

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

Data from Calendar Year 2017

| Girls' Rehabilitation Facility | |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Facility Address: 2861 Meadow Lark Drive San Diego, CA 92123 | Date of Inspection: May 1, 2018 |
| | JJC Chair: Edward Weiner |
| | JJC Administrative Officer: Scott Brown JJC Admin. Assistant: Amber Scott |
| | Chief Probation Officer: Adolfo Gonzales |
| | Presiding Judge of the Juvenile Court: Honorable Kimberlee A. Lagotta |
| Facility Administrator: Timothy Hancock, Division Chief not present, other staff present | Telephone: (858) 694-4501 |
| Detention Facility Contact: Timothy Hancock, Division Chief | Telephone: (858) 694-4501 |

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I. Executive Summary

A. Institution Overview

1. Population Trends

Although the capacity is 45 girls, the population has been capped at 25 and 25 were present on the date of inspection. Some girls stay up to 70 days. Staff get along well with the small number of girls at Girls' Rehabilitation Facility (GRF).

2. Educational Achievements

Although no representatives of the San Diego County Office of Education (SDCOE) were present in our briefings, the inspection team did meet with a group of teachers who covered both GRF and Kearny Mesa Juvenile Detention Facility (KMJDF); Special Education teachers are shared between the two institutions on a regular rotation. Several girls recently completed "exhibitions" and were given excellent reviews by the Juvenile Court judges. Home work is required. College-level classes were taken by three girls during the year. The Horticulture program is ongoing but it was unclear whether class credit was available. Probation staff indicated that the "Tender Loving Canine" program would be in place shortly.

3. Improvements to Evidence Based Practices

Unknown. The JJC inspection team was given a packet listing numerous programs at Kearny Mesa, some of which are offered at GRF. Some of the programs are denoted as evidence-based (My Life, My Choice is one example).

4. Serious Incidents Trends and Use of Pepper Spray

No serious incidents; no use of pepper spray.

5. Coordination of Behavioral Health Services Care

With the promotion of the psychologist who was at Camp Barrett for 10 years, there is a knowledgeable and dedicated professional on staff which should result in better coordination of mental health services.

6. Improved Transition Services and Results

The girls participated in 5K runs with Probation staff and there were other events (hikes) outside the facility. Although not mentioned, there could be performance or museum trips off-site.

B. Commission Recommendations

1. The JJC recognizes that the current facilities have structural limitations with regards to the kitchen designs, garden placements, and recreational areas but strongly recommend that these issues are proactively taken into consideration when designing the layout and amenities available at the new campus.

Important considerations should include:

- a. shared garden areas (not limited to access to only girls or boys);

- b. dining and classroom options for gender integrated activities for appropriate youth (based on age or other considerations). The San Diego County Office of Education could use a model like the coeducational class instruction facilitated at San Pasqual Academy;
 - c. open recreational spaces;
 - d. improved meal plans that incorporate healthy foods that are not degraded by reheating;
 - e. kitchen facilities that permit actual cooking, rather than limited (e.g., reheating) functions in order to facilitate culinary art training, dining and hospitality training;
 - f. adequate individual meeting and classroom spaces for confidential meetings with health professionals, advocates and lawyers etc., as well as an outside provider and community groups providing services or classes (e.g., parenting classes etc.); and
 - g. expanded Career Technical Education (CTE) options available to youth (e.g. horticulture, media arts).
2. The JCC continues to recommend the use of both evidenced based practices and programs. For future reports, we would appreciate listings for each facility, indicating which provided services are 'practices' and which are actual programs being offered by contracted services. Data from contracted services should be accessible on completion (and where possible during follow-up) for fidelity monitoring and oversight.
3. The JCC recommends continued Trauma Informed Practices training for all staff, and the use of these practices with all youth. We encourage the use of local resources and consultants when possible.
4. The JCC continues to recommend that OC spray be minimally used, as recent reports are indicating. We further recommend continued and enhanced staff training (trauma informed practices, conflict resolution, Professional Assault Crisis Training, etc.), while exploring alternatives that are as effective as the use of OC spray and eventually eliminate the need for OC spray or tools with negative health consequences.
5. Specific considerations for Girls' Rehabilitation Facility include:
 - a. The JCC recommends that field trips/outside events be established as part of the regular program--perhaps organized by the three teams now at GRF--going outside the institution at least once a month. Possibilities include athletic events, museum exhibits, college visits, and theater performances.
 - b. The JCC recommends that family visits should be expanded to Saturdays (as well as Thursday nights and Sunday mornings).
 - c. The JCC recommends that GRF report fully on data regarding the number of girls with "504" plans (outlines accommodations for people whose disabilities cause them to require accommodations for equal access to education) and the number of Individual Education Plan (IEP) meetings held during the year. JCC recommends that all GRF staff receive training on the definition of a 504 Plan and that GRF establish a protocol to inform all staff when a youth has a 504 Plan and familiarize staff with the components of any such Plan.

