependent youth. Despite stepping down from the Commission, Melissa plans to continue volunteering to support the JJDPCLiaisons’ projects and to be active in Santa Clara County where she now resides.

**SAN MATEO COUNTY  
JUVENILE JUSTICE &  
DELINQUENCY PREVENTION  
COMMISSIONS**



**OPERATING POLICIES**

**Revised: January 2024**

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# OPERATING POLICIES OF THE JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSION

## ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commissions shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commissions.
- B. The legal authorization for the establishment and operation of the Juvenile Justice Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 225 through 231. The legal authorization for the establishment and operation of the Delinquency Prevention Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 232 through 236. These policies are intended to supplement the governing provisions of State Law and aid the Commissions in more effectively discharging their statutory duties and responsibilities. If one part of these policies is found to be invalid because it conflicts with State Law, no other part of these policies shall be affected by such finding of invalidity.
- C. It is the mission of the San Mateo County Juvenile Justice & Delinquency Prevention Commissions to be a public conscience in the best interest of young people. The Commissions advocate for programs and services that prevent youth entry into the juvenile justice system, and that provide the tools young people need to thrive and succeed in life. The Commissions promotes respect for the human dignity of all young people who do enter the juvenile justice system and seeks to preserve their youth.

## ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

- A. Members. By law, the Commissions shall consist “of not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.” (W&I Code Section 225)
- B. Appointments. When a vacancy occurs due to the expiration of a member’s term of appointment, the Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Court, shall appoint a successor for a term of four (4) years to the Juvenile Justice Commission. Newly appointed members are notified by the Court prior to the next scheduled public meeting and are administered the oaths of office by the Presiding Judge of the Juvenile Court or their designee.

- C. Responsibility. The Chair of the Commissions is responsible for keeping the Presiding Judge of the Juvenile Court and the Board of Supervisors apprised of membership status. In the event of a vacancy, the Vice Chair-Membership shall recruit, screen, and schedule potential candidates for an interview with the Membership Committee. The Vice Chair-Membership is responsible for leading the Membership Committee. The Membership Committee is responsible for interviewing and recommending candidates to be brought before the full membership for a vote. Once approved, the candidate's information is forwarded to the Presiding Judge of the Juvenile Court.
- D. Vacancy. “When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the unexpired term of his or her predecessor.” (W&I Code Section 225)
- E. Leave of Absence. A specified leave of absence may be granted to a commissioner by the membership, taking into account current membership and number of leaves of absence in effect when the leave is requested.
- F. Resignation. A Commissioner who is unable or unwilling to continue active service shall submit a written resignation to the Chair of the Commissions.
- G. Attendance. When a Commissioner is unable to attend a scheduled public meeting they shall notify the Commissions’ Chair and Vice Chair-Administration at least 24 hours prior to the meeting, whenever possible. Failure to provide adequate notice of an absence prior to missing a public meeting shall be deemed an unexcused absence.

Any Commissioner who accumulates three unexcused absences from scheduled public meetings during the calendar year shall be considered by the Commissions as having resigned from the Commissions. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

All Commissioners are expected to participate in the Juvenile Justice Commission’s legally mandated annual inspections, and are encouraged to participate in standing committees, ad-hoc committees, projects, and/or public hearings. If a Commissioner commits to participate and is unable to attend a scheduled meeting or event, notice shall be provided to the committee or project lead. Failure to consistently provide adequate notice may be grounds for recommending a member for removal from the Commissions by full vote of the membership, at the reasonable discretion of the Chair.

- A. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oaths of office, exhibits the responsible conduct, courtesies and decorum expected of Commissioners as outlined in the San Mateo County Boards and Commissions Handbook, has not accumulated three unexcused absences from scheduled public meetings of the Commissions during the calendar year, and has participated in legally mandated annual inspections, unless excused by the Chair.

