

**San Diego County Juvenile Justice Commission  
Inspection Worksheet**

**Data from Calendar Year 2018**

<b>East Mesa Juvenile Detention Facility</b>	
<b>Facility Address:</b> 446 Alta Road Suite 6100 San Diego, CA 92158	<b>Date of Inspection:</b> <u>June 25, 2019</u>
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**The San Diego County Juvenile Justice Commission is a state-mandated, court-appointed citizens' commission. Its purpose is to inquire into the administration of juvenile court law in San Diego County, to provide leadership for citizen action and to promote an effective juvenile justice system operated in an environment of credibility, dignity, fairness and respect for the youth of San Diego County.**

## TABLE OF CONTENTS

<b>I. Executive Summary .....</b>	<b>5</b>
A. Institution Overview .....	5
B. Education/Training .....	5
C. Commission Comments and Recommendations .....	5
<b>II. General Administration.....</b>	<b>11</b>
A. Population and Staffing Information .....	11
B. Admissions and Orientation .....	11
C. LGBTQI Admissions.....	12
D. Personal Property and Money.....	12
E. Youth Records .....	13
F. Classification, Review, and Housing.....	13
G. Access to Legal Services .....	13
H. Telephone and Video Conferencing (Skype) Access .....	13
I. Family Visits.....	13
J. Mail and Email .....	14
K. Staff-Youth Communications.....	14
L. Grievances .....	14
M. Clothing and Bedding.....	15
N. Non-Hazardous Furnishings .....	15
O. Personal Hygiene/Showers .....	15
<b>III. Education/Support Services.....</b>	<b>17</b>
A. Staffing .....	17
B. Capacity and Attendance .....	17
C. Absences .....	18
D. Supplies .....	18
E. High School Diploma and HiSET Programs .....	19
F. Special Education .....	20
G. General Education Teachers .....	21
H. Credentialed Special Education Teachers .....	22
I. IEP Meetings .....	22
J. General Special Education Questions.....	22
K. Post-High School/HiSET Programs .....	23

L. Career Technical Education (CTE) .....	23
M. Special Programs and Activities.....	23
N. Independent Study .....	24
<b>IV. Health Care Services.....</b>	<b>25</b>
A. Medical Staffing .....	25
B. Health Screening.....	25
C. Medical and Dental Health Needs .....	25
D. Intoxicated Youth .....	26
E. Hunger Strikes .....	27
F. Suicidal Ideation .....	27
G. Death.....	27
H. Informed Consent/Involuntary Treatment .....	27
I. Experimental Research .....	28
J. Infectious Disease.....	28
K. Accommodations for the Disabled .....	28
L. Accommodations for Autism or Other Developmental Disorder.....	28
<b>V. Programs.....</b>	<b>29</b>
A. Evidence Based Practices/Programs.....	29
B. Religious Practices .....	32
C. Work Assignments .....	32
D. Exercise and Out-of-Sleeping Room Opportunities .....	32
E. Transition and Release.....	32
<b>VI. Security and Control.....</b>	<b>34</b>
A. Security Features .....	34
B. Security Inspections.....	34
C. Control of Contraband .....	34
D. Searches .....	34
E. Discipline.....	34
F. Serious Incidents.....	35
G. Use of Force.....	35
H. Use of Oleoresin Capsicum (OC or Pepper) Spray .....	35
I. Use of Restraints.....	36
J. Room Confinement.....	36
<b>VII. Safety and Sanitation.....</b>	<b>38</b>

A. Fire Safety.....	38
B. Control of Dangerous and/or Toxic Materials.....	38
C. Environmental Control .....	38
D. Physical Facility and Equipment .....	38
E. Tool and Equipment Control .....	38
F. Weapons Control .....	38
G. Contingency and Emergency Plans .....	39
<b>VIII. Food Services.....</b>	<b>40</b>
A. Sanitation and Meal Service .....	40
B. Adequate and Varied Meals .....	40
C. Special Diets .....	40
<b>IX. Administration and Management .....</b>	<b>42</b>
A. Post Orders .....	42
B. Policy Development and Monitoring .....	42
C. Interpersonal Communication and Diversity Training.....	42
D. Internal Inspections and Reviews .....	42
E. Staff Background and Reference Checks .....	43
F. Staff Training, Licensing, and Credentialing .....	44
G. Staff Misconduct.....	46
<b>X. Budget and Fiscal Concerns.....</b>	<b>47</b>
A. Changes in Funding.....	47
B. Budget.....	47

## I. Executive Summary

### A. Institution Overview

#### 1. Population Trends & Staffing

- a. How many youths were diverted from custody during the intake process? 0
- b. Where were the youths diverted to? N/A
- c. How many youths were brought to the facility under the age of 12? 0
  - i. How many youths under the age of 12 were detained? 0

#### 2. Educational Achievements (After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)

Educational Achievement	# of Participants	# of Graduates
<u>Earned Diplomas</u>	40	40

- 3. Are programs in the facility evidence-based programs or evidenced based practices? No data
  - a. Data and Outcomes for Programs: No data
  - b. Repeat Clients: No data
  - c. How do you determine who receives what services? No data
- 4. Serious Incidents Trends and Use of Pepper Spray: No data
- 5. Coordination of Behavioral Health Services Care: No data
- 6. Describe Transition Services and Results: No data
- 7. Trauma Informed Staff training and impact: No data

### B. Education/Training

- 1. Career and Technical Education: No data
- 2. Community Tutoring/Mentoring Programs: No data
- 3. Programs/Evidenced Practices: No data
- 4. Critical Incident Reports and STAT Team: No data
- 5. LGBTQI Training/Support-accommodations: No data

### C. Commission Comments and Recommendations

#### 1. Follow Up from 2018 Recommendations:

- a. Designate Staff for Programming and Field Trips.

The JJC recommends adding staff who are designated to assist with programming and additional field trips. Having this designated staff would allow EMJDF to enhance the opportunities for long-term YOU (Youthful Offender Unit) youth and others to participate in programming in the facility and plan additional field trips in the community.

We are currently in the process of transitioning to a more efficient schedule which will provide each unit with one additional officer between the hours of 10am and 6pm. This will provide additional flexibility for field trips.

- b. The increase of staff would also increase the ratio of staff to minors and give EMJDF a stronger ability to continue the goal to reduce/eliminate the use of OC spray. If the elimination of OC spray is the goal, then there needs to be support added to replace that tool. In this case, increasing the ratio of staff to minors so that there could be more positive interaction between staff and minors would be logical as it would allow for CDPO and minors the opportunity to build rapport and respect which would increase the likelihood that minors would more be responsive to the CDPO's verbal commands hence lowering the need for OC.

Our transition to a more efficient schedule is intended to maximize the number of officers in each unit which is one step toward the goals the Commission outlined.

- c. Continue developing of a softer more nurturing environment by continuing to engage the minor's talent in art with painting murals and replacing the institutional furniture.

EMJDF has made major strides in this area to provide a more vibrant and visually aesthetic environment that promotes a sense of identity and belonging. EMJDF has added murals to the main corridors, housing units and recreation areas of the facility.

- d. Continue with field trips and organized activities with the minors.

EMJDF has continued to provide a variety of field trips and organized events throughout the 2018 calendar year. These events and outings have ranged from theatrical plays in the fine arts, educational career events at a local community college and local organized ½ marathons.

- e. Continue to increase opportunities for educational programs for the youth.

EMJDF and SDCOE continue to work collaboratively to provide a variety of educational programs. Youth participated in the Combat Arts San Diego program that provided art classes, museum tours, and art exhibitions. EMJDF youth also had the opportunity to participate in the Hamilton Education Program. Youth also participate with The Beat Within, a non-profit media/communication organization that offers writing workshops to youth in custody.