- d. Even with some improvements in food services, girls continue to complain about the quality of the food served at GRF. The JJC recommends that the contract of the Sheriff's Department to supply food be altered or ended at GRF and that a new supplier (or a cafeteria style/girls' participation in food distribution method) be established. The model could be the same used for food service at Camp Barrett.
- e. The JJC recommends that a private room for one-on-one visits with a psychologist be set aside as no appropriate area was observed during the JJC's tour of GRF.

II. GENERAL ADMINISTRATION

A. Population and Staffing Information

1. Average Daily Detainee Population

| | Adult Male | Adult Female | Juvenile Male | Juvenile Female | Total |
|-----------------------------------|-------------------|---------------------|----------------------|------------------------|--------------|
| Facility Capacity | 0 | 0 | 0 | 45 | 45 |
| Facility Average Daily Population | 0 | 0 | 0 | 0 | 0 |

- a. Has the facility exceeded capacity since the last inspection? Yes No
- b. Does the facility house youth under California Welfare & Institutions Code Section 601 (truancy and status offenders)? Yes No
- c. If yes, are youth adjudicated pursuant to WIC 601 separated from youth adjudicated pursuant to WIC 602 (delinquent youth)? Yes No
- d. List the languages spoken by Probation staff members:
English _____ Spanish _____

2. Probation Staffing Ratios

Awake: 1 / 15 Asleep: 1 / 30

| Probation Staffing (As of date of inspection) | # Filled | # Open |
|----------------------------------------------------------|-----------------|---------------|
| Director | 1 | 0 |
| Supervisors | 1 | 0 |
| Deputy Probation Officer | 0 | 0 |
| Correctional Deputy Probation Officer | 16 | 3 |
| Admin/Support | 1 | 0 |
| Other | | |

B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner? Staff and peers sit with the youth when they are transferred to GRF. They go over all information regarding the program and rules. The girls are given a binder with all information in it.
2. Are youth given copies of rules and procedures? Yes No
3. What languages are the rules and procedures provided in other than English?
English _____ Spanish _____
4. How does facility staff ensure that youth understand rules and procedures? Staff and youth orient the youth together to make sure they understand the rules and program structure.

5. Where are rules and procedures posted in the facility? Each youth is given a copy of the rules.

C. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release? Yes No

2. Please list the types of personal property that may be kept in sleeping rooms:

Hygiene products, letters, books, photos radios, DVD players
Clothing, arts & crafts school binder

D. Youth Records

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

a. If yes, what steps are taken to protect these records? They are locked in a file cabinet.

E. Classification, Review, and Housing

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

a. If yes, what classifications are used?

Review of Court reports interview with youth
Assessment by supervisor Review of psychological evaluation
Multi-Disciplinary Team (MDT)? _____

2. How often are reclassification reviews conducted? As needed

F. Access to Legal Services

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

2. In the last calendar year has an attorney complained that they were not able to communicate with a youth/client? Yes No

3. In the last calendar year has a parent complained that their child was denied access to his or her attorney? Yes No

G. Telephone and Video Conferencing (Skype) Access

1. Are youth permitted to use the telephone/video conferencing (Skype) to contact:

a. Parents/guardians? Yes No

b. Anyone other than parents/guardians and attorneys? Yes No

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

2. Are telephone calls monitored? Yes No

3. Are telephone calls recorded? Yes No

4. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone? Yes No

H. Family Visits

1. What are the visiting hours for this facility? Thursday 6pm-8pm, Sundays 9:00am-11:00am
2. Who may visit youth? Check all that apply:
- Parents/Legal guardians
 - Adult siblings
 - Minor siblings
 - Other: CASA, Wrapteams, Public Health Nurses, others as needed and approved.
3. Is there ample space in the facility for visitation? Yes No
4. Are youth permitted to have private conversations with visitors? Yes No
5. Do probation staff members supervise visits? Yes No
6. In the last calendar year has there been an instance of a visitor bringing contraband into the facility? Yes No
7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member? Yes No
8. Are there transportation alternatives for family members who want to visit youth? Yes No
9. What is the policy on undocumented parents/family members of a youth? No parent is denied access due to immigration status. There is no policy.
- a. How is this policy disseminated to parents/family members? _____

I. Mail and Email

1. Are youth permitted to receive mail? Yes No
2. Are youth permitted to send mail? Yes No
3. Is postage provided at no charge to youth? Yes No
4. Is mail screened for contraband? Yes No
5. Does a staff member read mail addressed to a youth? Yes No
6. Are youth permitted to send or receive email? Yes No