Any Commissioner who is not in good standing may reasonably be recommended by the Chair for removal from the Commissions and such recommendation must be voted on and approved by the full membership before being forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

**ARTICLE III - DUTIES**

- A. It is the duty of the Commissions to inquire into the administration of justice in a broad sense, including, but not limited to, operation of the Juvenile Court, Probation Department, Human Services Agency, and Law Enforcement.
  - 1. For this purpose, the Commissions shall have access to all publicly administered institutions authorized or whose use is authorized by Chapter 2 of the Welfare and Institutions Code (W&I Code Section 229)
- B. The Commissions shall annually inspect institutions, any jail or other secure custody facility within the county which may be used for confinement of any minor; also, institutions operated for dependent children of the Court. It shall report the results of such inspection, together with its recommendations based thereon, in writing, to the Juvenile Court Judge, the Chief Probation Officer, Corrections Standards Authority, and the Board of Supervisors.
- C. The Commissions may hold hearings to gain information beyond the inspection of institutions and utilize, with the concurrence of the Judge, the subpoena power of the Juvenile Court requiring attendance and testimony of witnesses and production of papers.
- D. Juvenile justice policy matters are a concern of the Commissions. Recommendations will be made to the Juvenile Court, Board of Supervisors, and/or any other responsible policy-making body or individual, as appropriate.
- E. The Commissions are actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Delinquency Prevention Commission, may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are a concern of the Commissions. Recommendation will be made to the Juvenile Court, Board of Supervisors and/or any other responsible policy making body or individual, as appropriate.

**ARTICLE IV - OFFICERS**

The officers of the Juvenile Justice and Delinquency Prevention Commissions of San Mateo County shall be: Chair, Vice Chair-Membership, and Vice Chair-Administration. The San Mateo County, County Executive's office shall provide administrative staff and clerical support to assist the Commissions in carrying out their mandates.

- A. The Chair shall appoint a Nominating Committee consisting of members of the Commissions, not later than the October meeting of each year, and shall designate the Nominating Committee Chairperson. The Nominating Committee shall report its recommended slate to the full membership by the final regular public meeting of the year. Nothing in this section shall be construed to prevent any member from nominating a member for any office for the ensuing year.

- B. The Commissions' Chair and Vice Chairs shall be elected from the full membership by a roll call vote of the members present at the final public meeting of the year. To be elected, the officer candidates shall each receive the votes of a majority of the members in attendance.
- C. The officers shall hold their offices commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the office of Chair and Vice Chairs, by death, resignation, or otherwise, the Commissions shall immediately nominate and elect a successor to the vacant office for the remainder of the normal term of office.
- A. The Chair shall preside at all meetings of the Commission at which they are present. They shall perform such duties and shall exercise such powers as usually pertain to the office of the Chair and shall have additional duties and powers as granted by the membership.
- B. In the absence or vacancy of office of the Chair, the Vice Chair-Administration shall preside at all meetings of the Commissions and enjoy the powers and duties of the Chair. The structure of the Commissions will include the following roles and responsibilities, where possible:
- Chair  
Provides overall leadership of Commissions and leads discussions on annual priorities. Responsible for developing meeting agendas, running meetings, and producing an annual report. Chair issues external communication on behalf of JJDPC or assigns a commissioner to issue external communications.
  - Vice Chair-Administration  
Stands in for the Chair as needed. Responsible for maintaining and updating the Commissions' materials and on-line resources and provides oversight of the JJDPC web site. The Vice Chair-Administration is fully informed of provisions of Commissions' Operating Policies and the San Mateo County Boards and Commissions Handbook and uses their best efforts to ensure the Commissions follow the provisions and guidelines set out therein.
  - Vice Chair - Membership  
Responsible for overseeing recruitment processes of new members, the application, interview, and approval process, leads the Membership Committee, and assists with the on-boarding and orientation of new members..
  - Project Lead  
A "Project" is an ad-hoc committee formed to pursue an aspect of the goals and aspirations of the Commission. A Project Lead is that committee's chairperson and is responsible for developing a Project plan including goals, milestones, and deliverables, implementing an approved Project plan on schedule, and providing reports to the Commissions.
  - Inspection Coordinator  
Responsible for keeping inspection forms and materials current. The Inspection Coordinator manages the sign-up process for inspections, is responsible for oversight of inspections, the report approval process, and the preparation and distribution of letters and final reports, as required.