- f. The JJC recommends that the food services at EMJDF be altered to utilize the new on-site kitchen for food preparation and that youth be able to participate in serving food as part of credit for culinary arts class.

Since January 2019 all three major meals (breakfast, lunch and dinner) are freshly prepared in the facility kitchen. The Culinary Art program is currently on hold due to a SDCOE vacancy.

## 2. 2019 Recommendations:

- a. The Juvenile Justice Commission strongly recommends that Probation close the East Mesa Juvenile Detention Facility and incorporate that youth into the new Kearny Mesa complex, for the following reasons:
  - i. Remote Location:

1. Due to its remote location, East Mesa has never fulfilled its original purpose of being a juvenile intake center for the South Bay, along the lines of Kearny Mesa. In fact, all juvenile intake still takes place at Kearny Mesa.
  2. East Mesa's remote location and lack of public transportation make family visits much more difficult than at a more urban location like Kearny Mesa.<sup>1</sup> Many studies have shown the importance of family visits for rehabilitation.
  3. Due to its remote location, staffing is always an issue for Probation, the County Office of Education and Behavioral Health Services. One of the main points of detention is to provide consistent educational and psychological services for the youth, but if service providers won't go to this remote location, then the youth are penalized through no fault of their own. For example, finding staff for the Continuing Technical Education programs is a perpetual problem, resulting in inconsistent programming and, even when staff are found, the programs are limited to a small number of youth.
- ii. Prison-like appearance:
1. Much modern research has been done on the benefits to youth of being detained, when necessary, in school campus-like settings that provide comforting and supportive environments, e.g., the Missouri model. [www.missouriapproach.org](http://www.missouriapproach.org). East Mesa is exactly the opposite of the Missouri model in appearance. In fact, the units at East Mesa closely resemble San Quentin State Prison. Since at least 2015, the Juvenile Justice Commission has recommended that the prison atmosphere at East Mesa be "softened." However, only recently have any changes been made, and these are clearly inadequate. One officer now works with the youth to create murals in some areas at East Mesa, and one unit has more "home-like" furniture<sup>2</sup>. These steps are "too little, too late," and clearly demonstrate that there is no serious commitment on the part of the department to make these changes.
  2. In addition, East Mesa is located very close to Donovan State Prison, visually perpetuating the "school to prison" pipeline effect every time a youth is transported to or from the facility. East Mesa is also located next to a law enforcement gun range that is often in use when youth are outside for recreation, so that youth out for recreation can hear gunfire, which could certainly exacerbate the mental health issues experienced by approximately 70% of these youth.<sup>3</sup>
- iii. Low numbers of youth at East Mesa
1. As at all the juvenile detention facilities in San Diego County, the average daily population ("ADP") at East Mesa continues to fall, with the 2018 average daily population at 117 youth, or 40% of capacity. Going back five years, in 2017, the ADP was 38%, in 2016 ADP was 51%, in both 2016 and 2015, ADP was 54% and in 2013, ADP was at 47%<sup>4</sup>. This downward trend is expected to

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<sup>1</sup> Also, Probation stated in the draft inspection report that visiting hours during the week are Monday through Friday from 3pm to 8pm, but the Probation website currently states that visiting hours are 2pm to 8pm.

<sup>2</sup> This year's inspection team did not see the home-like furniture.

<sup>3</sup> See BHS Supplement to 2019 East Mesa Inspection report draft, paragraph 3.a, page 5.

<sup>4</sup> See JJC reports for these years available on line. Note that the numbers for a particular year appear in the subsequent year's inspection report.

continue at all juvenile facilities<sup>5</sup> and, if so, strengthens the Commission's recommendation that this group should be integrated into the new Kearny Mesa campus. Closing East Mesa could certainly result in financial savings, as well as more consistent programming for the youth.

- b. Other Recommendations for Probation
  - i. The Juvenile Justice Commission strongly encourages and recommends the Probation Department review, evaluate, and implement changes to OC use and de-escalation tactic practices to ensure the safety of youth and staff.
    - 1. The Commission has made this recommendation every year for at least the last five years, and this is still an issue. In 2016, Probation said they were trying whistles, and looking into implementing the Missouri model. In 2017, Probation said that decreasing ADP would basically result in increased staffing ratios, and hoped that would reduce the use of OC spray. This is not a best practices approach. In 2018, Probation said the same thing about reduced ADP helping to reduce OC spray use, along with implementing the Youth in Custody Practice Model. What verifiable steps is Probation taking to reduce and/or eliminate the use of OC spray? How is the change to 12-hour shifts affecting the use of OC spray?
  - ii. The Juvenile Justice Commission recommends the Probation Department review medical services (in particular "med pass") to ensure youth obtain their medications in a timely manner.
  - iii. The Juvenile Justice Commission strongly recommends the Probation Department review and update their policies and procedures to ensure practice and policy are in line with one another.
  - iv. The Juvenile Justice Commission recommends the Probation Department continue their hiring, training and retention efforts to ensure the safety of youth.
  - v. The Juvenile Justice Commission recommends the Probation Department train staff in report documentation in order for staff to present a clear understanding of what occurs during an incident.
  - vi. The Juvenile Justice Commission recommends that the Probation Department insert in future worksheets a short summary of appropriate Manual sections in addition to the citation to a particular policy (such as Policy section 5.4.5.2 regarding LGBTQI). We don't believe that there are any privacy concerns in summarizing any Manual provisions.
  - vii. The Juvenile Justice Commission recommends the Probation Department establish a TRU Unit
    - 1. For several years, the JJC has recommended establishing a TRU unit at East Mesa. The Executive Summary for the 2018 JJC report states that the Unit Confinement unit has been converted to a TRU unit, where all "Probation officers, teachers and mental health staff are trained in the TARGET (T4) curriculum."<sup>6</sup> At the JJC Quarterly Meeting on October 16, 2019, Probation (Dr. Twitchell) stated that it is a "TRU-like" unit. Clearly this more long-term population could benefit the most from a TRU unit, and this would be another

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<sup>5</sup> ADP at Kearny continues to decline, from 60% in 2013 to 38% in 2017 and GRF was at 55% (25 out of a 45 youth capacity) in 2017.

<sup>6</sup> 2018 East Mesa JJC Report Executive Summary, page 6.



- benefit of closing East Mesa and adding those youth to the more established TRU unit program at Kearny.
- viii. The Juvenile Justice Commission recommends the Probation Department increase Career and Technical Education (CTE) Programming (Probation with San Diego County Office of Education (SDCOE)):
    1. For several years, the JJC has recommended that East Mesa improve their CTE offerings and make them available to more youth. While East Mesa has added a building and plumbing program, the garden program is being administered by a Probation officer, and the Culinary Arts program is not yet up and running, and a dog handling program has been delayed. In addition, these programs appear to serve only a small number of youth. The idea is to have the youth be able to obtain certificates in CTE and to have these programs be available to large numbers of youth. Transferring this population to Kearny Mesa would likely result in more consistent and more available CTE programming.
  - ix. The Juvenile Justice Commission recommends the Probation Department include STAT teams in review of Critical Incident Reports:
    1. The JJC has recommended in the past that Probation include STAT team personnel in the review of Critical Incident Reports to obtain their input. Just as PERT teams now ride along with police department calls, or even handle the calls on their own, input from mental health professionals could result in fewer critical incidents.
  - x. The Juvenile Justice Commission recommends the Probation Department evaluate programming:
    1. For several years, the JJC has recommended that Probation evaluate the programming offered at East Mesa, especially the non-evidence based programming, and eliminate those programs that are duplicative or that do not provide verifiable benefits. We understand that Probation has begun evaluating its programming, but we are not aware of the scope of this project or its timeline. Programming that the JJC has recommended in the past includes:
      - a. Expand youth-led support programs that deal with peer conflict (in the past, a STAT team clinician ran groups in the YOU, Alpha and Bravo units;
      - b. Adopt the violence prevention program that was successful at Kearny; and
      - c. Have on-site youth mentors to ease the transition back to local communities (Probation was going to consult with Second Chance).
  - xi. The Juvenile Justice Commission recommends the Probation Department consider bringing back correctional counselors; the JJC made this recommendation in 2016 and 2017
  - xii. The Juvenile Justice Commission recommends the Probation Department call youth by their first name and eliminate wall facing:
    1. The JJC made this recommendation in 2017. Is this now part of Probation's policies, or is it still voluntary? Enough time has elapsed to ensure that the culture change has taken place, as long as there is adequate support from management.
  - xiii. The Juvenile Justice Commission recommends the Probation Department improve food and the kitchen:

1. After many years of the JJC recommending that meals be prepared on site, as they were originally, this change has finally been made. We hope that a robust Culinary Arts CTE program is also in place.
  - xiv. The Juvenile Justice Commission recommends the Probation Department improve field trips: Probation has stated that supervisory staff will be identifying and arranging for offsite field trips.
  - xv. The Juvenile Justice Commission recommends the Probation Department incorporate cable TVs in the day rooms: Probation reports that cable has been installed so that youth can watch sporting events, etc.
  - xvi. The Juvenile Justice Commission recommends that Probation close East Mesa as part of the master plan to create the new Kearny Mesa campus on a set timetable, and to include considerations for appropriate staffing and staff training.
- c. Recommendations for BHS
- i. Provide psychological services on Saturday
    1. For several years, the Commission has recommended that BHS add psychological services on Saturday, as incidents occur more frequently in the evenings and on weekends.
    - ii. Ensure that mental health staffing is at least at the same level as Kearny; in 2016, the mental health staff ratio at EMJDF was 1:17 and at KMJDF it was 1:10
    - iii. Closely monitor youth on psychotropic drugs: The percentage of youth at East Mesa on psychotropic drugs in 2018 is 34%. In 2017, the percentage was 29% and in 2013, the percentage was 27%. What accounts for this increase, and how closely is BHS monitoring this situation?
    - iv. Ensure that all youth can participate in group therapy.

## II. General Administration

### A. Population and Staffing Information

#### 1. Average Daily Detainee Population (Booking)

	<b>Adult Male</b>	<b>Adult Female</b>	<b>Juvenile Male</b>	<b>Juvenile Female</b>	<b>Total</b>
Facility Capacity	0	0	290	0	290
Facility Average Daily Population	0	0	117	0	117

- a. Has the facility exceeded capacity since the last inspection? No
- b. Does the facility house youth under California Welfare & Institutions Code Section 601 (truancy and status offenders)? 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        /        10                      Asleep:        1        /        30

<b>Probation Staffing</b> <i>(As of December 31 of Previous Calendar Year)</i>	<b># Filled</b>	<b># Open</b>
Director	1	0
Supervisors	10	0
Senior Probation Officers	5	0
Correctional Deputy Probation Officer	110	0
Admin/Support	14	0
Other (Storekeeper & Laundry Worker)	2	0

### B. Admissions and Orientation

1. How are youth oriented to rules and procedures in a developmentally appropriate manner? During the intake process, youth receive the EMJDF handbook (Spanish if needed). It is a comprehensive age appropriate breakdown of the policies and procedures of the facility. Additionally, it includes other relevant information to assist youth in preventing and reporting any discrepancies in their treatment. This orientation is provided verbally and in writing, with an interpreter if necessary, for all youth including those who are limited English proficient or otherwise disabled.
2. Are youth given copies of rules and procedures? Yes
3. What languages are the rules and procedures provided in other than English? Spanish

4. How does facility staff ensure that youth understand rules and procedures? In addition to verbally informing them, youth receive written information on their rights, as well as facility rules.
5. Where are rules and procedures posted in the facility? Information is posted in IBR, Central Control, and all Housing units.

C. LGBTQI Admissions

1. Are staff trained in basic LGBTQI competency? Yes
2. Has a special training or ongoing training been implemented? Yes
3. Do you ask youth their gender identity and gender pronouns during intake? Yes
4. How do you work with youth who identify as non-binary, genderqueer, gender non-conforming, neither male nor female? While EMJDF has yet to encounter a youth who identifies as non-binary, genderqueer, gender nonconforming or neither male or female, it is covered in our LGBTQI training and in policy section 5.4. All Probation staff are held to a standard of engaging youth in a courteous, respectful and nondiscriminatory manner.
5. What safety measures are in place to ensure that LGBTQI youth are safe and protected from harmful encounters? Please see policy section 5.4.5.3 for details on safe placement of LGBTQI youth within the facility. Youth are provided with a PREA brochure upon intake. They are reminded they can report harmful encounters, bullying, and/or sexual harassment incidents via private conversations with any staff member in the facility (officers, school staff, counselors, nurses, etc.). They may report incidents in writing, via private sick- call slips, or in person. A Sexual Harassment script is read to all youth on a daily basis, which includes the PREA Ombudsmen's contact information. Additionally, officers make PREA announcements every shift and conduct weekly PREA education addressing the consequences for harmful encounters.
6. How are LGBTQI youth identified upon admission to the facility? Intake officers conduct a private PREA Risk assessment interview upon admission. The assessment tool includes questions which allow the youth to report whether they perceive themselves to be gay, lesbian, bisexual, transgender, or gender nonconforming. Policy section 5.4.5.2 specifies: Staff should be aware that LGBTQI youth are in various stages of awareness and comfort with their sexual orientation and gender identity. Youth intake interviewers shall sensitively inquire about fears the youth may have of being harassed in the facility, but intake workers should not directly ask youth if they are LGBTQI. Some youth will disclose that they are LGBTQI. If a youth discloses their sexual orientation or gender identity, the intake officer should talk with the youth about it in an open and non-judgmental fashion and determine if the youth has particular concern or needs related to being LGBTQI.
7. Are there anti-bullying programs in the facility? Yes

D. Personal Property and Money

1. Is personal property and money recorded, stored, and returned upon release? Yes
2. Please list the types of personal property that may be kept in sleeping rooms: Letters, Photos, cards, books, phone numbers, addresses, stress balls

E. Youth Records

1. Are case records regarding individual youth kept on site? Yes
  - a. If yes, what steps are taken to protect these records? All case records are stored electronically in the Probation Case Management System (PCMS). Additionally, Administrative Separation, Medical Isolation, and Privilege Suspension hard copies are kept in file cabinets in the Administrative Senior's office and are accessible only to approved Probation staff.

F. Classification, Review, and Housing

1. Are youth assessed upon intake to determine appropriate classification? Yes
  - a. If yes, what classifications are used? Age and physical size, Gender, Physical disability, Court ordered commitment, current charge, intellectual development
2. How often are reclassification reviews conducted? As needed

G. Access to Legal Services

1. Are youth permitted to have reasonable contact with their attorneys? Yes
2. In the last calendar year has an attorney complained that they were not able to communicate with a youth/client? No
3. In the last calendar year has a parent complained that their child was denied access to his or her attorney? No

H. Telephone and Video Conferencing (Skype) Access

1. Are youth and staff trained on telephone access? Yes
2. Are youth permitted to use the telephone/video conferencing (Skype) to contact:
  - a. Parents/guardians? Yes
  - b. Anyone other than parents/guardians and attorneys? Yes
    - i. If yes, whom: Grandparents, siblings, own children, significant adult role model as approved by probation officer
    - ii. 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
3. Are telephone calls monitored? No
4. Are telephone calls recorded? No
5. In the last calendar year has a parent/guardian complained that their child was denied reasonable access to the telephone? No

I. Family Visits

1. What are the visiting hours for this facility? Monday-Friday 3:00 pm - 8:00 pm, Sunday A-L 9:00 am -10:00 am; M-Z 10:15 am - 11:15 am.