J. Staff-Youth Communications

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

K. Grievances

1. Is there a formal grievance policy? Yes No
2. Are written grievances reviewed daily? Yes No
3. Are grievances tracked in some manner that would permit facility leaders to observe trends in grievance report? Yes No
4. Is there a method for youth to be able to express concerns about the facility to a Probation Department official who is not assigned to the facility? Yes No
5. Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys? Yes No
6. Is there a formal grievance process available for parents? Yes No
 - a. If yes, how many parent's submitted grievances in the last calendar year? 0

| Grievance Involving | Number of Occurrences |
|---------------------|-----------------------|
| Residents | 0 |
| Attorneys | 0 |
| Family Members | 0 |
| Medical | 0 |
| Abuse | 0 |

L. Clothing and Bedding

1. Are additional blankets available on request? Yes No
2. How often is bedding laundered? weekly
3. How often are youth given clean clothes? Daily and upon request

M. Non-Hazardous Furnishings

1. Are mattresses and bedding fire-resistant and non-toxic? Yes No

N. Personal Hygiene/Showers

1. How frequently may youth shower?
 - a. Showers per week: 7 and as needed
 - b. Minutes per shower: 6
2. Please list the hygiene products available to youth and indicate with an asterisk (*) which products are ethnically appropriate:

| | |
|-----------------------------------|----------------------------------|
| <u>Shampoo & conditioner*</u> | <u>deodorant</u> |
| <u>Hair gel *</u> | <u>lotion/moisturizer*</u> |
| <u>Body wash, tooth paste</u> | <u>feminine hygiene products</u> |

3. How do staff members balance privacy and safety concerns? Safety comes first, close doors, privacy screen, blinds
-

III. Education Services

A. Staffing

1. Positions Filled or Open

| Staff Type | # Filled | # Open |
|-----------------------------------------|-----------------|---------------|
| Credentialed Teachers | 2 | 0 |
| Credentialed Special Education Teachers | 0 | 0 |
| Teachers' Aides | 0 | 0 |
| Paid Tutors | 0 | 0 |
| Volunteer Tutors | 0 | 0 |
| Other | 0 | 0 |

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

| Month | Avg. Student/Teacher Ratio | Avg. Daily Attendance |
|--------------|-----------------------------------|------------------------------|
| January | 10.4 / 1 | 20.8 |
| February | 10.65 / 1 | 21.3 |
| March | 10.25 / 1 | 20.5 |
| April | 11.02 / 1 | 22.4 |
| May | 11.65 / 1 | 23.3 |
| June | 11 / 1 | 22 |
| July | 10.4 / 1 | 20.8 |
| August | 10.5 / 1 | 21 |
| September | 10.25 / 1 | 20.5 |
| October | 11.25 / 1 | 22.5 |
| November | 11 / 1 | 22 |
| December | 12 / 1 | 24 |

B. Capacity and Attendance

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

| For Each Classroom Used During the Calendar Year | Classroom Capacity | Average Number of Students per Classroom | Number of computers per classroom |
|---------------------------------------------------------|---------------------------|-------------------------------------------------|------------------------------------------|
| 1 | 20 | 10.9 | 20 |
| 2 | 20 | 10.9 | 20 |

C. Absences

- 1.

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

2. When is absence from the classroom or expulsion used as a disciplinary tool? Never
 - a. Please provide the written policy for using absence from the classroom or expulsion as a disciplinary tool.
3. Please list reasons other than illness or discipline why a student would not attend school:
Court Visitation

D. Supplies

1. Does each student have their own textbook for each subject? Yes No

- a. If no, what is the ratio of students to textbook for each subject:

| Course | # Textbooks | # Students |
|---------------|--------------------|-------------------|
| N/A | | |

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

N/A

2. Are the textbooks the most recent version available in California? Yes No

- a. Who is responsible for making sure that textbooks are up to date?

i. Name: Joanne L. Finney, Nathan Head

ii. Title: Principal, Vice Principal (2016-Oct 2017)

3. What school supplies are available to the students (pens, pencils, paper, etc.)?

| | |
|----------------------|-----------------------------------------------|
| <u>Paper, pencil</u> | <u>Scissors</u> |
| <u>Chrome books</u> | <u>math manipulatives-compass, ruler, etc</u> |
| <u>Art supplies</u> | <u>Journals</u> |

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

| | |
|------------------|---------------------------------------------|
| <u>Textbooks</u> | <u>Current literature for thematic unit</u> |
| <u>Journals</u> | |

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

i. Name: Joanne Finney, Nathan Head

ii. Title: Principal, Vice Principal

5. Do students use computers on a daily basis in each classroom? Yes No

a. How many hours per day do students use computers? 2-4

6. Are students limited in the amount of time that they can use a computer during the school day? Yes No

a. If yes, why? _____

7. Are students able to work on homework after the school day ends? Yes No

i. If yes, how? Students may work in the day room. Homework is assigned daily.

E. High School Diploma and GED Programs

1. On average, how soon after a student is admitted to facility does school staff have access to their previous records? 24-48 hours

2. Is SDCOE working to get partial credits earned in a facility recognized by a student's home district? Yes No

a. If yes, what is being done; if no, why not? Students receive a personal learning plan upon admittance to our school. The plan is made in conjunction with the students, school counselor, and transition technician. The education rights holder is also contacted during this process. After reviewing all information, the counselor creates the student's schedule which is reflective of making sure that all partial credits are made whole.