- Legislative Coordinator  
Responsible for tracking and analyzing delinquency and dependency system related legislation and keeping the Commissions informed of relevant changes and developments on a timely basis.
  - Social Media & Marketing Coordinator  
Responsible for the implementation of the Commissions' marketing and communications strategy, and managing the Commissions' social media accounts in accordance with the County and Commissions social media guidelines. The Social Media & Marketing Coordinator may form and lead a social media subcommittee ("Social Media Working Group"), and shall keep the social media work plans updated and provide copies to the County Executive's Office annually.
  - Liaisons  
Responsible for maintaining relationships with relevant organizations to ensure each party is informed on areas of common interest. Liaisons shall keep current on relevant issues and update the Commissions on areas of interest.
  - Community Ambassadors  
Represent the Juvenile Justice & Delinquency Prevention Commissions at stakeholder meetings as appropriate and update the full membership on areas of interest.
- H. A county assigned staff person will provide administrative services to the Commissions including, but not limited to, maintaining membership files, assisting with Commissioner on boarding, ordering Commissioner business cards, and posting agendas, materials and reports on appropriate county platforms, 72 hours prior to a scheduled public meeting, as legally required by the Brown Act.

**ARTICLE V - SUBCOMMITTEES**

- A. The Commissions may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commissions. The Chair of the Commissions shall appoint one committee chairperson for each committee established. When applicable, a committee may include non-commissioned members. A committee shall report its findings of fact at a scheduled public meeting, at which time the full membership shall consider and/or act upon such findings.
- B. The purpose and scope of each ad-hoc or standing committee shall be recorded in the Commissions' public meeting minutes.
- C. Each ad-hoc or standing committee chairperson shall be responsible for keeping records of all actions and reports and shall submit these records to the full membership on a regular basis.

**ARTICLE VI - ORGANIZATION PROCEDURES**

- A. The rules of parliamentary law embraced in Rosenberg's Rules of Order shall serve as a guide in meetings of the Commissions in all cases in which such rules are not inconsistent with these policies.

- B. Meetings. The Commissions shall meet on the last Tuesday of each month except December, unless this time is changed by the Commissions. A schedule of meeting times, dates, and places shall be posted on the Commissions' website and social media accounts.
- C. Meeting Time. The Chair shall call each scheduled public meeting to order at the time established by the Commissions.
- A. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
- B. Notice. Notice of meetings of the Commissions will be as provided by the Brown Act.
- C. Meeting Agenda. The Chair of the Commissions shall prepare and distribute an agenda at least four business days prior to each scheduled public meeting. The agenda shall consist of a list of items to be considered at each regular meeting which are described in sufficient detail to give notice about business to be considered at the meeting. Nothing in this section shall be construed to prohibit the introduction of agenda items which through exercise of due diligence could not have been placed on the agenda and which require early action by the Commissions. Members of the Commission desiring to place items on the agenda should contact the Chair. A Commissioner may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commissions.
- D. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commissions by a majority vote of the members present.
- E. Action by the Commission. The Commissions may take action on matters properly before it, only at a scheduled meeting. The authority of the Commissions may only be exercised as an entire body, and only at such meetings as duly and legally called and constituted. Individual members acting in their individual capacities have no authority to commit the Commissions to any policy determination or course of action unless the Commissions previously authorized or subsequently ratified such act by that individual Commissioner.
- F. Voting. All voting is on the basis of one vote per member. Members must be in good standing to vote. Members must be present to exercise their vote.
- G. Written Record of Commission Proceeding. The Commissions' official record of proceedings at meetings shall be known as the minutes and shall be a record of the actions taken by the Commissions. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. Once approved by the Commissions, the minutes shall be the official records of the proceedings at which they were taken. The minutes shall be posted onto the Juvenile Justice & Delinquency Prevention Commissions website and retained as required by State law.
- H. Press Releases. Only the Chair of the Commissions or their designee shall issue press releases on behalf of the Commissions.
- I. Release of Information. The Juvenile Justice and Delinquency Prevention Commissions of San Mateo County may conduct inquiries involving minors in the juvenile justice system. Because of the confidential and sensitive nature of these inquiries, the Commissions may choose to write an executive summary of any final report. If the Commissions choose to

publicize their findings and recommendations, the executive summary and not the final report shall be used. The decision to release an executive summary will be made by a vote of the full membership of the Commissions.