2. Who may visit youth? (Left click the box(es) to mark all that apply.)

Parents/Legal Guardians

Minor Siblings

Adult Siblings

Other: Mentors, other family members including children as approved by the Court or Probation Officer

3. Is there ample space in the facility for visitation? Yes
4. Are youth permitted to have private conversations with visitors? Yes
5. Do probation staff members supervise visits? Yes
6. In the last calendar year has there been an instance of a visitor bringing "hard" contraband into the facility? No
7. In the last calendar year has there been an instance of a visitor threatening a youth or staff member? No
8. Are there transportation alternatives for family members who want to visit youth? No
9. What is the policy regarding an undocumented parent or family member of a youth for visitation as they may not have identification to visit? We accept US and Mexico ID. The Court, facility reception or the Probation Officer may direct parents who don't have these forms of ID to the Juvenile Probation Center to have their photo taken for a temporary ID issued by the Probation Department.
- a. How is this policy disseminated to the parent or family member? Visitation hours and rules are posted on the Probation website and at facility reception. Information is provided at the Juvenile Court and by case carrying Probation Officers.

J. Mail and Email

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

K. Staff-Youth Communications

1. Are youth provided opportunities to communicate with staff in writing? Yes
2. Are youth provided opportunities to communicate with staff verbally? Yes
3. Are communication aids (translators, hearing aids, etc.) provided when necessary? Yes

L. Grievances

1. Is there a formal grievance policy? Yes
2. Are written grievances reviewed daily? Yes

3. How are grievances tracked so that facility leaders can identify trends from grievance report? Yes
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
  - a. If yes, please identify the means for which they can report: Youth or their family members can report concerns to any entity within the Probation Department or outside public entity. Staff accepts reports made verbally, in writing, anonymously and from third parties. Staff will document any report of misconduct. Youth have a variety of ways to report concerns about the facility, including reporting to outside agencies not a part of the Probation Department. Phone numbers and addresses to outside agencies are provided to youth during the intake process. The agencies provided are able to receive and immediately forward youth reports to agency officials, allowing the youth to remain anonymous upon request.
5. Are youth made aware on a routine basis that they can express concerns about their detention to their attorneys? Yes
  - a. Is there a formal grievance process available for parents? Yes
  - b. If yes, how many parents submitted grievances in the last calendar year? 0

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

**M. Clothing and Bedding**

1. Are additional blankets available on request? Yes
2. How often is bedding laundered? Weekly
3. How often are youth given clean clothes? Daily

**N. Non-Hazardous Furnishings**

1. Are mattresses and bedding fire-resistant and non-toxic? Yes

**O. Personal Hygiene/Showers**

1. Are youth permitted to shower? Yes
  - a. Showers per week: 7
  - b. Minutes per shower: 5 minutes

2. Please list the hygiene products available to youth and indicate with an asterisk (\*) which products are ethnically appropriate: Soap, deodorant, toothpaste, shampoo, lotion, combs, picks\*, Motions shampoo\*, Motions Hair and scalp daily moisturizing hairdressing\*
3. How do staff members balance privacy and safety concerns? Youth are allowed an opportunity to shower in an individual room or shower stall, except in exigent circumstances or when such viewing is incidental to routine room checks.



### III. Education/Support Services

#### A. Staffing

##### 1. Positions Filled or Open

<b>Staff Type</b>	<b># Filled</b>	<b># Open</b>
Credentialed Teachers	10	0
Credentialed Special Education Teachers	3	0
(Special Ed) Teachers' Aides	3	2
Paid Tutors	1	1
Volunteer Tutors	0	0
Other (Classroom Assistants)	3	2

##### 2. Average Student/Teacher Ratio & Average Daily Attendance by Month

<b>Month</b>	<b>Avg. Student/Teacher Ratio</b>	<b>Avg. Daily Attendance</b>
January	13:1	130
February	13:1	134
March	13:1	125
April	13:1	108
May	13:1	108
June	13:1	114
July	13:1	110
August	13:1	137
September	13:1	118
October	13:1	124
November	13:1	134
December	13:1	146

#### B. Capacity and Attendance

1. Number of classrooms in the facility? 11
2. For each classroom indicated in Question 1, please indicate the following: (After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)

3.

<b>For Each Classroom Used During the Calendar Year</b>	<b>Classroom Capacity</b>	<b>Average Number of Students per Classroom</b>	<b>Number of computers per classroom</b>
Classroom 1	15	13	15
Classroom 2	15	13	15
Classroom 3	15	13	15
Classroom 4	15	11	15
Classroom 5	15	11	15
Classroom 6	15	11	15
Classroom 7	15	11	15
Classroom 8	15	12	15
Classroom 9	15	13	15
Classroom 10	15	14	15

C. Absences

1.

<b>Absences During the Calendar Year</b>	<b>#</b>
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? N/A No expulsions nor absence used as a disciplinary tool
  - 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: Students may miss some time in school if the student has court or has been requested to be present at visitation area

D. Supplies

1. Does each student have their own textbook for each subject? Yes
  - a. If not, what is the ratio of students to textbook for each subject: *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

<b>Course</b>	<b># Textbooks</b>	<b># Students</b>
N/A	N/A	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

a. Who is responsible for making sure that textbooks are up to date? *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

Name	Title
Nathan Head	Site Administrator

3. What school supplies are available to the students (pens, pencils, paper, etc.)? Student supplies include but are not limited to paper, golf-sized pencils, Chrome books, Art supplies (markers, paint, brushes, etc...) math manipulatives and journals.

4. What school supplies are students allowed to take to their rooms? Students may take journals, textbooks, and literature back to their rooms.

a. Who is responsible for making sure there are adequate school supplies? *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

Name	Title
Nathan Head	Site Administrator

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

a. How many hours per day do students use computers? two

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

a. If yes, why? N/A

7. Are students able to work on homework after the school day ends? Yes

a. If yes, how? If students want to work extra to catch up on credits they may take extra work with them to their room.

E. High School Diploma and HiSET 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

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

3. Average grade level of students at the facility: 11th Grade

4. Percentage of students who are not academically prepared to complete work at a 9<sup>th</sup> grade level: 30%
- 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, group projects, use of technology, alternative formative assessments, etc... Our instructors also are focusing on the English Language Art Standards and English Development Standards (Speaking, Reading, Writing, and Listening) which provide for student voice and choice while maintaining the expectation that all students will be able to participate in all classroom activities as per their grade level and core subject standards
- b. Are these students assessed for IEPs? Yes
- i. If no, why not? N/A

F. Special Education

1. IEP/504 Plan/Autism/Learning Disorders

Type of Plan	# Students with Pre-Existing	# Students Tested After Entry	# Students Who Receive After Entry	% of Students
504 Plan	0	N/A	0	No data
IEP Plan	226	2	Based upon student need	No data
IEP Plan with ERMHS <sup>7</sup> Services	45	0	Based upon student need	No data
IEP Plan with BSPs or BIPs <sup>8</sup>	28	0	Based upon student need	No data
Total	226	2	No data	No data

2. Who determines if a student admitted to the facility has an IEP/504Plan? (After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)

Name	Title
Elsa Ramirez	Special Ed. Aid

3. How soon is this determination made after a student is admitted? 1-3 days

<sup>7</sup> ERMHS – Educationally Related Mental Health Services

<sup>8</sup> BSP – Behavior Support Plan; BIP – Behavior Intervention Plan

4. The JJC is seeking information regarding the disability classifications of each youth with an IEP. Please indicate how many youths with IEP's this year were classified under each of the following disability classifications:

IEP Classification	# with Classification	IEP Classification	# with Classification
Autism	1	Orthopedic Impairment	2
Deaf Blindness	0	Other Health Impairment	99
Deaf	0	Specific Learning Disability	86
Emotional Disturbance	35	Speech and Language Impairment	3
Hard of Hearing	0	Traumatic Brain Injury	1
Intellectual Disability	1	Visual Impairment	0
Multiple Disabilities	0		

5. How are a student's IEP/504 Plan records obtained? JCCS utilizes the Special Education Information System (SEIS) that districts in San Diego use and therefore JCCS has electronic access to special education records. We also apply for records using written and faxed forms, and/or calling the district of record or charter school's special education liaison. Records may also be obtained through the education rights holder, Probation Officers or Social Worker. San Diego Unified is requested from district liaison because they don't use SEIS.
6. How long does it typically take to obtain such records? If the district is a member of SEIS, we have immediate access. If the student attended a school that is not, it may take up to a week
7. For students with IEP/504 Plans, please provide the following:

Type of Service	Provided at Facility?	In a separate room?	Who provides?
ERMHS	Yes	Yes	School Psychologist, Mental Health caseworker, and Vista Hill
Counseling	Yes	Yes	School Psychologist, and Mental Health caseworker
Speech and Language Services	Yes	Yes	Speech and Language Therapist
Occupational Therapy	Yes	Yes	Occupational Therapist

- a. If the answer to any of the above is no, why not? N/A

G. General Education Teachers

1. 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 disabilities / special needs. The training is completed by SDCOE Special Education Services, Student Support Services, Education Specialists, the school administrators and via monthly staff meetings. There are also additional opportunities per the SDCOE professional development calendar.

2. What training do general education teachers have with regard to effectively teaching students with:
  - a. a learning disability? Differentiated instruction; co-teaching model; working with content specific coaches, monthly staff meetings, SDCOE professional development calendar; weekly bulletin
  - b. an emotional disturbance? Co-teaching and full inclusion model with a site Education Specialist; monthly staff meetings; weekly bulletin
  - c. significant attention issues? Differentiated instruction models learned from peer edited journals, monthly staff meetings, weekly bulletin; SDCOE professional development calendar

#### H. Credentialed Special Education Teachers

1. How many credentialed special education teachers are at the facility full-time? 3
2. Do credentialed special education teachers participate in lesson planning and curriculum development? Yes
  - a. If yes, how often do they meet with teachers? Daily, weekly, and during Professional Learning Community (PLC) meetings
  - b. Do credentialed special education teachers instruct students in any classes? Yes

#### I. IEP Meetings

1. Are IEP meetings held whenever annual meetings for an eligible student are due? Yes
2. Are IEP meetings held when an eligible student arrives in the facility and attends school? Yes
3. What is the average length of time between a student's arrival at the facility and his/her first IEP meeting? The average length of time between a student's arrival to our school and his or her first IEP meeting is between 25-30 days. Upon entry a thirty-day interim placement IEP is developed. Prior to the end of the 30-day placement period, an IEP meeting is convened.
4. Are IEP meetings held if a student is in the facility for more than thirty days? Yes
  - a. If no, why not? N/A
5. Are parents notified of the meetings? Yes
  - a. If yes, how? The education rights holder is provided written notice, phone calls, electronic mail, and through the Probation Officer if necessary.
6. Describe the most common obstacle to IEP compliance: The education rights holds returning correspondence to the special education department for consent for evaluation of the student.

#### J. General Special Education Questions

1. Are staff trained to implement BSP's and BIP's? Yes
2. What resources are available to accommodate students with special education needs? All classes are provided with an Education Specialist and/or special education teacher's aide. The individual assigned to the classroom is dependent upon the needs and the IEPs for the

student's enrolled at our school on any given day. All staff are provided with the list of accommodations, modifications and supports for their students as per the IEP At a Glance

3. How many students are brought to the facility directly from school? N/A
4. In the last calendar year, how many students were referred by the IEP Team at the facility to a Residential Treatment Center? 0
5. In the last calendar year, how many students were referred by Probation to a Residential Treatment Center? This is a transition question for SD Probation

K. Post-High School/HiSET Programs

1. How many students are taking courses for college credit online? 18
2. At what college(s)? Palomar; Mira Costa; San Diego City; Grossmont; Southwestern Community colleges
3. Are students given information and counseling regarding community college and four-year college options? Yes
4. Are students given information and counseling regarding financial aid options for college? Yes
5. Are students given resources for college entrance exam preparation? Yes
6. Do students in the facility take military readiness testing? Yes
  - a. If yes, are they required to do so? No

L. Career Technical Education (CTE)

1. What Career Technical Education (CTE) programs are available in the facility? Horticulture, Building and Maintenance, Culinary
2. Do CTE opportunities have sufficient space and resources for the number of students who are interested in participating? No
  - a. If no, what plans does the facility have to provide adequate space and resources? We have the space, we are looking to hire additional CTE teachers.
3. Are programs scheduled so all students can participate in all programs? No
  - a. If no, how many students have been denied participation in one of these programs in the last calendar year? Students are assessed by graduation need, if they will be able to finish the program and safety concerns
  - b. What plans does the facility have to ensure all eligible youth can participate? This would need to be answered by probation.

M. Special Programs and Activities

1. What other special programs or activities are take place in the classroom? David's Harp Music Production, Art Classes, sex education, Project Aware, Mindfulness, Career and College, Dance, Guitar Lessons, Murals

2. What programs or situations would result in a student leaving the classroom during school hours? Students may leave the classroom due to but not limited to court, a MIC for visitation-attorney, therapy as per their IEP, academic/behavior testing, probation officer, etc.

N. Independent Study

1. What independent study options are available? Students do not get enrolled in Independent Studies unless of special circumstances.
2. When is independent study used? Only if there is a health issue that needs to be addressed.



## IV. Health Care Services

### A. Medical Staffing

Staff Type	# Staff	# Contractors	# Positions Open	Avg. Number of Hour per Week at Facility
Physician	1	0	0	6
Physician's Assistant	1	0	0	16 hours/week T & TH
Registered Nurse	2	0	0	24 hours/day x 7 days/week
Licensed Vocational Nurse	2 day 1 night	0	0	2 Nurses 12 hours/day M-F 1 Nurse 12 hours/day S-S 1 Nurse 12 hours/night x 7 days/week
Nurse Practitioner	0	0	0	0
Emergency Medical Tech	0	0	0	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 type="checkbox"/>	LVN/RN	N/A
Dental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nurses/MD	Dentist on-site Fridays
Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN	N/A
Behavioral Health/Psychological	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done by MH	N/A
Sexually transmitted infections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LVN/RN	Public Health/Quest Lab
Pregnancy test (if females are held in facility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No data	No data
Other: <u>No data</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

### C. Medical and Dental Health Needs

1. What is the procedure for youth to request:
  - a. medical services/treatment? Minor places sick-call slip in box and they are retrieved 4 times per day; Probation and STAT Team may refer or request an exam.
  - b. dental services/treatment? Referred by nursing staff or MD

2. Are probation staff members permitted to refer youth for medical/dental treatment? Yes
3. On average, how many health services staff are available to respond to the medical needs of the youth in the facility? Day shift M-F 4-5, night shifts and weekends 2
4. What medical equipment is available to respond to the medical needs of the youth in the facility? First Aid kits, AEDs, Emergency Response bag, Oxygen, Glucose monitoring, Back Board, Cervical Spine Collars, Oropharyngeal/nasopharyngeal Airways and Gurney
5. Are the youth's medical needs addressed in private treatment rooms only? Yes
  - a. If yes, how many treatment rooms does the facility have? 4
  - b. If no, where are the youth treated? N/A
6. On average, how long does it take for clinic staff to respond to:
  - a. an emergency? 1-4 minutes depending on location
  - b. request for an inhaler? 5-10 minutes depending on location
7. Call Slips
  - a. Who makes the determination whether or not a youth is seen after a sick call slip is turned in? RN or PA sick call slips within 8 hours
  - b. How many times were youth not seen after submitting a sick call slip: 0
    - i. Reason why not seen: N/A
    - 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
    - i. If yes, how is a visit arranged? Appointment is scheduled by the clinic with MD order and permission from Probation.
  - b. How many youths saw a personal healthcare provider during the calendar year? 139.