3. Percentage of students who are not academically prepared to complete work at a 9th grade level? Approximately 25 %

a. What interventions are used for these students? Students are provided with differentiated instruction, accommodations, and supports that include but are not limited to- talk to text, small group instruction, use of technology, alternative formative assessments, etc... Teachers are also using different instructional practices that all for student voice and choice while maintaining the expectation that students will be able to participate in all classroom activities as per the grade and subject standards.

- b. Are these students assessed for IEPs? Yes No

- i. If no, why not? Not all students who are below grade level need special education services. Many students who are below grade level have had major gaps in their education.

F. Special Education

1. IEP Plan

| Type of Plan | # Students with Pre-Existing | # Students Tested After Entry | # Students Who Receive After Entry |
|-------------------------------------------|------------------------------------|-------------------------------|------------------------------------|
| 504 Plan | This is a general education issue. | | |
| IEP Plan | 53 | 15 | 13 |
| IEP Plan with ERMHS ¹ Services | 9 | 8 | 8 |
| IEP Plan with BSPs or BIPs ² | 5 | 1 | 1 |
| Total | 67 | 9 | 22 |

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

¹ ERMHS – Educationally Related Mental Health Services

² BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

6. For students with IEPs, please provide the following:

| Type of Service | Provided at Facility? | In a separate room? | How often is it provided? | Who provides? |
|------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------|-----------------------------------------------|
| ERMHS | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | As identified by ERHMS- usually weekly | School Psychologist, Mental Health Caseworker |
| Counseling | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | IEP team designates usually weekly | School Psychologist, Mental Health Caseworker |
| Speech and Language Services | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | IEP team designates usually weekly | Speech and Language Therapist |
| Occupational Therapy | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | IEP team designates | Occupational Therapist |

a. If the answer to any of the above is no, why not? _____

7. General Education Teachers

a. What training do general education teachers have to recognize when a student requires an initial assessment to determine eligibility of special education services? All staff members receive professional learning in the identification of students who have special needs. The training is completed by SDCOE Special Education Services, SDCOE Student Support Services, as well as the Education Specialists, the site administrator, and via monthly staff meetings. There are also opportunities per the SDCOE professional development calendar

b. What training do general education teachers have with regard to effectively teaching students with:

i. a learning disability? Differentiated instruction; co-teaching model; working with content area specific coaches, accommodations training, disability awareness training, access to the student's IEP, and the SDCOE professional development calendar

ii. an emotional disturbance? Co-teaching and full inclusion model with the Educational Specialists, meetings with the Mental Health Caseworker, monthly staff meetings

iii. significant attention issues? Differentiated instruction; co-teaching model; working with content area specific coaches, accommodations training, disability awareness training, access to the student's IEP, and the SDCOE professional development calendar

8. Credentialed Special Education Teachers

- a. How many credentialed special education teachers are at the facility full-time?
Four are housed at Kearny Mesa JDF. They provide special education services to GRF students. There is a teacher at GRF each afternoon for two hours.
- b. Do credentialed special education teachers participate in lesson planning and curriculum development? Yes No
- i. If yes, how often do they meet with teachers? _____
- c. Do credentialed special education teachers instruct students in any classes? Yes No

9. IEP Meetings

- a. Are IEP meetings held whenever annual meetings for an eligible student are due? Yes No
- b. Are IEP meetings held when an eligible student arrives in the facility and attends school? Yes No
- c. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? 25-30 days. Upon entry a thirty-day interim placement is developed. At the end of the 30-day interim placement, an IEP meeting is convened
- d. Are IEP meetings held if a student is in the facility for more than thirty days? Yes No
- i. If no, why not? Written notice, and electronic mail
- e. Are parents notified of the meetings? Yes No
- i. If yes, how? Parent involvement and attendance to the IEP meetings, a delay in receiving current records from the district of residence, probation constraints
- f. Describe the most common obstacle to IEP compliance: Obtaining a current IEP and transcript from previous schools.

10. General Special Education Questions

- a. Are staff trained to implement BSP's and BIP's? Yes No
- b. What resources available to accommodate students with special education needs?
All classes are provided with an Education Specialist and/or special education teacher's aide dependent upon the needs and IEP of the students enrolled on any given day. All staff are provided with a list of accommodations, modifications, and supports for their students. Additionally, students receive specialized academic instruction, the use of a variety of texts, access to technology, small group instruction, Positive Behavior and Supports (PBIS), and counseling services
- c. How many students are brought to the facility directly from school? N/A
- d. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0

e. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? NA, that is not done by officers at this facility.

G. Post-High School/GED Programs

1. How many students are taking courses for college credit online? Zero currently. There have been three students during the year that took college courses.

a. At what college(s)? Palomar, Mira Cost, and Southwestern Community Colleges.