- J. Contact with Public and Agency Personnel. The Chair or other Commissioner designated by the Commissions shall be spokesperson with County agencies and/or personnel as well as the media. Commissioners shall work in teams of two or more in speaking on behalf of the Commissions or in gathering information on behalf of the Commissions, except in assigned committee representation.
- K. Correspondence. All correspondence on behalf of the Commissions shall be sent only with the approval of the entire membership or the Chair. Correspondence shall reflect the title of Chair.
- L. Special Meetings. Special meetings of the Commissions shall be called, as deemed necessary.
- M. Annual Meeting. The Commissions shall hold an Annual Meeting in the month of January, at the regular meeting of the Commissions. At the Annual Meeting the Commissions shall:
  - 1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, with approval by a majority vote.
  - 2. Review the Commissions' prior year's activities.
  - 3. Establish the Chair's vision for the next year.
- N. Commission Retreat. The Commissions may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat shall be established by the members at a regularly scheduled meeting.
- O. Written Communications to the Commissions. All written communications addressed to the Commissions or any member thereof involving policy matters which are properly the concern of the Commissions shall be placed on the agenda of the next meeting of the Commissions held after receipt of the written communication.
- P. Documents: Commissioners shall store and maintain all documents, data, and work products related to the Commissions on a specified secure server that is accessible to all active members in good standing.

These Operating Policies shall be revised as necessary to continue in conformance with the Welfare & Institutions Code and other applicable State law. They shall be reviewed and amended as needed by the Commissions.



## Juvenile Justice and Delinquency Prevention Commissions 2024 Officers and Roles

### Officers

Chair	Johanna Rasmussen
Vice Chair, Administration	Karin Huber-Levy
Vice Chair, Membership	Ruchi Mangtani

### Coordinators

Communication/Marketing/Social Media	Whitney Genevro
Inspection Coordinator	Johanna Rasmussen
Legislative Coordinators	Bocanegra/Liu

### Liaisons

SMC Juvenile Justice Coordinating Council	Chair
Court Liaison	Karin Huber-Levy
Law Enforcement Liaison	Bocanegra/Rasmussen
Probation Liaison	Rasmussen/Genevro
SMC Juvenile Private Defender Liaison	Johanna Rasmussen
SMC Children & Family Services / CPS	Ameya Nori
Education Liaison: Schools & Districts	Sathvik Nori
Community Based Orgs & Non-Profits	Tiffany Hautau
Family Liaison	Johanna Rasmussen
Liaison to State-wide JJC/JJDPC Initiatives	

### Community Ambassadors

JJDPC Santa Clara & Alameda	Rasmussen/Bocanegra
JJC San Francisco	Johanna Rasmussen
SMC Behavioral Health Commission	
Respect 24/7 (COE)	Susan Swope
Big Lift	Susan Swope
First 5 San Mateo	Susan Swope
SMC Child Abuse Prevention Council	Steve Grieb
SMC Child Care Partnership Council	
SMC Youth Commission <sup>1</sup>	Zahara Agarwal
SMC LGBTQ Commission	
SMC Commission on Disabilities	
SMC Domestic Violence Council	Steve Grieb
North Fair Oaks Community Council	

<sup>1</sup> Ideally, this role is intended for a JJDPC Youth Commissioner



**Juvenile Justice &  
Delinquency Prevention Commissions**

**Standing Committees, Ad-Hoc Committees and Projects**

**January 2024**

**Standing Committees**

Membership  
Reimagine Juvenile Hall

**Ad Hoc Committees**

Sexual Abuse Prevention

**Ongoing Projects**

Outreach to Elected Officials  
Outreach to Underserved Communities  
Juvenile Gangs: Child Solider Project

**2023 Continuing Projects**

Juvenile Hall: Food and Housing  
Gun Project  
ReEntry Transition Project