D. Intoxicated Youth

1. Please provide the written procedure for handling youth under the influence of any intoxicating substances.
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
3. Who provides medical clearance for these youth? Emergency Room
4. Did the facility detain any youth determined to be under the influence of an intoxicating substance? 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

1. Please provide a copy of the facility plan in managing hunger strikes.
2. 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. Suicidal Ideation

1. Please attach a copy of the written suicide prevention plan.
  - a. Please list all agencies who participated in developing this plan. Probation, Behavioral Health Services, CFMG (now WellPath), County Counsel.
2. How often do Probation staff attend suicide prevention training? All staff attend an initial 8-hour training and every 2 years thereafter a 4-hour refresher training.
  - a. What topics are covered during this training? 1. Staff Training 2. Intake Screening and Assessment 3. Communication 4. Safe Housing 5. Levels of Observation/Management 6. Intervention 7. Reporting 8. Follow-Up/Morbidity-Mortality Review
3. In the last calendar year have there been any instances where the written plan was not followed in response to a youth at risk of suicide? No
  - a. If yes, what happened? N/A
4. Number of referrals of youth with suicidal ideation during the last calendar year? 12
5. Are all youth with suicidal ideation put in a "suicide watch" room? Yes
  - a. If no, why not? N/A
6. Have tear-away bed sheets been installed in "suicide watch" rooms? No
7. Is there a TRU unit (Trauma Recovery/Rehabilitation Unit) at this facility? Yes
  - a. If no, when will a TRU unit be opened at this facility? N/A

G. Death

1. Please provide a copy of the facility response plan when a death occurs.
2. 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: N/A

H. Informed Consent/Involuntary Treatment

1. Is informed consent obtained, when appropriate, prior to the delivery of care? Yes
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
3. Under what circumstance would a youth undergo an involuntary medical test or treatment? Unconscious and life threatening

I. Experimental Research

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

<b>Research Type</b>	<b>Permitted?</b>
Behavioral/Psychological	No
Biomedical	No
Cosmetic	No
Pharmaceutical	No
Other: No data	Yes/No

2. Do youth consent to participation in research? N/A
3. Do parents' consent to participation in research? N/A
4. Describe any research studies in which youth in the facility participated in the last calendar year. None

J. Infectious Disease

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

K. Accommodations for the Disabled

1. Does the facility accept youth with disabilities? Yes

L. Accommodations for Autism or Other Developmental Disorder

1. What are your procedures for dealing with youth who have autism or other developmental disorder? The Probation Department will make reasonable accommodations or modifications to existing policies and procedures, consistent with legitimate rehabilitative interests, in order to allow youth with disabilities the same access to programs and facilities as non-disabled youth, unless doing so would be an undue burden to the Probation Department, cause a fundamental alteration to a program, or pose a direct threat of substantial harm to the health and safety of the individual or others.

## V. Programs

### A. Evidence Based Practices/Programs

Please list programs and/or services offered to youth at the facility either by probation staff members, a contractor, or a volunteer. (Examples of such services are substance abuse counseling, financial literacy education, anger management classes, conflict resolution skills, book club and/or counseling, incentive building or team leader programs.) *(After filling in information for the first line, click on the plus (+) in the bottom right-hand corner of the table to add another line if necessary.)*

- **Evidence based practices**/services are usually tracked in terms of numbers of participants and number of successful completions. Evidence based practices are **approaches** to prevention or treatment that can be documented as effective.
- **Evidence based programs** track data on not only the number of participants and number of who completed the program but also on participants attaining the outcomes associated with the program (i.e. found a job or entered a specific field as a result of being in the program). The US Department of Child Welfare defines evidence based programs as **using a defined curriculum or set of services that, when implemented with fidelity** as a whole, can be validated.

#### 1. Evidence Based Practices

Name of Program	Type of <b>Evidence Based Practice</b>	Duration of Program	# of Participants	# of Repeat Participants	# of Participants Who Completed the Program
SECOND CHANCE: 1. Life Skills	These are based off of Best Practices and are not Evidence Based	8-Weeks	72	1	66
SECOND CHANCE: 2. Work Readiness	These are based off of Best Practices and are not Evidence Based	5-Weeks	72	1	66
SECOND CHANCE: 3. Literacy	These are based off of Best Practices and are not Evidence Based	Varied	72	1	66
SECOND CHANCE: 4. Vocational Training Certificates	These are based off of Best Practices and are not Evidence Based	Varied	72	1	66

2. Evidence Based Programs

Name of <b>Evidence Based Program</b>	Goals of Program	Duration of Program	# of Participants	# of Repeat Participants	Explanation of How and What Follow-Up Data is Collected	# of Participants Who Met the Goals of the Program
SECOND CHANCE: 1. Seeking Safety	Addresses the co-occurrence of Substance Abuse (OR dangerous behaviors) and Trauma	6-Weeks	72	1	Youth complete a Self-Reported Assessment at Intake, Pre-Release and Post-Release. Here we can view/track their self-reported progress throughout their participation in programming.	66
SECOND CHANCE: 2.TCU-Mapping Enhanced Counseling	Enhance client communication, planning, and decision-making skills.	15-Weeks	72	1	Youth complete a Self-Reported Assessment at Intake, Pre-Release and Post-Release. Here we can view/track their self-reported progress throughout their participation in programming.	66
SECOND CHANCE: 3. Curriculum Based-Motivation Group	Introduces the youth to the idea of change and begins to get them to think about what it takes to change.	5-Weeks	72	1	Youth complete a Self-Reported Assessment at Intake, Pre-Release and Post-Release. Here we can view/track their self-reported progress throughout their participation in programming.	66

Name of <b>Evidence Based Program</b>	Goals of Program	Duration of Program	# of Participants	# of Repeat Participants	Explanation of How and What Follow-Up Data is Collected	# of Participants Who Met the Goals of the Program
SECOND CHANCE: 4. MRT	Seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning.	12-Weeks	72	1	Youth complete a Self-Reported Assessment at Intake, Pre-Release and Post-Release. Here we can view/track their self-reported progress throughout their participation in programming.	66
SECOND CHANCE: 5. Violator Specific Programming	Building and enhancing support networks for recovery in the community (12-step, family, friends) and on helping clients improve social skills, problem-solving, and perceptions of self-efficacy that foster recovery maintenance	10-Weeks	72	1	Youth complete a Self-Reported Assessment at Intake, Pre-Release and Post-Release. Here we can view/track their self-reported progress throughout their participation in programming.	66
SECOND CHANCE: 6. TCU Treatment Readiness & Induction Program	Increasing motivation for treatment by helping youth think more clearly and systematically about their drug use and personal problems	8-Weeks	72	1	Youth complete a Self-Reported Assessment at Intake, Pre-Release and Post-Release. Here we can view/track their self-reported progress throughout their participation in programming.	66

3. How do you determine who receives what services? Age, Gender, Charge Type/Severity, Behavior and Commit to Y.O.U.

B. Religious Practices

1. Are youth religious services offered in the facility? Yes
  - a. If yes, list the religious/faith traditions for which services are offered: Catholic, Christian, Protestant
2. Are religious services offered in a language other than English? Yes
  - a. If yes, list the languages in which services are offered: Spanish
3. Are youth offered religious or faith-based counseling services? Yes
4. Are youth permitted to keep religious texts in their sleeping rooms? Yes

C. Work Assignments

1. Are unsentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes
2. Are unsentenced youth in the facility required to work or perform chores? Yes
3. Are sentenced youth in the facility permitted to work or perform chores on a voluntary basis? Yes
4. Are sentenced youth in the facility required to work or perform chores? Yes

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
3. Please provide the written policy for handling youth who refuse to participate in physical recreation/exercise. Please refer to Policy & Procedures Section 6.2 Recreation and 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.)? We adhere to the Title 15 regulations and afford at minimum 3 hours on school days and 5 hours on non-school days.
5. How do Probation Officers ensure that homework is completed before free-time activities occur? Homework is provided on a needed basis by the school and Probation Officers are informed.