2. Are students given information and counseling regarding community college and four-year college options? Yes No

3. Are students given information and counseling regarding financial aid options for college? Yes No

4. Are students given resources for college entrance exam preparation? Yes No

5. Do students in the facility take military readiness testing? Yes No

a. If yes, are they required to do so? Yes No

H. Career Technical Education (CTE)

1. What Career Technical Education (CTE) programs are available in the facility?
Horticulture

2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating? Yes No

3. Are programs scheduled so all students can participate in all programs? Yes No

a. If no, how many students have been denied participation in one of these programs in the last calendar year? Students are not denied participation in CTE programming; CTE programming is based upon the student's personal learning plan.

I. Special Programs and Activities

1. What other special programs or activities are take place in the classroom?
Juvenile Court Book Club Art Timken Museum

2. What programs or situations would result in a student leaving the classroom during school hours? Court

J. Independent Study

1. What independent study options are available?
NA

2. When is independent study used? Per the California Education Code, Independent Study is not permissible

IV. Health Care Services

A. Medical Staffing

| Staff Type | # Staff | # Contractors | # Positions Open | Avg. Number of Hour per Week at Facility |
|---------------------------|---------|---------------|------------------|------------------------------------------|
| Physician | 1 | 1 CFMG | 0 | 32 |
| Physician's Assistant | 1 | 1 CFMG | 0 | 40 |
| Registered Nurse | 1 | 1 CFMG | 0 | 24 hrs/day, 12 hour shifts |
| Licensed Vocational Nurse | 2 and 3 | 1 CFMG | 0 | 2 nurses 24 hours/day, 12 hour shifts |
| Nurse Practitioner | 0 | | | |
| Emergency Medical Tech | 0 | | | |

B. Health Screening

| Type of Health Screening | Not Given | Given at Intake | Given within 14 Days | Who Administers? | What Test is Used? |
|--------------------------------------------------|--------------------------|-------------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Medical | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | LVN or RN | Upon intake, booking, and screening/questionnaire; Exam by LVN or RN within 6 hours of arrival; Physical exam within 72 hours |
| Dental | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | LVN or RN | As needed/requested |
| Vision | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LVN or RN | Snellen |
| Behavioral Health/Psychological | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | LVN or RN | As indicated or requested |
| Sexually transmitted infections | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LVN or RN | Public Health |
| Pregnancy test (if females are held in facility) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LVN or RN | Clarity HCG |
| Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
 - a. medical services/treatment? Submit sick call slip
 - b. dental services/treatment? Submit sick call slip
2. Are probation staff members permitted to refer youth for medical/dental treatment? Yes No
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? There are a minimum of 3 staff always on site and up to 6 or 7 in the daytime business hours.
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, AEDS in multiple locations; Emergency Bag, oral and nasal airways, oxygen, glucose monitoring, cervical immobilization, etc.
5. Are the youth's medical needs addressed in private treatment rooms only? Yes No
 - a. If yes, how many treatment rooms does the facility have? 3
 - b. If no, where are the youth treated? NA
6. On average, how long does it take for clinic staff to respond to:
 - a. an emergency? 2 to 4 minutes depending on the location; All Officers are CPR and AED certified
 - b. an request for an inhaler? 2-8 minutes
7. Call Slips
 - a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? The RN or PA triage the sick call slips
 - b. Of a random sample of 25 sick call slips:
 - i. How many were responded to? 25
 - ii. What was the average response time? 6-12 hours
8. Personal/Family Healthcare Providers
 - a. Are youth permitted to see their personal or family healthcare providers? Yes No
 - b. If yes, how is a visit arranged? Visits are arranged jointly with Probation
How many youth saw a personal healthcare provider during the calendar year? CFMG does not document this information.

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances. CFMG does not accept intoxicated youth in to the facility.

2. Are medical clearances obtained prior to booking any youth who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency? Yes No
3. Who provides medical clearance for these youth? Hospital emergency room staff if indicated
4. Did the facility detain any youth determined to be under the influence of an intoxicating substance? Yes No
If yes:
 - a. Was medical clearance obtained? Yes No
 - b. Were these detentions documented? Yes No
 - c. Were there documented safety checks at least once every 15 minutes? Yes No

E. Hunger Strikes

Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to a youth on a hunger strike: none

F. Death

Explain any instances in the last calendar year where the written plan provided to the inspection team was not followed in response to the death of a youth: none

G. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care? Yes No
2. Are youth fully explained the nature of the care they receive and the side effects or complications that may occur as a result of treatment or medications? Yes No
3. Under what circumstance would a youth undergo an involuntary medical test or treatment? Life threatening or they are unconscious

H. Experimental Research

1. Are youth permitted to be subjects of any of the following types of research?

| Research Type | Permitted? |
|--------------------------|---------------------------------------------------------------------|
| Behavioral/Psychological | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Biomedical | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Cosmetic | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Pharmaceutical | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Other: _____ | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

2. Do youth consent to participation in research? N/A Yes No
3. Do parents consent to participation in research? N/A Yes No

4. Describe any research studies in which youth in the facility participated in the last calendar year. None

I. Infectious Disease

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

J. Accommodations for the Disabled

1. Does the facility accept youth with disabilities? Yes No

V. Programs

A. All Programs

1. Please list every program and/or service offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such programs are substance abuse counseling financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.)

| Program: | Facilitator: |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Aggression Replacement Training (ART) | SAY San Diego |
| Alateen | Volunteers from Alateen organization cleared by VIP |
| Alcohol and Other Drug (ADO) Group | San Diego Youth Services and SAY San Diego |
| Alcoholics Anonymous (AA) | Volunteers from AA organization cleared by VIP |
| AOD Individual counseling | Juvenile Recovery Specialist, San Diego Youth Services |
| Character Counts | Probation Staff |
| Critical Thinking | Probation Staff |
| Female Health and Hygiene | Family Health Centers of San Diego |
| Food Safety | Probation Staff |
| Freedom from Exploitation, Survivors of the Streets (SOS) Ending the Game | Volunteers cleared through VIP |
| Healthy Relationships | Center for Community Solutions/co-facilitated by GRF STAT Psychologist |
| Horticulture | JCCS CTE instruction and volunteers from San Diego Master Gardener Association |
| Juvenile Court Book Club | Attorneys and other volunteers from the JCBC cleared through VIP |
| My Life My Choice | Connection Coaches with San Diego Youth Services; |
| Narcotics Anonymous (NA) | Volunteers from NA organization cleared by VIP |
| Parent Empowerment | Probation Staff |
| Parenting | Behavior Specialist from Rady Children's Hospital Child Care Connection (C3) |
| Planned Parenthood Sexual Health and Adolescent Risk Prevention (SHARP) | Planned Parenthood |
| Prison Rape Elimination Act (PREA) | Probation Staff |
| Psychotherapy (individual) | GRF STAT psychologist and other STAT clinicians |
| Reading Legacies | Volunteers from organization cleared through VIP |

| Program: | Facilitator: |
|-----------------------|---------------------------------------------------------------------|
| Real Life Skills | Real Life Skills, Inc. |
| Running Group | Probation staff and JCCS teacher |
| Tender Loving Canines | Tender Loving Canines Assistance Dogs organization |
| Tutoring | Volunteers with Juvenile Court Book Club |
| Work Readiness | JCCS CTE teacher |
| Yoga | OG Yoga organization instructors and volunteers cleared through VIP |

For each program listed above, please fill out the questions listed in Appendix A.

B. Religious Practices

1. Are youth religious services offered in the facility? Yes No
 - a. If yes, list the religious/faith traditions for which services are offered:
Catholic Protestant
2. Are religious services offered in a language other than English? Yes No
 - a. If yes, list the languages in which services are offered:
N/A
3. Are youth offered religious or faith-based counseling services? Yes No
4. Are youth permitted to keep religious texts in their sleeping rooms? Yes No

C. Work Assignments

1. Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis? N/A Yes No
2. Are unsentenced youth in the facility required to work or perform chores? N/A Yes No
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes No
4. Are sentenced youth in the facility required to work or perform chores? Yes No

D. Exercise and Out-of-Sleeping Room Opportunities

1. How many hours per day are youth given opportunities for physical recreation/exercise?
2 hours
2. Is participation in physical recreation/exercise required? Yes No
3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise. See policy 6.2 Recreation & Exercise
4. How many hours per day are youth given opportunities for other types of recreation outside of their sleep rooms (play games, watching movies, etc.)? 4 plus

5. How do Probation Officers ensure that homework is completed before free-time activities occur? Homework time is given, tutors
-

E. Transition and Release

1. Are there established protocols for transitioning youth out of the facility and into the community? Yes No
2. Do facility probation staff members (“inside POs”) consult with the probation officer that will be assigned to the youth when they leave (“outside POs”) to discuss transition-related concerns? Yes No
3. Has the facility received any complaints from parents regarding the transition process? Yes No
4. Has the facility received any complaints from attorneys regarding the transition process? Yes No
5. In the last calendar year has this facility been determined to be an inappropriate facility for a youth with a disability (physical, developmental, emotional, psychological, intellectual, etc.)? Yes No

VI. Security and Control

A. Security Features

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

B. Security Inspections

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

a. If yes, how often? Daily, Weekly, Monthly, as needed

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

a. If yes, how often? As needed

C. Control of Contraband

1. In the last calendar year has a weapon been found in the possession of a youth in the facility? Yes No

2. In the last calendar year has a controlled substance (i.e. alcohol, tobacco, illegal drugs, or prescription drugs for which the youth in possession does not have a prescription) been found in possession of a youth in the facility? Yes No