E. Transition and Release

1. Are there established protocols for transitioning youth out of the facility and into the community? Yes
  - a. Please provide detail about transition planning and community involvement. Re-entry meetings are conducted for all Breaking Cycles and Youthful Offender Unit committed youth, approximately three to four weeks prior to their release. Re-entry meetings are facilitated by an EMJDF SRPO or a DPO/Re-entry Officer. The youth, the parent/guardian, the casework Probation Officer, the Second Chance counselor, a Soar Academy Transition Specialist, a Special Education teacher (if applicable), a STAT team member, and medical staff (when necessary), are invited to the meeting so they may provide input and in order to ensure a smooth transition into the community;



Housing, school placements, medication, and counseling/treatment plans are all arranged at this meeting.

2. Is there any training provided on how youth can seek help/resources when they are back in the in the community? Yes
3. Do facility correctional officers consult with the case carrying probation officer that will be assigned to the youth when they leave the facility to discuss transition-related concerns? Yes
4. Has the facility received any complaints from parents regarding the transition process? No
5. Has the facility received any complaints from attorneys regarding the transition process? No
6. 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.)? No

## VI. Security and Control

### A. Security Features

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

### B. Security Inspections

1. Does the administrator in charge ever visually inspect the facility for security-related concerns? Yes
- a. If yes, how often? Daily, weekly, and monthly
2. Are random reviews of security tapes conducted? Yes
- a. If yes, how often? Several times per month

### C. Control of Contraband

3. In the last calendar year has a weapon been found in the possession of a youth in the facility? Yes
- a. Was the weapon found during intake or after the youth's incarceration? All homemade weapons were found after a youth's incarceration
4. 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
- a. Was the controlled substance found during the intake process or after the youth's incarceration? All controlled substances have been found after a youth's incarceration.
5. If there have been a high number of incidents related to a specific type of contraband, please describe: There have not been a high number of contraband incidents but the major types have been prescribed medication and possession of metal.

### D. Searches

1. Do probation staff search sleep areas/rooms? Yes
2. If staff search sleep areas/rooms, do probation staff members search the room in the presence of the youth? No
3. If staff search sleep areas/rooms, is clean bedding or clothing mixed with soiled bedding or clothes during this process? No

### E. Discipline

1. Please provide the written policy for the discipline process Please see the attached policy.
2. Are measures taken to ensure that due process is preserved? Yes
3. Approximately what percent of grievances/appeals related to disciplines are resolved in favor of the youth? 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	58
Serious assaults on staff	8
Other serious incidents	276
Serious incidents above for which there is a written record	342

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
3. Are these logs stored electronically? Yes
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? Yes

G. Use of Force

1. Are there written policies in place to ensure that force is used only when necessary? Yes
2. Are there written policies in place to ensure that force is used only as long as necessary? Yes
3. Is each instance of a use of force documented? Yes
  - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when there is an instance of use of force? (*Left click the box(es) to mark all that apply.*)
 

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input checked="" type="checkbox"/> Deputy Chief	<input checked="" type="checkbox"/> Committee
5. Number of instances in the last calendar year: 284

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

2. Are there written policies in place to ensure that OC spray is used only as long as necessary? Yes
3. Is each instance of OC spray documented? Yes
  - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when OC spray is used? (*Left click the box(es) to mark all that apply.*)

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input checked="" type="checkbox"/> Deputy Chief	<input checked="" type="checkbox"/> Committee
5. Number of instances in the last calendar year: 127

I. Use of Restraints

1. Are there written policies in place to ensure that restraints are used only when necessary? Yes
2. Are there written policies in place to ensure that restraints are used only as long as necessary? Yes
3. Is each instance of a use of restraints documented? Yes
  - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. What level of review occurs when restraints are used? (*Left click the box(es) to mark all that apply.*)

<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Assistant Chief
<input checked="" type="checkbox"/> Division Chief	<input type="checkbox"/> Chief
<input 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
2. Are there written policies in place to ensure that room confinement is used only as long as necessary? Yes
3. Is each instance of room confinement documented? Yes
  - a. If yes, are these documents reviewed by the administrator in charge? Yes
4. Number of instances in the last calendar year: 1,069 total
5. Is Administrative Segregation used at the facility? Yes
  - a. If used, are there written policies in place to ensure Administrative Segregation is used only as long as necessary? Yes
  - b. Number of instances used: 14 total

- c. Average length of time used: 3 days. Please refer to the 2018 Administrative Separation spreadsheet

## VII. Safety and Sanitation

### A. Fire Safety

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

### B. Control of Dangerous and/or Toxic Materials

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

### C. Environmental Control

2. Does the facility appear clean and sanitary? Yes/No  
3. Does the facility appear appropriately ventilated? Yes/No  
4. 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? 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  
2. Is there a written policy to ensure the adequate control of tools? Yes  
3. Is there a written policy to ensure the adequate control of culinary utensils and equipment? Yes  
4. Is there a written policy to ensure the adequate control of medical equipment? Yes  
5. Is there a written policy to ensure the adequate control of supplies? Yes  
6. Is there a written policy to ensure the adequate control of vehicles? Yes

### F. Weapons Control

1. Are weapons of any types permitted in the facility? No  
2. Is there a weapons locker on site? Yes  
a. If yes, where is it located? There are weapon lockers in the Transportation Office, outside the staff entrance located in the Administrative area of the building, and outside the Police entrance door.

b. Contingency and Emergency Plans

1. Are there written plans in place for the following contingencies/emergencies? (*Left click the box(es) to mark all that apply.*)

Bees

Fire

Bomb Threat

Hostage Situation

Contagious disease outbreak  
(Tuberculosis, Flu, etc.)