3. If there have been a high number of incidents related to a specific type of contraband, please describe: NA

D. Searches

1. Do probation staff search sleep areas/rooms? Yes No

2. If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth? Yes No

If staff search sleep areas/rooms, is clean bedding or clothing mixed with soiled bedding or clothes during this process? Yes No

E. Discipline

1. Please provide the written policy for the discipline process.

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

3. Of a random sample of 25 grievances, approximately what percent of grievances/appeals related to disciplines are resolved in favor the youth? Less than 20%

F. Serious Incidents

1.

| Incident Type | Number of Occurrences |
|-------------------------------------------------------------|-----------------------|
| Suicides | 0 |
| Attempted suicides | 0 |
| Deaths from other causes | 0 |
| Escapes | 0 |
| Attempted escapes | 0 |
| Serious assaults on detainees | 0 |
| Serious assaults on staff | 0 |
| Other serious incidents | 0 |
| Serious incidents above for which there is a written record | 0 |

2. Are there policies and procedures in place that describe the types of incidents and occurrences which must be documented on a daily basis? Yes No
3. Are these logs stored electronically? Yes No
4. If logs are stored electronically, is there sufficient technical support to ensure that the electronic files that contain these logs are not compromised, corrupted, or deleted?
 N/A Yes No

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary? Yes No
2. Are there written policies in place to ensure that force is used only as long as necessary? Yes No
3. Is each instance of a use of force documented? Yes No
- a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
4. What level of review occurs when there is an instance of use of force? Check all that apply.
- | | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Division Chief | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Deputy Chief | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 0 0

H. Use of Oleoresin Capsicum (OC or Pepper) Spray

1. Are there written policies in place to ensure that OC spray is used only when necessary? Yes No
2. Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes No
3. Is each instance of OC spray documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
4. What level of review occurs when OC spray is used? Check all that apply.

| | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Division Chief | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Deputy Chief | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 0

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary? Yes No
2. Are there written policies in place to ensure that restraints are used only as long as necessary? Yes No
3. Is each instance of a use of restraints documented? Yes No
 - a. If yes, are these documents reviewed by the administrator in charge?
 N/A Yes No
4. What level of review occurs when restraints are used? Check all that apply.

| | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Division Chief | <input type="checkbox"/> Assistant Chief |
| <input checked="" type="checkbox"/> Deputy Chief | <input type="checkbox"/> Committee |
5. Number of instances in the last calendar year: 0

J. Room Confinement

1. Are there written policies in place to ensure that room confinement is used only when necessary? Yes No
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes No
3. Is each instance of room confinement documented? Yes No

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

N/A Yes No

4. Number of instances in the last calendar year: 0

VII. Safety and Sanitation

A. Fire Safety

1. Do facility leaders have specific concerns about fire safety? Yes No

B. Control of Dangerous and/or Toxic Materials

1. Are dangerous materials (toxins, biohazards, etc.) stored on site? Yes No

C. Environmental Control (To be completed by the JJC Inspection Team)

1. Does the facility appear clean and sanitary? Yes No
2. Does the facility appear appropriately ventilated? Yes No
3. On the day of inspection, did the facility's temperature seem appropriate for the season and weather? Yes No

D. Physical Facility and Equipment

1. Does this facility have a court holding area? Yes No
- a. If yes, is there access to water and a toilet? Yes No

E. Tool and Equipment Control

1. Is there a written policy to ensure the adequate control of keys? Yes No
2. Is there a written policy to ensure the adequate control of tools? Yes No
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes No
4. Is there a written policy to ensure the adequate control of medical equipment? Yes No
5. Is there a written policy to ensure the adequate control of supplies? Yes No
6. Is there a written policy to ensure the adequate control of vehicles? Yes No

F. Weapons Control

1. Are weapons of any types permitted in the facility? Yes No
2. Is there a weapons locker on site? Yes No
- a. If yes, where is it located? _____

G. Contingency and Emergency Plans

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

Contagious disease outbreak (Tuberculosis, Flu, etc.)

Earthquake

Fire

Power outage/failure

Unit disturbance

Other: _____

Other: _____

VIII. Food Services

A. Sanitation and Meal Service

1. Are kitchen staff members trained regarding sanitation and food handling procedures? Yes No
2. Have kitchen staff members received any training in the last year other than training given to newly hired employees? Yes No
 - a. If yes, describe what the training included: PREA
3. Do youth work in the kitchen? Yes No
 - a. If yes above, have they been trained? Yes No
4. Are youth permitted to converse during meals? Yes No
 - a. If yes, may a youth seated at one table converse with a youth seated at a different table? N/A Yes No
5. Are meals served cafeteria style? Yes No
6. Are youth permitted 20 minutes or more to eat? Yes No
7. Who/what agency maintains the kitchen area? San Diego County Sherriff's Dept.
Describe the types of work youth perform in the kitchen: N/A

B. Adequate and Varied Meals

1. Is there a weekly menu posted? Yes No
2. Does a nutritionist, dietitian, or other health professional participate in the creation of the menu? Yes No
3. How many calories per day does a youth who eats all of the standard meals provided consume? 2900
4. Are youth protected from having food taken from them? Yes No
5. What approximate percent of calories are from the following:
Protein: 18 % Carbohydrate: 57 % Fat: 24 %
6. What is the procedure for handling a youth's request for second helping/additional food? Offered when available, fruit is always available

C. Special Diets

1. Can special diets be accommodated when medically necessary? Yes No
2. In the last calendar year was the facility unable to accommodate a special diet based on medical reasons? Yes No
3. Can special diets be accommodated when based on a youth's religious practices or beliefs? Yes No

4. In the last calendar year was the facility unable to accommodate a special diet based on a youth's religious practices or beliefs? Yes No

IX. Administration and Management

A. Post Orders

1. Do probation staff members have access to a detailed copy of their job description? Yes No
2. Do probation staff members have performance reviewed annually? Yes No

B. Policy Development and Monitoring

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Division Chief
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? Annually
3. Are policy and procedure manuals available onsite? Yes No
4. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? Yes No
5. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? Yes No
 - a. If yes, list the number of manuals available: County Intra net (online)
Where are the manuals located? Probation Department Sharepoint
6. Are probation staff members permitted to access these manuals? Yes No
7. Are contractors familiarized with these manuals during contractor orientation? Yes No
8. Are the youths' attorneys permitted to access these manuals via subpoena? Yes No

C. Interpersonal Communication and Diversity Training

1. Do Probation staff members participate in training to provide them with the skills to communicate with youth in a developmentally appropriate manner? Yes No
2. List types of diversity training attended by Probation staff members:
LGBTQI CSEC Training
Trauma Informed

D. Internal Inspections and Reviews

1. Does the administrator in charge ever conduct a walk-through/visual inspection of the entire facility? Yes No
 - a. If yes, how often: monthly or as needed

2. How often does the administrator in charge meet with the following groups to discuss operations and services:
- a. Probation staff members? Monthly or as needed
 - b. medical staff? Weekly, or as needed
 - c. mental health staff? Weekly, or as needed
 - d. contracted programming representatives? As needed
 - e. school/education staff? Weekly, as needed
 - f. volunteers? As needed

E. Staff Background and Reference Checks

- 1. Do staff members have an initial background before they are hired? Yes No
- 2. Do staff members have reference checks before they are hired? Yes No
- 3. Do staff members meet with a psychologist before they are hired? Yes No
- 4. Do staff members undergo drug testing before they are hired? Yes No
- 5. Do staff members undergo periodic criminal history checks after they are employed?
 Yes No

F. Staff Training, Licensing, and Credentialing

1. For which of the following topics below do staff members receive training?

| Training Type | Does Staff Attend? | How Often | Who Provides? |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------|----------------------|
| Adolescent Development | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | One time | STAT |
| Appropriate Relationships/Boundaries with Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | quarterly | On line |
| Appropriate Disciplinary Techniques | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | JI CORE | Probation dept. |
| Confidentiality | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | JI CORE | Probation dept. |
| Conflict Management | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | One time | Probation dept. |
| CPR/First Aid | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Contracted staff |
| Emergency Response | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | annually | Read P&P/sign off |
| Ethical Decision Making | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | annually | On line |
| Identification and Treatment for Mentally Ill and/or Suicidal Youth | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | Probation /STAT |
| Identification and Referral of Youth for Special Education Services | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| Inclusion Methods for Youth with Disabilities or Special Needs | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | One time | Probation dept. |
| Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs In the Facility | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | One time | Probation dept. |
| Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs Outside the Facility | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | One time | Probation dept. |
| Sexual Harassment | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Every two years | CAO |
| Signs of Abuse or Neglect | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | no | |
| Use of Force | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | TBD | Probation dept. |
| Use of Restraints | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | One time/JI CORE | Probation dept. |
| Other: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

G. Staff Misconduct

1. Please provide the written policy for addressing staff misconduct. See section 914 in the Administrative Policy; see section 903 in the Institutional policy.
2. Please provide the written policy that ensures youth are not bullied by staff. See section 2.4 Rules and Professional Conduct.
3. In the past calendar year, have there been any allegations of the following:

| Type of Misconduct By Staff Member | Occurred in Past Calendar Year? | To a Youth In Custody | To a Youth Out of Custody |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Physically Assaulting Youth | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Sexually Assaulting Youth | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Verbally Threatening Youth | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Touching a Youth in an Inappropriate Way | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

- a. If the answer is yes to any of the questions above, please provide written documentation of the incident, follow-up, and responsive action.

X. Budget and Fiscal Concerns

Please describe any impacts to the facility in the last calendar year that were caused by a loss or change to funding or funding sources (include staff vacancies, program reductions, contractor changes, etc.): none