Power outage/failure

Earthquake

Unit disturbance

Other: No data

## VIII. Food Services

### A. Sanitation and Meal Service

1. Are kitchen staff members trained regarding sanitation and food handling procedures? Yes
2. Have kitchen staff members received any training in the last year other than training given to newly hired employees? Yes
  - a. If yes, describe what the training included: Training includes Serv-Safe & Handling Food and Temperature classes
3. Do youth work in the kitchen? No
  - a. If yes above, have they been trained? Yes/No
4. Are youth permitted to converse during meals? Yes
  - a. If yes, may a youth seated at one table converse with a youth seated at a different table? No
5. Are meals served cafeteria style? Yes
6. Are youth permitted 20 minutes or more to eat? Yes
7. Who/what agency maintains the kitchen area? San Diego Sheriff's Department/Food Services
8. 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
2. Does a nutritionist, dietitian, or other health professional participate in the creation of the menu? Yes
3. How many calories per day does a youth who eats all of the standard meals provided consume? Daily Average 3,433
4. Are youth protected from having food taken from them? Yes
5. What approximate percent of calories are from the following:  
Protein: 16%                      Carbohydrate: 62%                      Fat: 22.8%
6. What is the procedure for handling a youth's request for second helping/additional food?  
Upon request

### C. Special Diets

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



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

## **IX. Administration and Management**

### **A. Post Orders**

1. Do probation staff members have access to a detailed copy (Post Orders) of their job description? Yes
  - a. If yes, what is the date of the last Post Order update? Varies
2. Do probation staff members have performance reviewed annually? Yes

### **B. Policy Development and Monitoring**

1. What is the title of the person primarily responsible for creating, updating, or modifying policies and procedures? Senior Probation Officer Nathan Becraft
2. How often are policies and procedures reviewed for accuracy and consistency with daily practices? As needed.
3. What is the formal process for policy review? Policy is identified for review and edited by ESU personnel, then the Subject Matter Experts (SME) identified (as/if needed). The ESU personnel will then coordinate collaboration between ESU, SME and Associations (as/if needed). Once ESU completes draft, re-draft, and edits. The draft re-draft, and edits are then sent to County Counsel for technical review, then to Executive for review and approval. Once corrections/edits are made, draft, re-draft and edits are sent to Department HR and County DHR/Labor Relations. The SPOA/POA is last to review, then ESU personnel post the approved policies to Share-Point
4. Are policy and procedure manuals available onsite? Yes
5. Does the manual include the title, and contact information of the staff member to whom one can report a grievance or complaint? No
6. Does the manual include the title, and contact information of the staff member to whom one can propose a change to a policy? No
  - a. If yes, list the number of manuals available: N/A
  - b. Where are the manuals located? Department's Intranet
7. Are probation staff members permitted to access these manuals? Yes
8. Are contractors familiarized with these manuals during contractor orientation? Yes
9. Are the youths' attorneys permitted to access these manuals via subpoena? Yes

### **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
2. List types of diversity training attended by Probation staff members: LGBTQI, Embracing Diversity, and Encouraging Respect

### **D. Internal Inspections and Reviews**

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

- a. If yes, how often: Annually and as needed
2. How often does the administrator in charge meet with the following groups to discuss operations and services:
  - a. Probation Staff: Bi-Weekly and as needed
  - b. Medical Staff: Bi-Weekly and as needed
  - c. Mental Health Staff: Bi-Weekly and as needed
  - d. Contracted Programming Representatives: Bi-Weekly and as needed
  - e. School/Education Staff: Bi-Weekly and as needed
  - f. Volunteers: Bi-Weekly and as needed

E. Staff Background and Reference Checks

1. Do staff members have an initial background before they are hired? Yes
2. Do staff members have reference checks before they are hired? Yes
3. Do staff members meet with a psychologist before they are hired? Yes
4. Do staff members undergo drug testing before they are hired? Yes
5. Do staff members undergo periodic criminal history checks after they are employed? No
  - a. If yes, date of last periodic background check N/A
  - b. If no, what safeguards are in place to capture staff criminal conduct for:
    - i. Probation Staff: Probation staff is required to self-report law enforcement contacts. The Department of Justice notifies the Probation Department of any arrest of probation staff as well as local law enforcement agencies contact the department when arresting a Probation staff.
    - ii. School Personnel: SDCOE directly monitors their own employees
    - iii. Contracted Employees: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of Livescan subsequent to employment.
    - iv. HHSa Staff: HHSa directly monitors their own employees
    - v. Medical Staff: The Department of Justice notifies the Probation Department of any arrest of contracted staff by virtue of Livescan subsequent to employment.
    - vi. Volunteers: The Department of Justice notifies the Probation Department of any arrest of volunteer staff by virtue of Livescan subsequent to employment.

F. Staff Training, Licensing, and Credentialing

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

<b>Training Type</b>	<b>Does Staff Attend?</b>	<b>How Often?</b>	<b>Online or In Person?</b>	<b>Who Provides?</b>
Adolescent Development	Yes	1x Only	In Person	STAT
Appropriate Relationships/ Boundaries with Youth	Yes	Quarterly	Online	Probation Department
Appropriate Disciplinary Techniques	Yes	Annually	In Person	Probation Department
Autism Training	Yes	When Available	In Person	Outside Provider
Confidentiality	Yes	Biennially	Online	Probation Department
Conflict Management	Yes	1x Only	In Person	Probation Department
CPR/First Aid	Yes	Biennially	In Person	Outside Provider
Emergency Response	Yes	Biennially	In Person	Probation Department
Ethical Decision Making	Yes	Biennially	In Person	Probation Department
Identification and Treatment for Mentally Ill and/or Suicidal Youth	Yes	Biennially	In Person	STAT
Identification and Referral of Youth for Special Education Services	Yes	When Available	In Person	Outside Provider
Inclusion Methods for Youth with Disabilities or Special Needs	Yes	When Available	In Person	STAT
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs <b>In</b> the Facility	Yes	Biennially	In Person	Probation Department
Reporting Requirements for Abuse, Neglect, or Maltreatment that Occurs <b>Outside</b> the Facility	Yes	Biennially	In Person	Probation Department
Sexual Harassment	Yes	Biennially	In Person	Probation Department
Signs of Abuse or Neglect	Yes	Biennially	In Person	Wellpath

<b>Training Type</b>	<b>Does Staff Attend?</b>	<b>How Often?</b>	<b>Online or In Person?</b>	<b>Who Provides?</b>
Use of Force	Yes	Annually	In Person	Probation Department
Use of Restraints	Yes	Annually	In Person	Probation Department
Other: <u>No data</u>	Yes	No data	In Person	No data

**G. Staff Misconduct**

1. Please provide the written policy for addressing staff misconduct.
2. Please provide the written policy that ensures youth are not bullied by staff.
3. In the past calendar year, have there been any allegations of the following:

<b>Type of Misconduct By Staff Member</b>	<b>Occurred in Past Calendar Year?</b>	<b>To a Youth In Custody</b>	<b>To a Youth Out of Custody</b>
Physically Assaulting Youth	Yes	Yes	No
Allegation of Sexual Assault of Youth	No	No	No
Sexually Assaulting Youth	No	No	No
Verbally Threatening Youth	No	No	No
Touching a Youth in an Inappropriate Way	Yes	No	No
Commenting on the Physical Appearance of Youth in a Manner Outside Scope of Staff Member's Job Duties	Yes	Yes	
Entering a Youth's Sleeping Room for Any Reason that was Outside the Scope of the Staff Member's Job Duties	No	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. All of the above allegations were thoroughly investigated and reported up the chain of command (up to and including Internal Affairs when appropriate). Supporting documentation will be available during inspection.

## **X. Budget and Fiscal Concerns**

### **A. Changes in Funding**

1. 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.): N/A

### **B. Budget**

1. Facility budget for past fiscal year: \$23,211,724
2. Facility budget this fiscal year: \$25,052,971
3. If a decrease in budget what impacts did the facility incur (i.e. loss of staff positions, loss of contracted services, decrease in medical/mental health services provided etc.). N/A
4. If there was an increase in budget what was the increase used for: There was an increase of \$1.84 million primarily due to an increase of \$0.66 million in Salaries & Benefits related to adding a Deputy Probation Officer for reentry services, increases in required retirement contributions, and negotiated labor agreements. The budget increase was also due to an increase of \$1.18 million in Services & Supplies primarily related to standard inflationary increases for Internal Service Fund (ISF) expenditures, which include Facility Management ISF, Information and Technology ISF, and Vehicle Maintenance ISF. Services & Supplies increases were also related to Contracted Services for Functional Family Therapy (FFT), which is designed to improve within-family attributions, family communication and supportiveness while decreasing intense negativity and dysfunctional patterns of behavior and Household expenditures based on historical actual trends. Household expenditures include laundry services, cleaning supplies, and food service related supplies.